



## **Ordinary Meeting of Council**

**Thursday 27 July 2023**

**4.00pm**

**Council Chambers**

**209 Comur Street, Yass**

**ATTACHMENTS TO REPORTS**

# Ordinary Meeting of Council

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# PLANNING PROPOSAL

*Yass Valley LEP 2013*  
Housekeeping Amendment

March 2023



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## PART 1 – OBJECTIVES/INTENDED OUTCOMES

The planning proposal is intended to amend the *Yass Valley Local Environmental Plan 2013 (YVLEP 2013)* to address numerous administrative, minor matters and anomalies that have become apparent since the previous 2018 Housekeeping Amendment to the *YVLEP 2013*, by making changes to and updating the Standard Instrument LEP and accompanying maps.

## PART 2 – EXPLANATION OF PROVISIONS

The amendments proposed to the *YVLEP 2013* to achieve the intended outcome of the planning proposal, are identified below and are discussed individually in detail. Most of these amendments are deemed to be administrative in nature as they seek to make corrections to minor matters and errors in the *YVLEP 2013*.

### Item 1: Add new land use term of 'Artisan Food and Drink Premises' to RU1 - Primary Production and RU4 – Primary Production Small Lots Zones

An additional land use term of 'artisan food and drink industry' was introduced by DPE through Planning circular #PS 18-008 issued on 31 August 2018, to provide clarity for the growing artisan and craft food and drink industry. The definition of 'Artisan Food and Drink Industry' is:

*"Artisan food and drink industry means a building or place the principal purpose of which is the making or manufacture of boutique, artisan or craft food or drink products only. It must also include at least one of the following:*

- a) a retail area for the sale of the products,*
- b) a restaurant or cafe,*
- c) facilities for holding tastings, tours, or workshops".*

This new land use term is already permissible in those zones where 'light industry' is permissible within the *YVLEP 2013*. It is proposed to add this new land use term as permissible with consent in zone RU1 – Primary Production and RU4 – Primary Production Small Lots. The proposed addition of this land use term will support the economic development and value adding opportunities for businesses in these areas of the Yass Valley.

Clause 5.4 (10) of the *YVLEP 2013* outlines controls for rural zones relating to the maximum floor area for retail sales of an artisan food and drink industry.



**Item 2: Amend Land Zoning and Lot Size Maps for land to the North of the Recreation Ground at Barton Highway, Murrumbateman**

The land under consideration in this item includes Lots 2,4,5 & 6 DP 1220039. The zone and lot size map extents do not correspond with the cadastral lot boundaries as shown in **Figure 1** and **Figure 2**. The subject land is zoned RU5 – Village, with some RU1 – Primary Production. The applicable Lot Size map is predominantly 1500 sqm, with 40 ha applying where the RU1 Primary Production Zone has been applied in error.

It is therefore recommended to amend and update the Land Zoning map for the subject land by zoning Lots 2,4,5 & 6 DP 1220039 RU5 – Village in their entirety with a MLS of 1500 sqm respectively, so that it aligns with the lot boundaries.

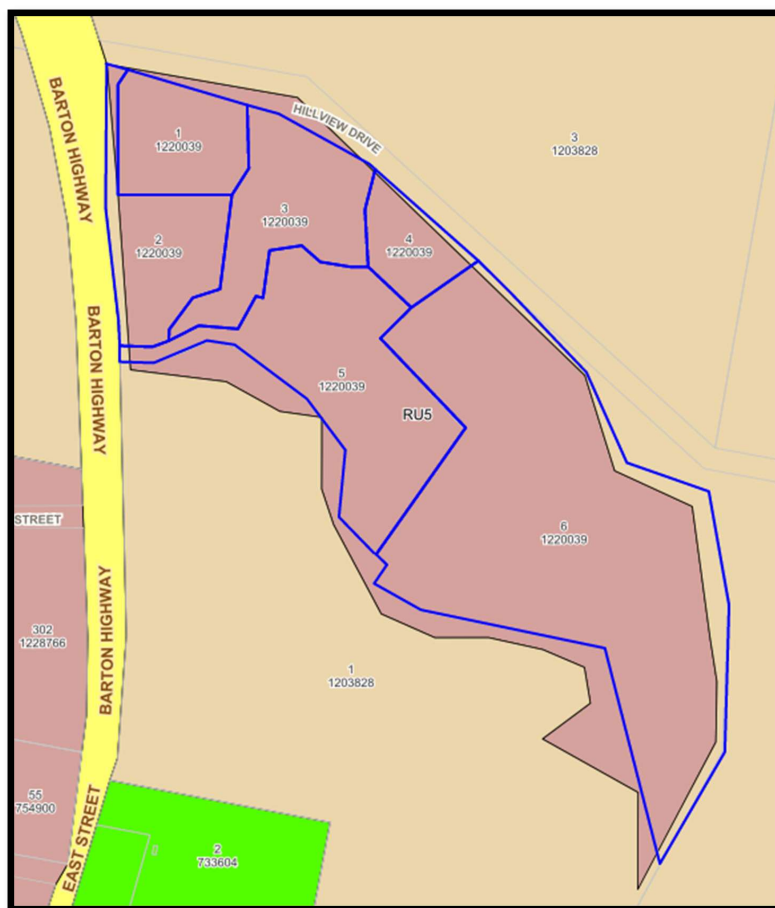


Figure 1: Existing Land Zoning Map – Amend the zoning of land outlined blue to align with the cadastral lot boundaries on the Land Zoning Map – Sheet LZN\_005C

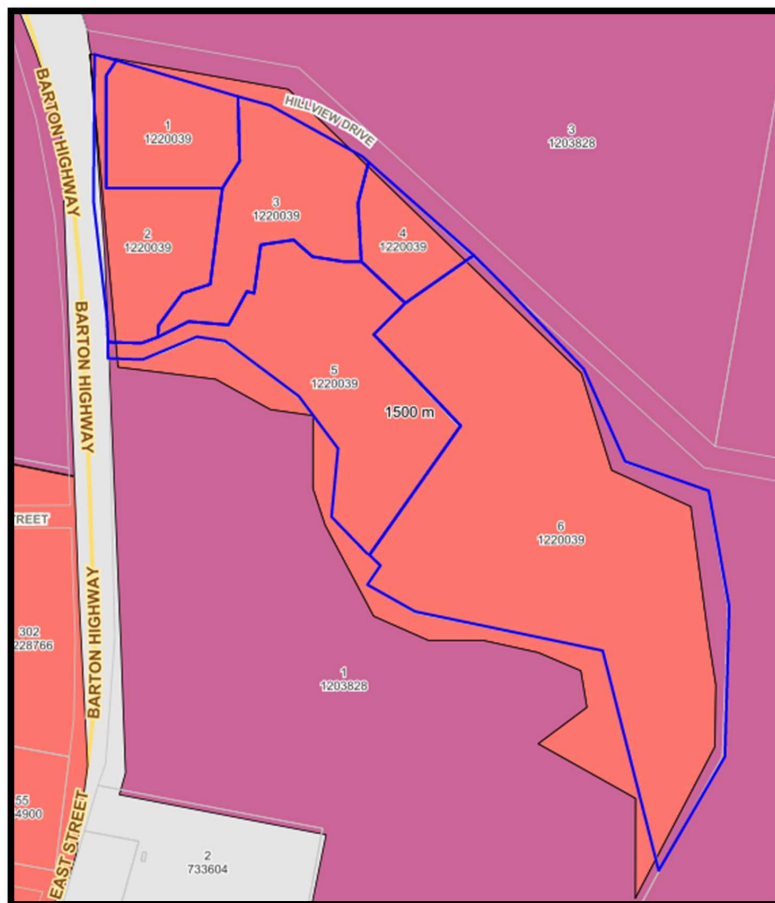


Figure 2: Existing Minimum Lot Size Map – Amend the MLS of land outlined blue to align with the cadastre on the Lot Size Map – Sheet LSZ\_005C

Item 3: Amend Land Zoning and Lot Size Maps for the Murrumbateman Recreation Ground

The subject land is known as Lot 1 DP 1203828, having an area of 30.15 ha, located on the Barton Highway at Murrumbateman. It is owned by Yass Valley Council and is currently used and developed for Public Recreation. This lot was created and registered in 2015 to enable the expansion of the Murrumbateman Recreation Ground, and to recognise a long lease that had previously been in place with the previous landowner for public recreation purposes. This lot shares its west boundary with Lot 2 DP 733604, having an area of 3.54 ha which is a Crown Reserve under Council Management, zoned RE1 – Public Recreation as shown in **Figure 3**.

It is proposed to amend and update the Land Zoning and Lot Size Maps for the subject land from RU1 – Primary Production and RU5 - Village to RE1 – Public Recreation which will reflect the existing use of the land as a Public Recreation Facility. This is consistent with the future zoning map for



Murrumbateman shown in Figure 23 of the Yass Valley Settlement Strategy 2036, which recommends RE1- Public Recreation be applied to this land. No MLS is therefore required to be applied, and the MLS of 40ha (RU1 – Primary Production) and 1,500m<sup>2</sup> (RU5 – Village) shown in **Figure 4** can be removed.

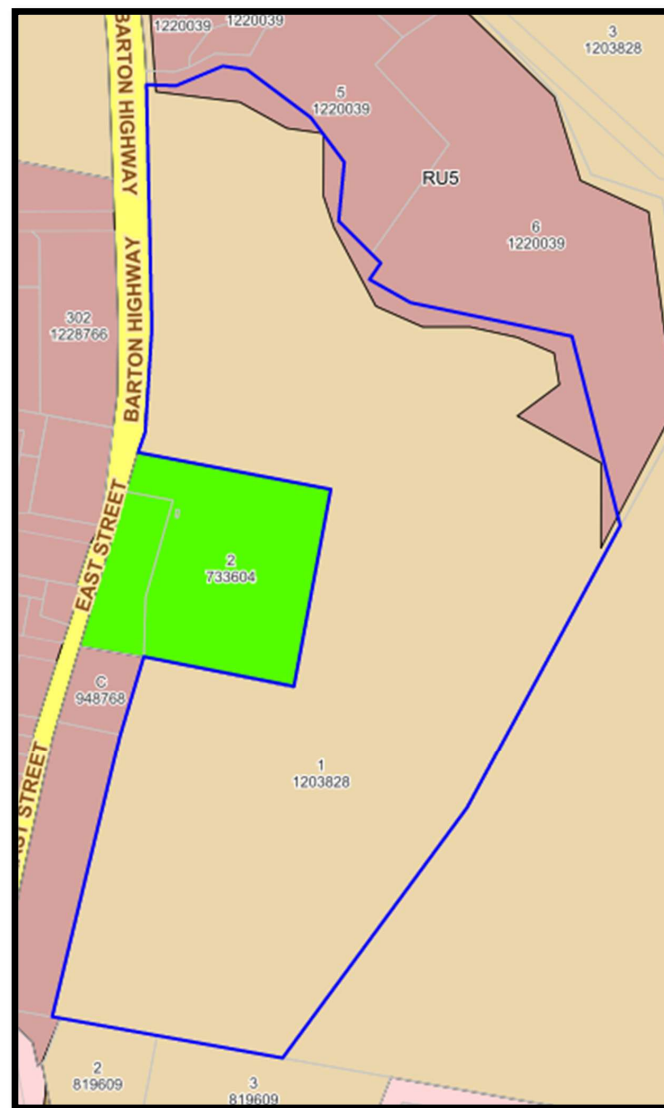


Figure 3: Existing Land Zoning Map - Amend the land zoning from RU1 - Primary Production and RU5 – Village to RE1 – Public Recreation to reflect its existing public ownership and use – Sheet LZN\_005C

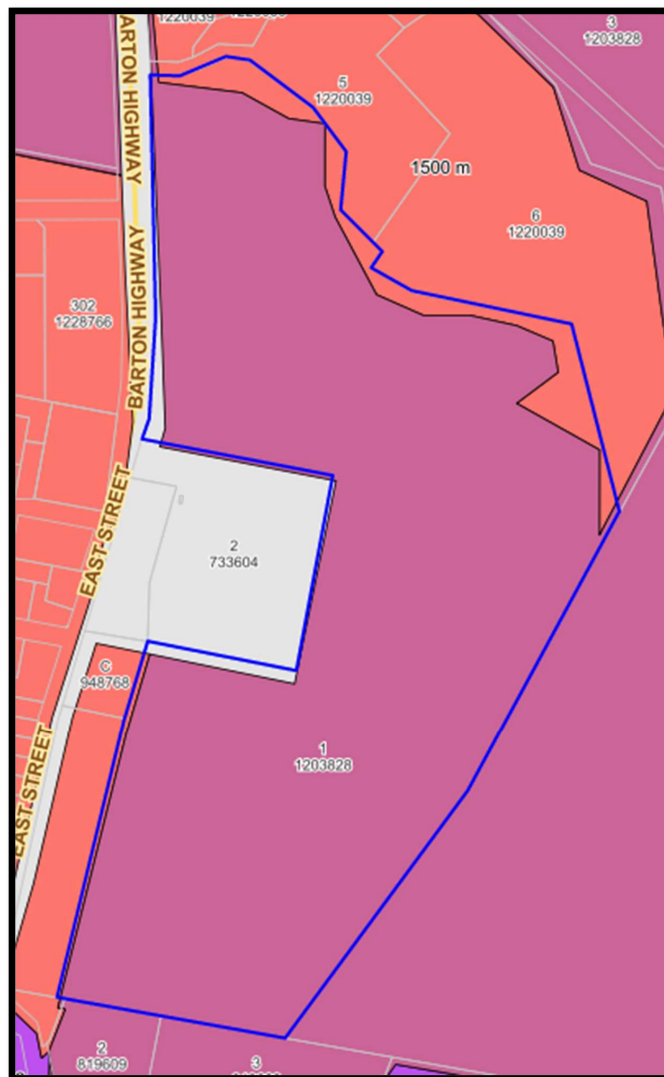


Figure 4: Existing Minimum Lot Size Map - Amend the lot size map of land outlined with blue from 40 ha and 1,500m² to no MLS – Sheet LSZ\_005C

**Item 4: Amend Land Zoning and Lot Size Maps for 21 Morton Avenue, Yass**

The subject land known as Lot 1 DP 1267265 being 21 Morton Avenue, Yass, having an area of about 5795 sqm. The land is owned by Yass Valley Council and the existing water reservoir is located on the part of the lot zoned SP2 – Infrastructure. In 2020, the lot area on which the water reservoir is located was increased, in part to provide access and area for expansion, which is evident within [Figure 5](#) and [Figure 6](#). As such, the area of SP2 – Infrastructure needs to be amended to include all of Lot 1 DP 1267265.

It is therefore proposed to amend and update the Land Zoning and Lot Size Maps of the subject land by zoning all the land within the lot SP2-Infrastructure -Water Storage Facility, with no MLS so that it aligns and is compatible with the existing land use and ownership.

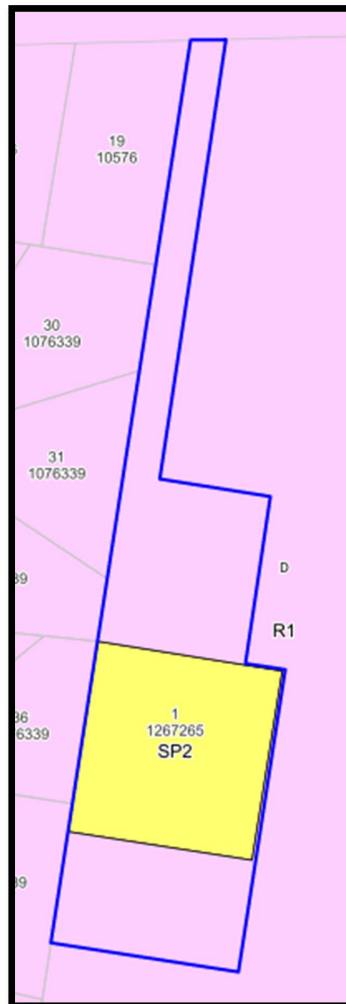


Figure 5: Existing Land Zoning Map - Amend the zoning of land outlined blue to reflect the existing use SP2 Infrastructure (Water Storage Facility) on the Land Zoning Map - Sheet LZN\_001H

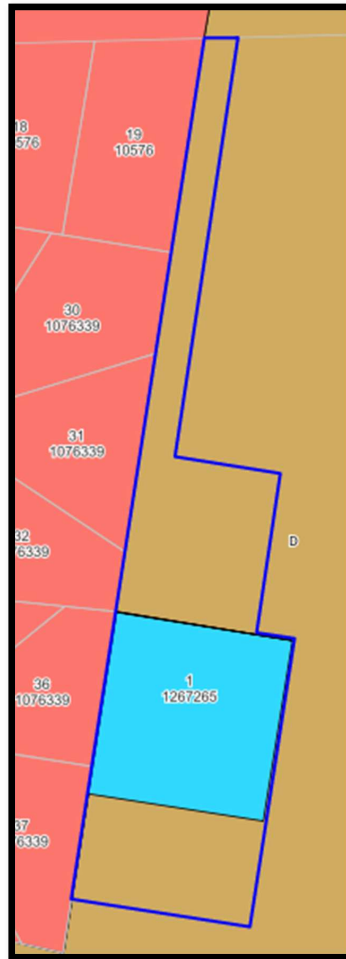


Figure 6: Existing Minimum Lot Size Map -  
Amend the lot size of land outlined blue to no  
MLS on the Lot Size Map - Sheet LSZ\_001H

**Item 5: Amend Land Zoning Map for legal access to 253 Comur Street, Yass.**

The subject land is a laneway which consists of an area of about 2200 sqm, having an address of 253 Comur Street, Yass. It provides legal access to Lot 1 DP 1201523 and Lot 1 DP 736781. The subject land is a public laneway and is mistakenly zoned RE1 – Public Recreation zone as shown in **Figure 7**. As it does not form part of the adjacent Coronation Park, it is proposed to amend and update the land zoning map for the subject land to zone B2 - Local Centre, so that it aligns and is compatible with the land use zoning of surrounding land.

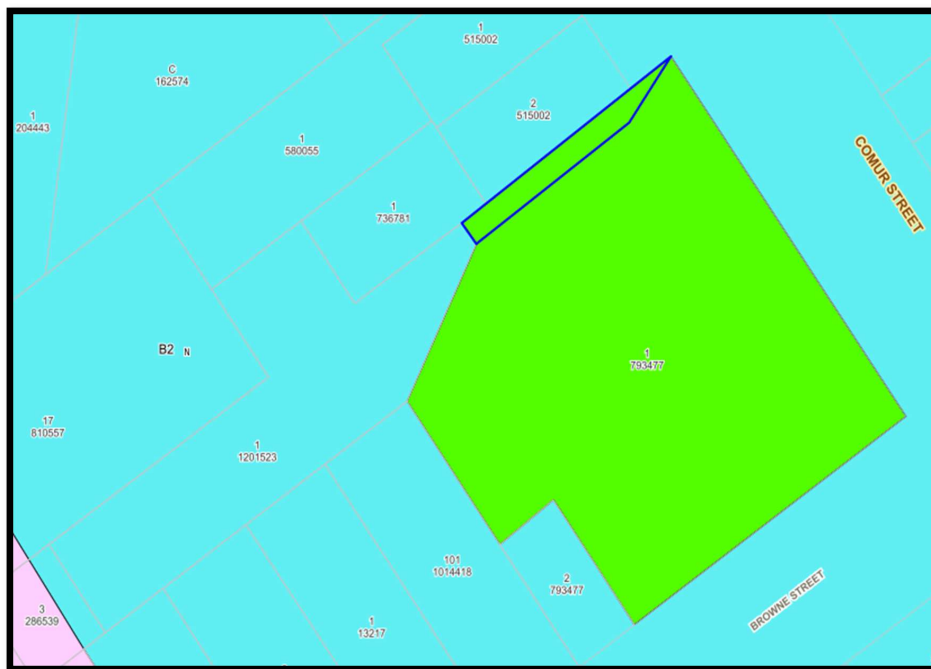


Figure 7: Existing Land Zoning Map – Amend the zoning of land outlined blue from RE1 – Public Recreation to B2 – Local Centre - Sheet LZN\_001H

Item 6: Amend Land Zoning and Lot Size Maps for Lot 149 DP 1115534, Hovell Street, Yass.

The subject land known as Lot 149 DP 1115534 with an area of 5.35 ha at Hovell Street, Yass. This land is owned by Crown Lands Division and has previously been under a grazing lease.

A review of Land Zoning and Lot Size maps indicated that this parcel of land should be zoned C3 – Environmental Management because of its location adjacent to the Dam wall and Yass River as shown in **Figure 8** and **Figure 9**. This land has never been used for the purpose of Infrastructure (Treatment Ponds) unlike the adjacent land owned by Yass Valley Council, being Lot 1 DP 831015. This proposal is consistent with surrounding zoning, and it is recommended that the MLS should be amended to 10 ha consistent with the adjacent C3 – Environmental Management area on Hovell Street.

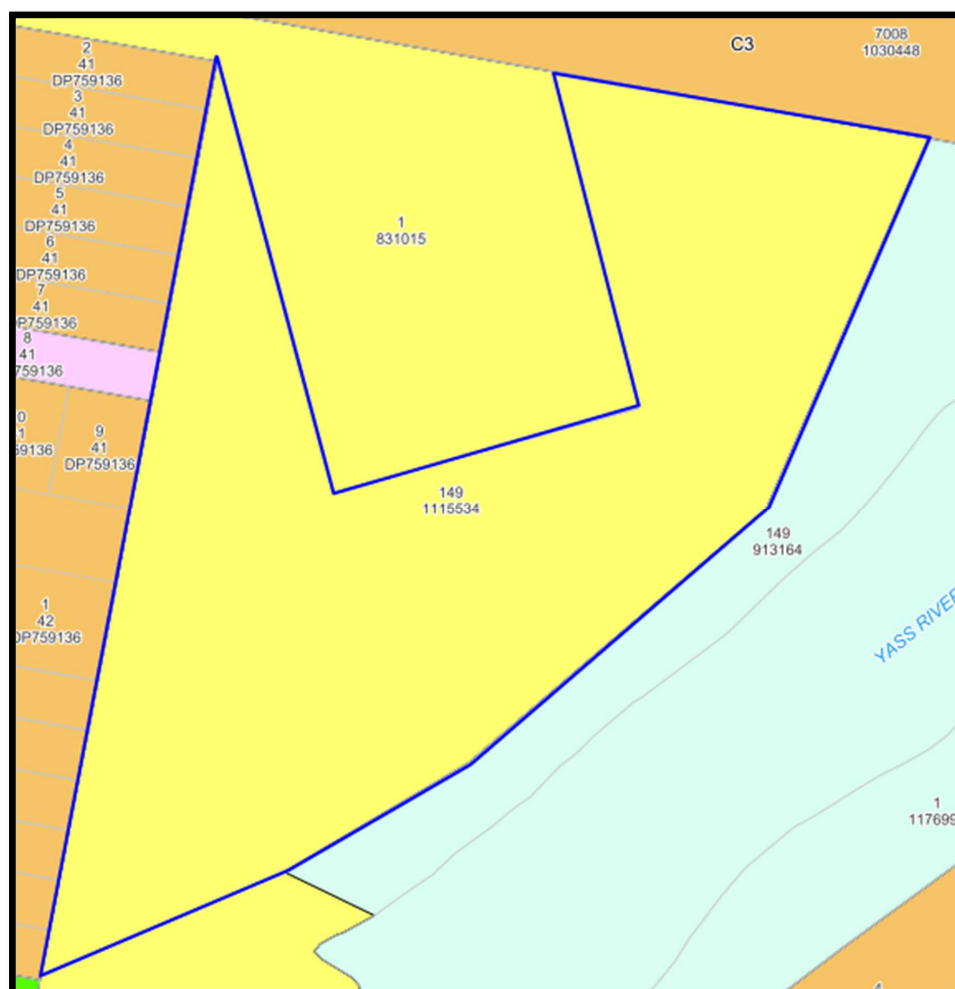


Figure 8: Existing Land Zoning Map - Amend the zoning of land outlined blue from SP2 – Infrastructure to C3 – Environmental Management on the Land Zoning Map - Sheet LZN\_001H

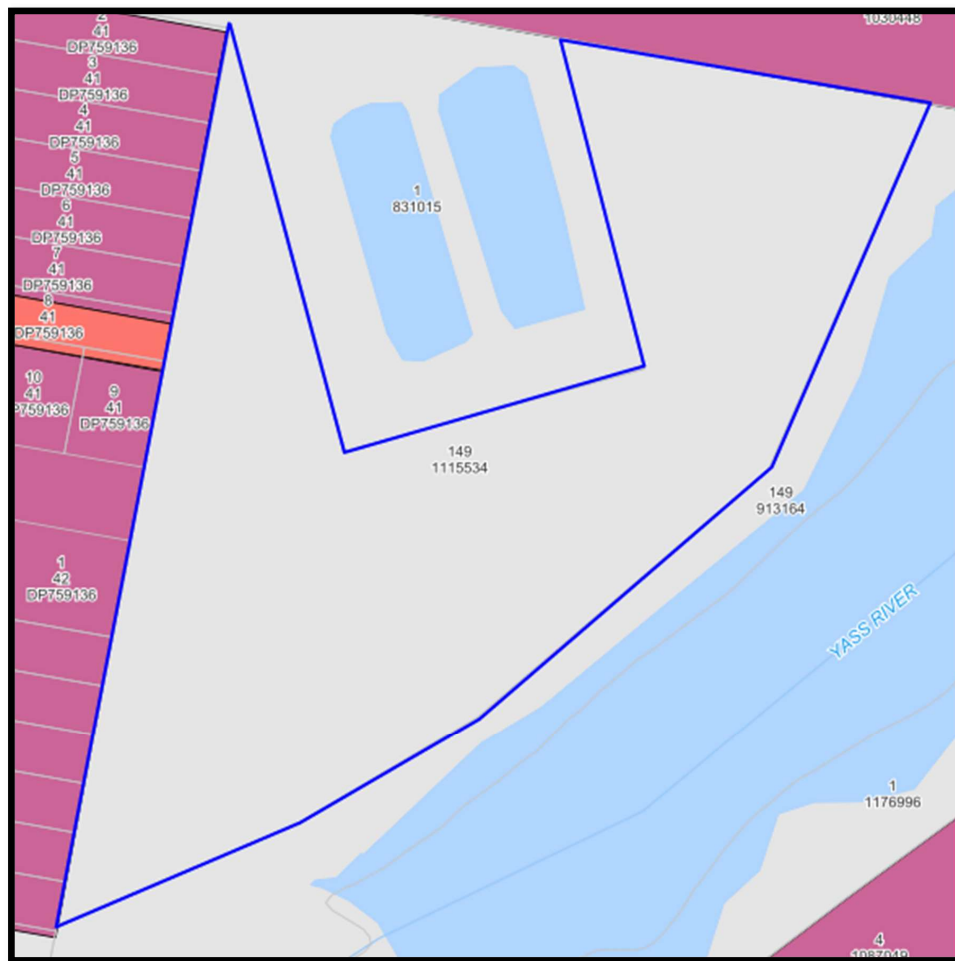


Figure 9: Existing Minimum Lot Size Map - Amend the lot size of land outlined blue from 0 (Nil) to 10 ha on the Lot Size Map - Sheet LSZ\_001H

**Item 7: Amend Land Zoning Map for the Electricity Substation Irvine Drive, Yass.**

The subject land is known as Lot 1 DP 795893 and Lot 2 DP 517446, Irvine Drive, Yass with an area of 581 sqm and 569 sqm, respectively.

A review of the Land Zoning Map indicated that these parcels of land were zoned mistakenly as SP1 – Special Activities, as shown in **Figure 10** whereas it is part of an Electricity Substation and should be zoned SP2 - Infrastructure. The SP1 – Special Activities was applied to the old Yass Cemetery and these lots are not part of that use.

It is therefore proposed to amend and update the Land Zoning Map for Lot 1 DP 795893 and Lot 2 DP 517446 at Irvine Drive, Yass to SP2 - Infrastructure zone to align with the existing land use, land zoning of the adjacent land.

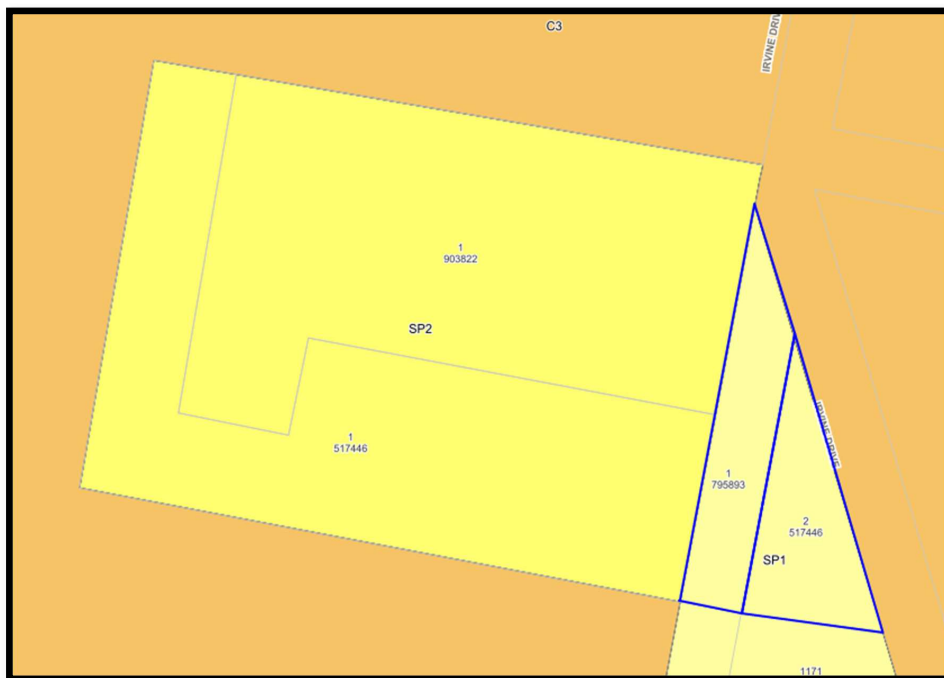


Figure 10: Existing Land Zoning Map - Amend the zoning of land outlined blue from SP1 – Special Activities to SP2 – Infrastructure on the Land Zoning Map - Sheet LZN\_001F

#### Item 8: Amend Land Zoning Map for Church Street, Yass.

The subject land known as Lot 10 Section 2 DP 759136, having an area of 2023 sqm.

This lot is zoned RE1- Public Recreation as shown in **Figure 11**, despite being in private ownership. This lot falls in the Main Stream Flooding and Flood Planning Constraint Category 1 as shown in **Figure 12** and the applicable controls are elaborated in Schedule 2A of *YFRMS 2021 (Yass Floodplain Risk Management Study and Plan July 2021)* which states this property is unsuitable for residential development. These controls are included in **Figure 13**.

It is proposed to change the land zoning from RE1 – Public Recreation to RE2 – Private Recreation to reflect the private ownership.

It was previously proposed to rezone this land to C3 – Environmental Management to align with other privately owned land which is adjacent to the Yass River or impacted by flooding. It was also proposed that no MLS be imposed, as the nearby land zoned C3 – Environmental Management has no MLS specified. The Department of Planning and Environment did not agree to the proposed C3 – Environmental Management Zoning of this land as this created the expectation of a dwelling being permissible on the land, despite its flood impact category. Similarly the imposition of no MLS allowed for subdivision of the land, once again creating the expectation of dwelling permissibility.

A zone of RE2 – Private Recreation allows some development potential commensurate with the exiting zone without the expectation that Council will acquire the land for the purposes of public recreation. The use of the RE2 – Private Recreation Zone does create an expectation for a dwelling as dwellings



are not a permissible land use in this zone. Table 1 below demonstrates the differences in the permissibility of land uses between RE1 – Public Recreation and RE2 – Private Recreation.

Table 1: Comparison of Recreation Zones Land Use Table

	RE1 – Public Recreation	RE2 – Private Recreation
Permitted without consent	Environmental protection works	Environmental protection works
Permitted with consent	Aquaculture; Boat launching ramps; Camping grounds; Car parks; Caravan parks; Community facilities; Eco-tourist facilities; Emergency services facilities; Entertainment facilities; Environmental facilities; Flood mitigation works; Function centres; Kiosks; Recreation areas; Recreation facilities (indoor); Recreation facilities (major); Recreation facilities (outdoor); Registered clubs; Roads; Signage; Water recycling facilities; Water reticulation systems; Water storage facilities	Aquaculture; Camping grounds; Car parks; Caravan parks; Community facilities; Eco-tourist facilities; Emergency services facilities; Environmental facilities; Flood mitigation works; Food and drink premises; Function centres; Hotel or motel accommodation; Kiosks; Recreation areas; Recreation facilities (indoor); Recreation facilities (major); Recreation facilities (outdoor); Registered clubs; Roads; Serviced apartments; Signage; Water recycling facilities; Water reticulation systems; Water storage facilities
Prohibited	Any other item not mentioned above	Any other item not mentioned above

Table 1 – comparison of RE1 – Public Recreation and RE2 – Private Recreation Zones



Figure 11: Existing Land Zoning Map YVLEP 2013 - Amend the zoning of land outlined blue from RE1 – Public Recreation to RE2 – Private Recreation on the Land Zoning Map - Sheet LZN\_001H

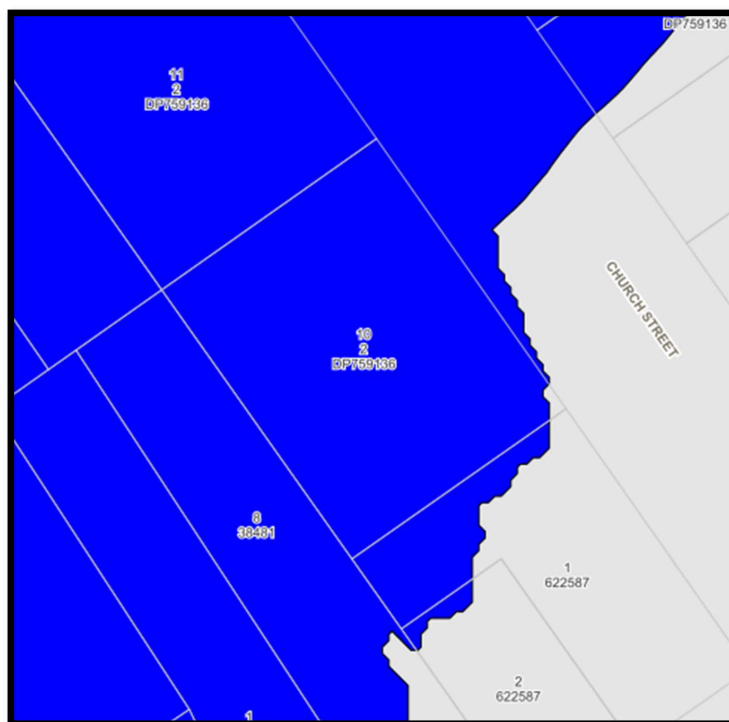


Figure 12: Flood Planning Constraint Category Mapping- (Main Stream Flooding - Flood Planning Constraint Category 1) Yass Floodplain Risk Management Study and Plan July 2021

SCHEDULE 2A PRESCRIPTIVE FLOOD RELATED DEVELOPMENT CONTROLS – MAIN STREAM FLOODING AT YASS																								
Planning considerations	Flood Planning Constraint Category 1 (FPCC 1)								Flood Planning Constraint Category 2 (FPCC 2)								Flood Planning Constraint Category 3 (FPCC 3)							
	Critical Uses and Facilities	Subdivision	Residential	Commercial and Industrial	Recreational and Non-Urban	Alterations and Additions	Critical Uses and Facilities	Subdivision	Residential	Commercial and Industrial	Recreational and Non-Urban	Alterations and Additions	Critical Uses and Facilities	Subdivision	Residential	Commercial and Industrial	Recreational and Non-Urban	Alterations and Additions	Critical Uses and Facilities	Subdivision	Residential	Commercial and Industrial	Recreational and Non-Urban	Alterations and Additions
Minimum Habitable Floor Level					A1	A2 A5	A3	A3	A2	A6	A1	A2 A5	A3	A3	A2	A6	A1	A2 A5	A4	A3				
Building Components					B2	B2	B3	B3	B2	B2	B2	B2	B3	B3	B2	B2	B2	B2	B4	B3				
Structural Soundness					C3	C2	C4	C4	C2	C2	C3	C2	C4	C4	C2	C2	C3	C2	C5	C4				
Flood Affection					D1	D1	D1	D1	D1	D1	D1	D2	D1	D1	D1	D1	D1	D2						
Emergency Response					E4	E2 E3	E2 E4 E5	E2 E4 E5	E3 E4	E3	E4	E2 E3	E2 E4 E5	E2 E4 E5	E2 E4	E2	E4	E2 E3 E4	E2	E2	E4 E5	E2 E4	E2 E4	E2 E4
Management and Design					F2 F3	F2 F3	F2 F3 F4	F2 F3 F4	F2 F3	F2 F3 F4	F2 F3	F2 F3	F2 F3 F4	F2 F3 F4	F2 F3	F2 F3 F4	F2 F3	F2 F3 F4	F2 F3 F4	F2 F3 F4	F1 F2 F3 F4	F2 F3 F4	F2 F3 F4	F2 F3 F4
Stormwater						G2	G1 G2 G3	G1 G2 G3	G1 G2 G3	G1 G2 G3		G2	G1 G2 G3	G1 G2 G3	G1 G2 G3	G1 G2 G3	G1 G2 G3	G2	G1 G2 G3	G1 G2 G3	G1 G2 G3	G1		
Parking and Driveway Access					H2 H3 H4 H7	H0 H8	H1 H3 H5 H7	H1 H3 H5 H7	H1 H3 H5 H7	H1 H3 H5 H7	H2 H3 H4 H7	H0 H8	H1 H3 H5 H7	H1 H3 H5 H7	H1 H3 H5 H7	H1 H3 H5 H7	H2 H3 H4 H7	H0 H8	H3	H3				
Not Relevant																								

Figure 13: Schedule 2A of Yass Floodplain Risk Management Study and Plan - July 2021

**Item 9: Amend Land Zoning Map for 37 Rossi Street, Yass.**

The subject land is known as Lot 8 DP 38481, having an area of 1738 sqm. It is zoned R1 - General Residential and RE1 – Public Recreation as shown in **Figure 14**, with an existing dwelling on the R1 portion. It is privately owned. This property is partially within the Flood Planning Constraint Category 1 (FPCC 1) as shown in **Figure 15** and the applicable flood controls are elaborated in Schedule 2B of *YFRMS 2021 (Yass Floodplain Risk Management Study and Plan July 2021)*. The controls are included in **Figure 16** which states the area within the FPCC 1 is unsuitable for residential development. To prevent subdivision and the expectation of additional dwelling opportunities it is proposed to apply a 1000 sqm MLS across the entire allotment.

It is proposed to amend the land zoning for Lot 8 DP 38481 from R1 - General Residential & RE1 – Public Recreation to R1 - General Residential & RE2 – Private Recreation, to reflect that part of the Lot within the Flood Planning Constraint Category 1 (FPCC 1).



Figure 14: Existing Land Zoning Map - Amend the zoning of land outlined blue from R1 – General Residential & RE1 – Public Recreation to R1 – General Residential and RE2 – Private Recreation on the Land Zoning Map - Sheet LZN\_001H

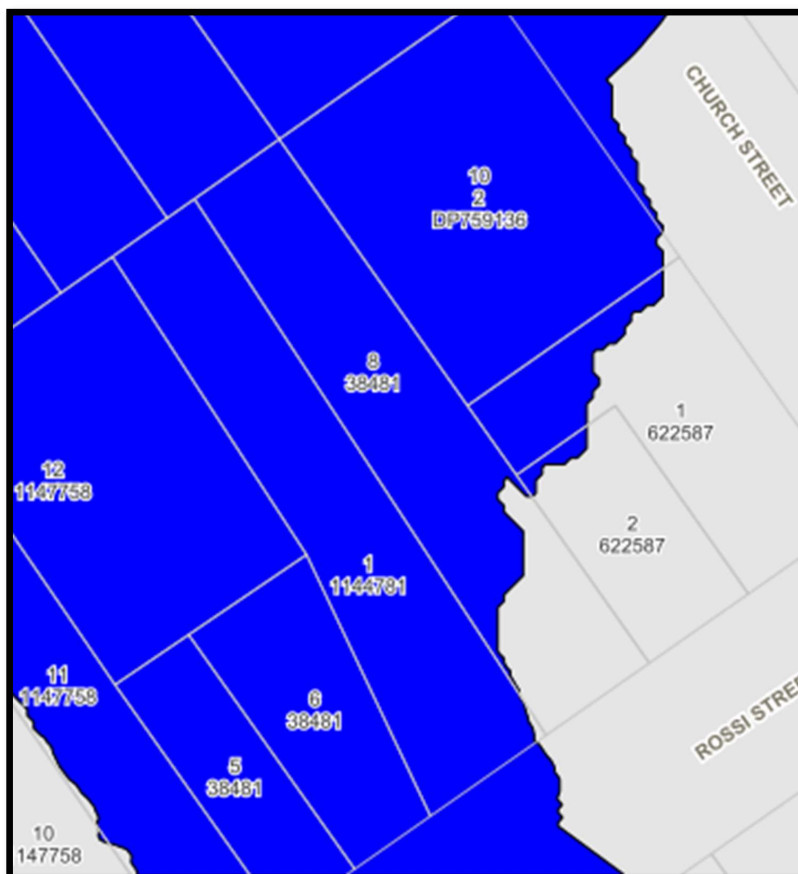


Figure 15: Flood Planning Constraint Category Mapping- (Flood Planning Constraint Category 1) Yass Floodplain Risk Management Study and Plan July 2021

SCHEDULE 2A PRESCRIPTIVE FLOOD RELATED DEVELOPMENT CONTROLS – MAIN STREAM FLOODING AT YASS																																				
Planning considerations	Flood Planning Constraint Category 1 (FPCC 1)					Flood Planning Constraint Category 2 (FPCC 2)					Flood Planning Constraint Category 3 (FPCC 3)					Flood Planning Constraint Category 4 (FPCC 4)																				
	Critical Uses and Facilities	Sensitive Uses and Facilities	Subdivision	Residential	Commercial and Industrial	Recreational and Non-Urban	Alterations and Additions	Critical Uses and Facilities	Sensitive Uses and Facilities	Subdivision	Residential	Commercial and Industrial	Recreational and Non-Urban	Alterations and Additions	Critical Uses and Facilities	Sensitive Uses and Facilities	Subdivision	Residential	Commercial and Industrial	Recreational and Non-Urban	Alterations and Additions															
Minimum Habitable Floor Level						A1	A2 A5		A3		A2	A6	A1	A2 A5																						
Building Components						B2	B2		B3		B2	B2	B2	B2																						
Structural Soundness						C3	C2		C4		C2	C2	C3	C2																						
Flood Affection						D1	D1		D1		D1	D1	D1	D2																						
Emergency Response						E4	E2 or E3		E2 E4 E4		E3 E4	E3	E4	E2 E4 E3																						
Management and Design						F2 F3	F2 F3		F2 F3 F4		F2 F3 F4	F2 F3 F4	F2 F3 F4	F2 F3 F4																						
Stormwater							G2		G1 G2 G2		G1 G2 G2	G1 G2 G2	G1 G2 G2	G2																						
Parking and Driveway Access						H2 H4 H7	H6 H7 H8		H1 H3 H5 H6 H7 H8		H1 H3 H5 H6 H7 H8	H1 H3 H5 H6 H7 H8	H1 H3 H5 H6 H7 H8	H2 H4 H6 H7																						
Not Relevant																																				

Figure 16: Schedule 2A of Yass Floodplain Risk Management Study and Plan - July 2021

**Item 10: Amend Land Zoning Map for Cooks Hill Road, Yass.**

The subject land is known as Lot 1 DP 1004268 with an area of 549 sqm. It is zoned RE1 - Public Recreation and forms part of the Water Treatment Plant site, with the adjacent Lot 1 DP 180130 zoned SP2 – Infrastructure.

A review of the Land Zoning Map indicated that Lot 1 DP 1004268 is zoned RE1 - Public Recreation in error as shown in **Figure 17**. Both Lot 1 DP 1004268 and Lot 1 DP 180130 are owned by Yass Valley Council.

It is therefore proposed to amend and update the Land Zoning map to include Lot 1 DP 1004268 in SP2 – Infrastructure.

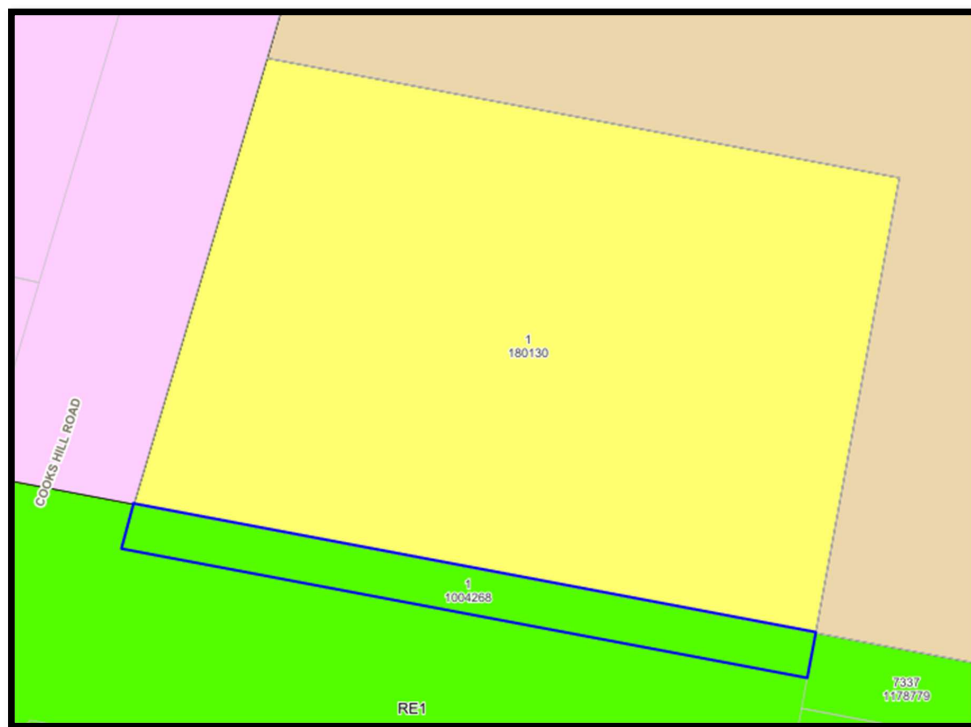


Figure 17: Existing Land Zoning Map - Amend the zoning of land outlined blue from RE1 – Public Recreation to SP2 - Infrastructure on the Land Zoning Map - Sheet LZN\_001H



**Item 11: Amend Land Zoning and Lot Size Maps for Cemetery Road, Binalong.**

The subject land known as Lot 386 DP 753591, consists of an area of about 1.33 ha, situated on Cemetery Road, Binalong. The land is zoned RE1 – Public Recreation as shown in **Figure 18**. This property is owned by Crown Lands Division, is a reserve for a Night Soil Depot, and according to Council records was never used for this purpose. There has also been a successful Aboriginal Land Claim over the lot (No. 38672, lodged 26/3/2015, granted 26/3/2021).

As it is not used for Public Recreation purposes, it is proposed to amend the Land Zoning map from RE1 – Public Recreation to RU1 - Primary Production, with a MLS of 40 ha, so that it aligns and is compatible with the land use zoning and MLS (**Figure 19**) of the adjacent lot . It should be noted that the lot abuts unmade road reserves and is accessed informally via a track over the adjacent Binalong Common.

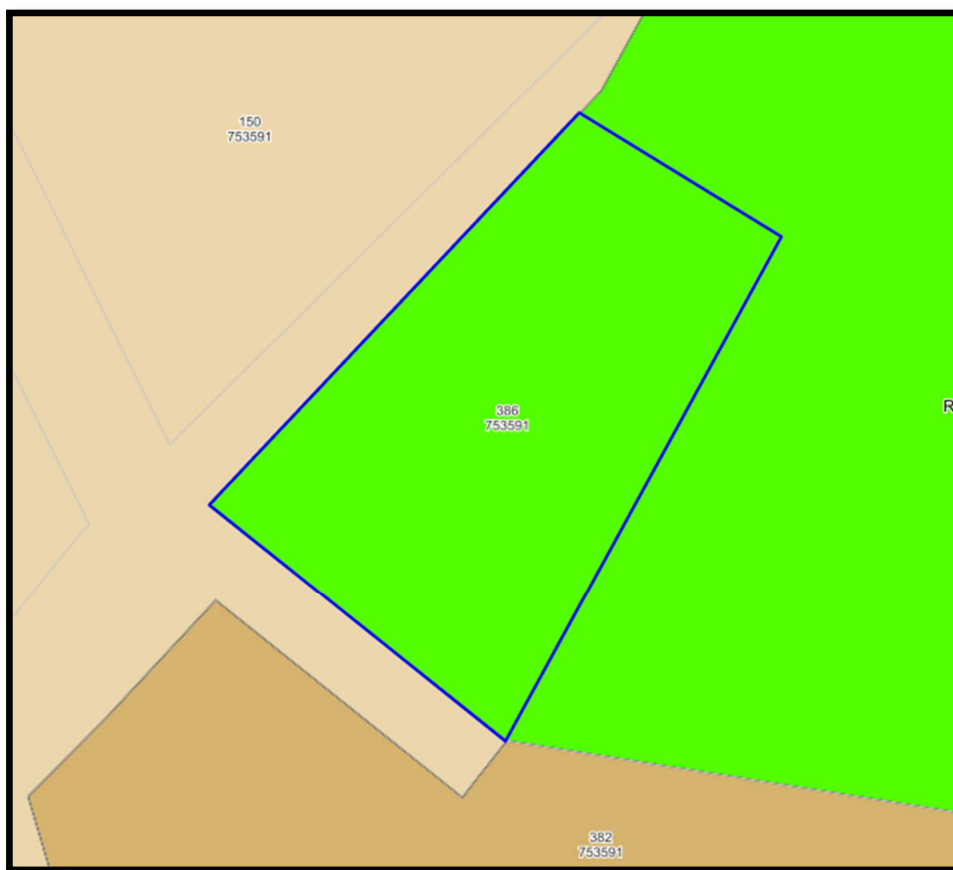


Figure 18: Existing Land Zoning Map - Amend the zoning of land outlined blue from RE1 – Public Recreation to RU1 – Primary Production - Sheet LZN\_001A

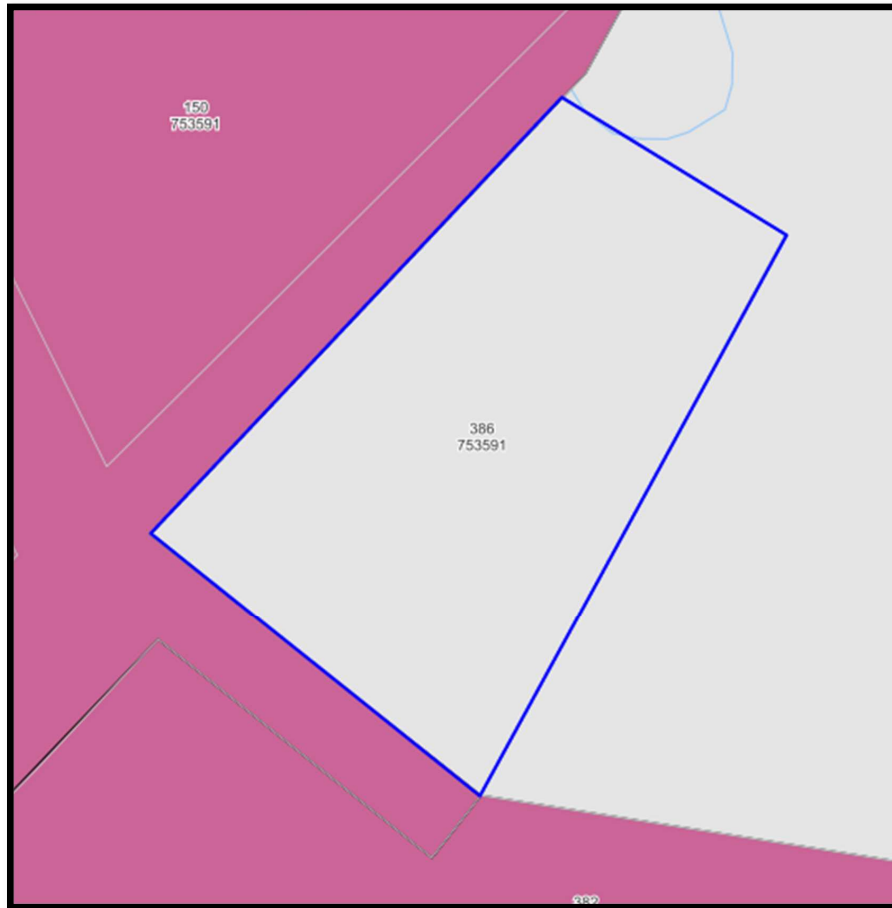


Figure 19: Existing Minimum Lot Size Map - Amend the MLS of land outlined blue from 0 (Nil) to 40 ha on the Lot Size Map - Sheet LSZ\_001A

**Item 12:** Amend Land Zoning and Lot Size Maps for 26 Shearsby Crescent, Yass (part).

The subject land is known as 26 Shearsby Crescent, Yass, Lot 1 DP 1165198, and consists of an area of about 5.98 ha. It is zoned R5 – Large Lot Residential, with a MLS of 10 ha.

A review of the Land Zoning and Lot Size maps revealed the boundary of the land use zone or MLS does not correlate with the lot boundary as shown in **Figure 20** and **Figure 21**. Only a small area is involved (approximately 141 sqm), so should be adjusted to ensure the whole lot is within the one zone and MLS. It is proposed to be included in R5 – Large Lot Residential with a MLS of 10 ha.

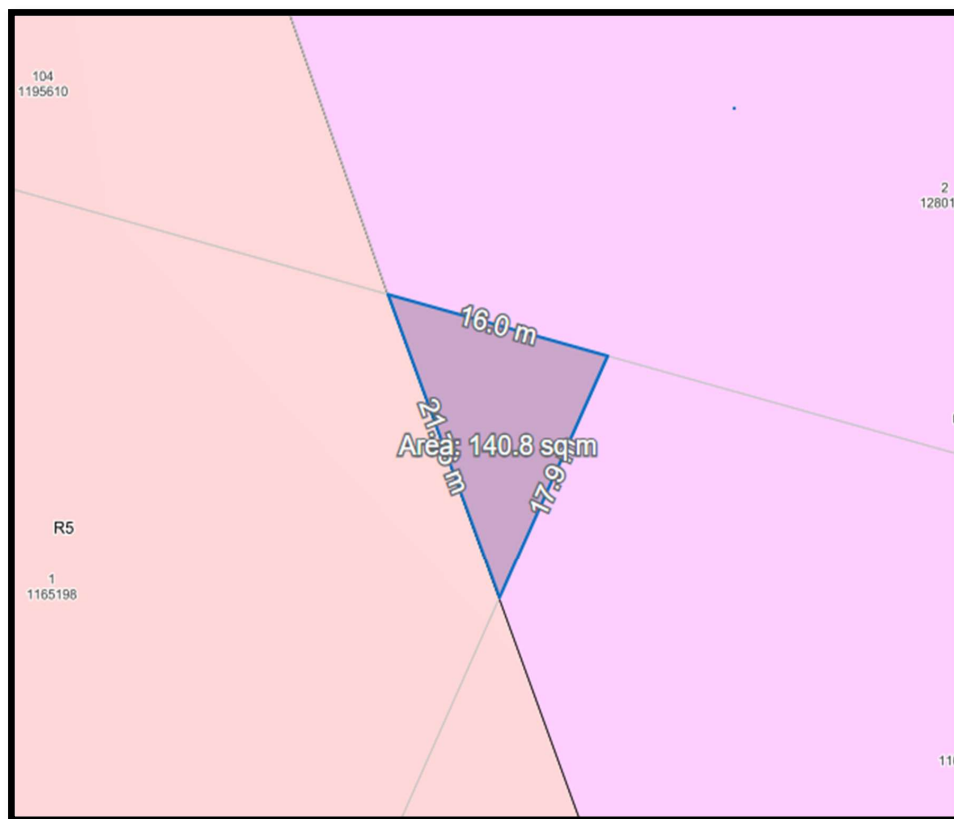


Figure 20: Existing Land Zoning map - Amend the zoning of land outlined blue from R1 – General Residential to R5 – Large Lot Residential on the Land Zoning Map - Sheet LZN\_001F

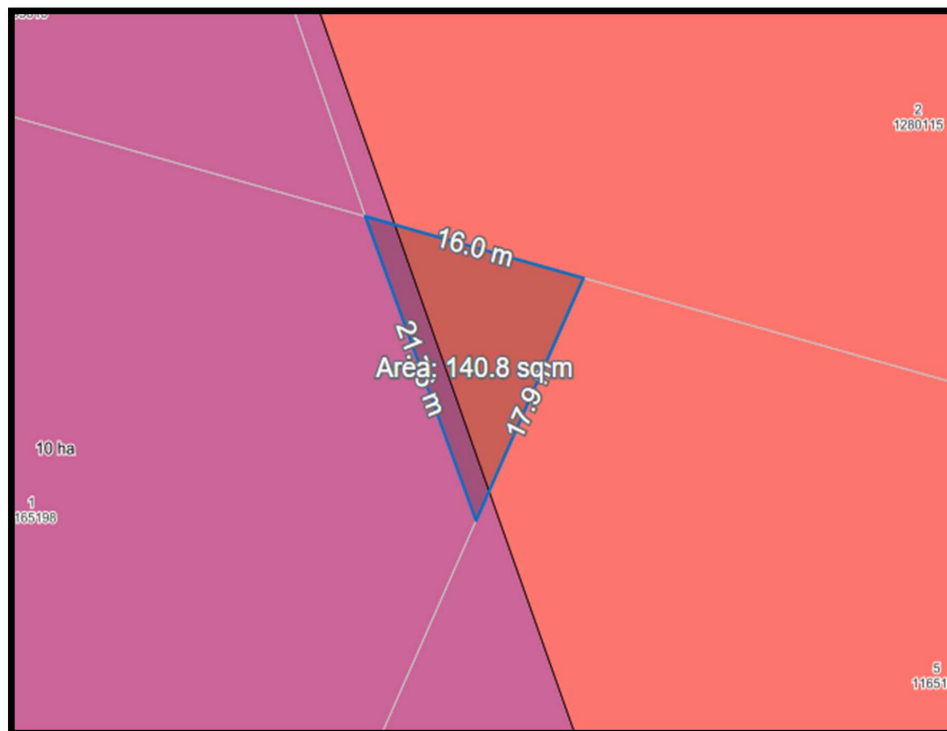


Figure 21: Existing Minimum Lot Size Map - Amend the MLS of land outlined blue from 1000 sqm to 10 ha on the Lot Size Map - Sheet LSZ\_001F

**Item 13: Amend Land Zoning Map for land adjacent to 18 Hanley Place, Yass.**

The proposed amendment is adjacent to land known as 18 Hanley Place, Lot 16 DP 1147860, owned by Yass Valley Council.

A review of the Land Zoning Map revealed that the RE1 – Public Recreation zoning over this lot is encroaching on the cul-de-sac, by about 55 sqm as shown in **Figure 22**. Therefore, the land zoning of the impacted part of Lot 16 DP 1147860 should be amended to R1 – General Residential as outlined below to align with the cadastre boundary.

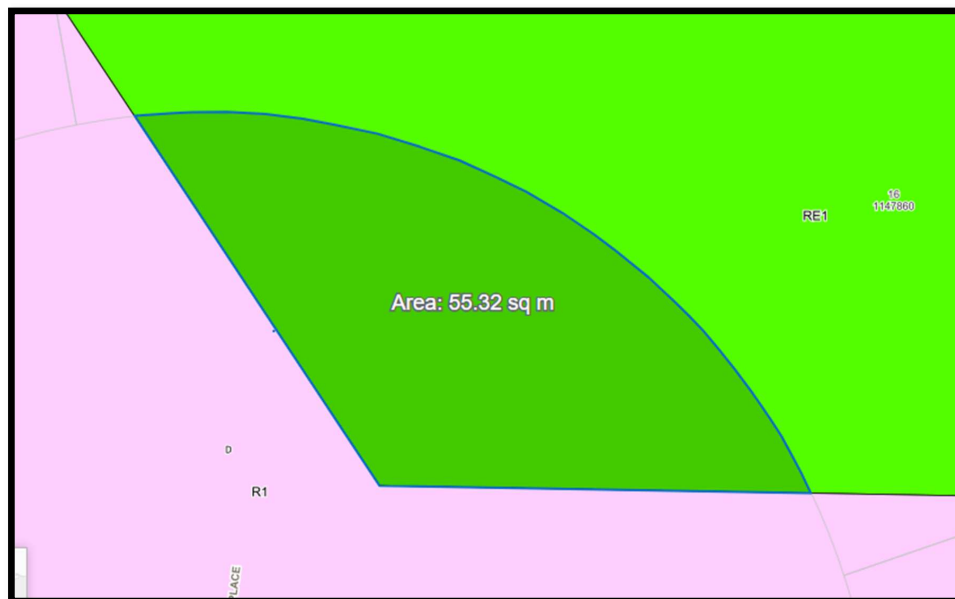


Figure 22: Existing Land Zoning Map - Amend the zoning of land outlined blue to R1 – General Residential to align with the cadastre on the Land Zoning map - Sheet LZN\_001H

**Item 14:** Amend Lot Size Map for Hanley Place, Yass.

Lots 2, 4-7 DP 1193382, Lots 7, 8 & 15 DP 1147860 and Lot 2 DP 1169417 comprise a cumulative area of about 1.33 ha.

A review of the Lot Size Map revealed that there are some anomalies in the MLS mapping of these lots. Lots 2, 5 & 6 DP 1193382 and Lot 2 DP 1169417 should have a MLS of 1000 sqm, Lots 4 & 7 DP 1193382 and Lots 7 & 8 DP 1147860 should have a MLS of 2000 sqm whereas Lot 15 DP 1147860 is zoned in RE1 – Public Recreation so no MLS will be applicable on that, as shown in **Figure 23**. Therefore, the MLS of the subject lots is proposed to be amended to make sure it aligns with the cadastre boundaries.

After lodging the initial planning proposal it has come to light that Lots 9 & 3 DP 1147860 and Lot 32 DP 1045621 also have mapping anomalies. Lot 32 should have a MLS of 4000 sqm, and Lots 9 & 3 should have a MLS of 2000 sqm. **Figure 23** has been amended accordingly.

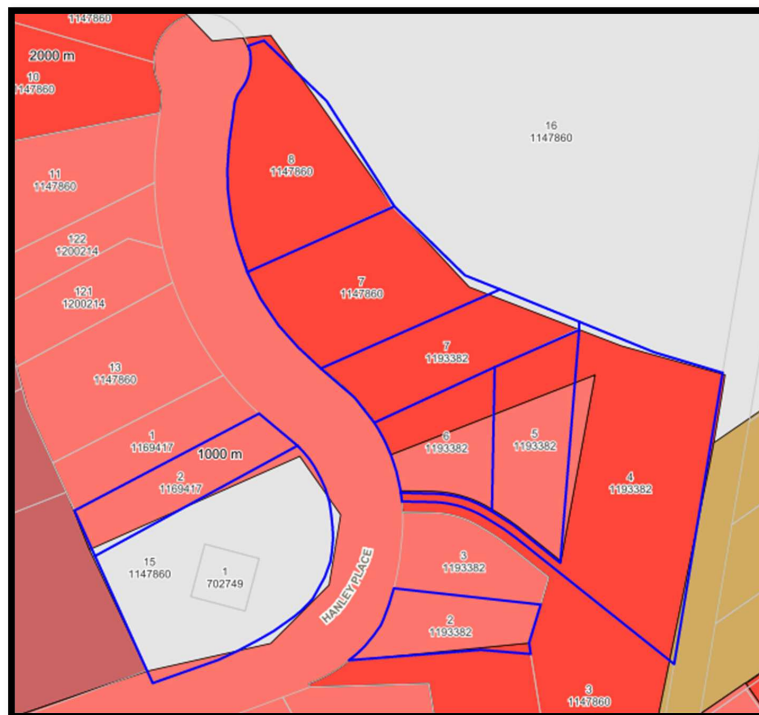


Figure 23: Existing Minimum Lot Size Map - Amend the MLS of land outlined blue to align with the cadastre on the Lot Size map - Sheet LSZ\_001H

**Item 15: Amend Land Zoning and Lot Size Maps for 27 Grand Junction Road, Yass**

The subject land is known as Lot 1 DP 1100033, having an area of 9.667 ha, located on Grand Junction Road, Yass. This lot is part of Yass showground and is a Crown Reserve managed by Trustees. The north west corner has been zoned R1 – General Residential in error, rather than RE1 – Public Recreation which applies to the balance of the lot/showground in Land Zone and Lot Size maps, which is shown in **Figure 24** and **Figure 25**.

It is requested to amend and update the Land Zoning and Lot Size Maps for the subject land from R1 – General Residential & RE1 – Public Recreation to RE1 – Public Recreation with no MLS applicable.



Figure 24: Existing Land Zoning Map - Amend the land zoning from R1 - General Residential & RE1 - Public Recreation to RE1 – Public Recreation to reflect its use and being a Crown Reserve – Sheet LZN\_001H



Figure 25: Existing Minimum Lot Size Map - Amend the lot size map of land outlined with blue from 1000 sqm to no MLS – Sheet LSZ\_001H

Item 16: Amend Land Zoning and Lot Size Maps for Malbec Drive, Murrumbateman

Lots 174, 177 and 136 DP1268670 have a cumulative area of about 40.94ha. A review of the Lot Size Map revealed that there are some anomalies in the MLS mapping of these lots. Lot 177 should have a lot size of 1ha and Lots 136 and 174 should have a lot size of 6500 sqm as shown in **Figure 26**. Therefore, the MLS of the subject lots is proposed to be amended to make sure it aligns with the cadastre boundaries.



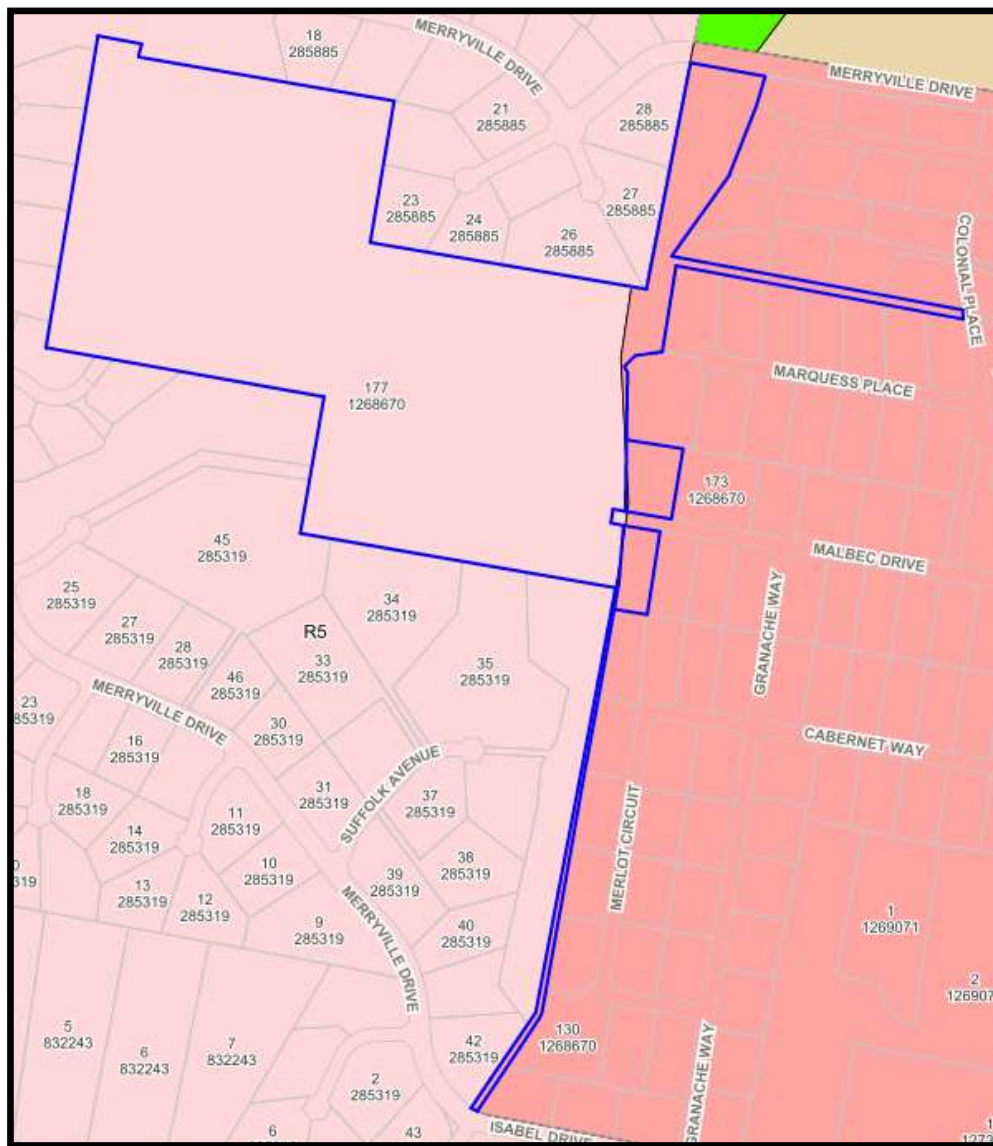


Figure 26: Existing Minimum Lot Size Map - Amend the MLS of land outlined blue to align with the cadastre on the Lot Size map - Sheet LSZ\_005A

Item 17: Amend Heritage Map for Lot 2 DP 1229389 and Lot 1 DP1258070, Murrumbateman

Lot 2 DP1229389 and Lot 1 DP128070 are mapped as having an item of environmental significance situated upon them. The cadastre for this area is misaligned and the item of environmental

significance is situated upon Lot 1 DP1033480. The misalignment is shown in Figure 27 below. It is proposed to realign the heritage map with the property boundaries.



Figure 27: Existing Heritage Map - Amend item I114 from the land outlined blue to align with the cadastre on the Heritage map - Sheet HER\_005

### PART 3 – JUSTIFICATION

The Yass Valley Council is submitting this planning proposal in terms of housekeeping amendments to correct administrative errors, anomalies, and minor issues in the *Yass Valley Local Environment Plan 2013 (YVLEP 2013)*.

#### Section A – Need for the planning proposal

**Q1. Is the planning proposal a result of an endorsed LSPS any strategic study or report?**

This planning proposal is not result of any findings/recommendations of any report/study. The *Environmental Planning and Assessment Act 1979* (the Act) states that:

**3.21 Review of environmental planning instruments:**

- (1) *‘The Planning Secretary shall keep State environmental planning policies and councils shall keep their local environmental plans and development control plans under regular and periodic review for the purpose of ensuring that the objects of this Act are, having regard to such changing circumstances as may be relevant, achieved to the maximum extent possible’.*

Through this planning proposal, the Council will keep the standard instrument *YVLEP 2013*, and associated maps updated by correcting anomalies, errors and cadastre issues that are highlighted.

**Q2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?**

Yes, the most efficient way to progress a housekeeping amendment to the *YVLEP 2013*, is through a planning proposal.

Some of the minor housekeeping amendments may have been achieved through expedited amendments under the provisions of s3.22 of the *Environmental Planning & Assessment Act 1979* but as none of the changes were considered urgent and due to the volume of amendments this was considered to be the most appropriate approach.

#### Section B – Relationship to strategic planning framework

**Q3. Will the planning proposal give effect to the objectives and actions of the applicable regional or district plan or strategy (including any exhibited draft plans or strategies)?**

Yes, the planning proposal brings objectives and actions, described in *South East and Tablelands Regional Plan 2036*, to the implementation level through:

- **Action 5.1:** Promote commercial, tourism and recreational activities that support the agricultural sector.
- **Action 5.2:** Promote commercial, tourism and recreational activities that support the agricultural sector. Encourage value-add agricultural opportunities through flexible planning provisions in local strategies and local environmental plans.
- **Action 5.4:** Promote opportunities to better connect agricultural industry to export markets.

Through the addition of the 'artisan food and drink industry' land use into the RU1 Primary Production and RU4 Primary Production Small Lots zones, Yass Valley Council is creating additional opportunities for primary producers and other rural landowners to be directly involved in retail, manufacturing and value-adding or secondary processing to produce artisan food or drinks – thereby supporting local commercial and tourism sectors.

Within this planning proposal, Yass Valley Council is also requesting to amend the zoning of Item 3 which is currently used and developed for Public Recreation as part of the Murrumbateman Recreational Ground from RU1-Primary Production to RE1-Public Recreation.

- **Action 16.1:** Locate development, including new urban release areas, away from areas of known high bushfire risk, flooding hazards or high coastal erosion/inundation; contaminated land; and designated waterways to reduce the community's exposure to natural hazards.
- **Action 16.2:** Implement the requirements of the NSW Floodplain Development Manual by developing, updating or implementing flood studies and floodplain risk management plans.
- **Action 16.4:** Incorporate the best available hazard information in local environmental plans consistent with current flood studies, flood planning levels, modelling, floodplain risk management plans and coastal zone management plans.
- **Action 16.6:** Manage risks associated with future urban growth in flood prone areas as well as risks to existing communities.

This planning proposal corrects where RE1 – Public Recreation zoning had been applied in error to two lots of privately owned land. The proposed zoning of RE2 – Private Recreation reflects the inclusion of those lots land within the Main Stream Flood Planning Constraint Category 1, and that residential use of the land is unsuitable.

**Q4. Is the planning proposal consistent with a council LSPS that has been endorsed by the Planning Secretary or another endorsed local strategy or strategic plan?**

The proposed amendment to the *YVLEP 2013* is not inconsistent with the LSPS and Yass Valley Settlement Strategy. Both the LSPS and the Settlement Strategy have been adopted by Council and endorsed by DPE.

The planning proposal is also consistent with the Yass Valley Community Strategic Plan 2042 though it has limited application to the planning proposal.

**Q5. Is the planning proposal consistent with any other applicable State and regional studies or strategies?**

No other state or regional studies are relevant to this planning proposal.

**Q6. Is the planning proposal consistent with applicable State Environmental Planning Policies?**

The table below outlines the applicability and consistency of the planning proposal for housekeeping amendments to the YVLEP 2013 with all State Environmental Planning Policies (SEPPs).

Table 2: List of Applicable SEPPs to the Planning Proposal

Title	Description
<b>Focus area: Planning systems</b>	
<i>SEPP (Planning Systems) 2021</i>	Not Applicable
<i>SEPP (Precincts – Eastern Harbour City) 2021</i>	Not Applicable
<i>SEPP (Precincts – Central River City) 2021</i>	Not Applicable
<i>SEPP (Precincts – Western Parkland City) 2021</i>	Not Applicable
<i>SEPP (Precincts – Regional) 2021</i>	Not Applicable
<b>Focus area: Biodiversity and conservation</b>	
<i>SEPP (Biodiversity and Conservation) 2021</i>	Not Applicable
<b>Focus area: Resilience and hazards</b>	
<i>SEPP (Resilience and Hazards) 2021</i>	Not Applicable
<b>Focus area: Transport and infrastructure</b>	
<i>SEPP (Transport and Infrastructure) 2021</i>	Not Applicable
<b>Focus area: Housing</b>	
<i>SEPP (Housing) 2021</i>	Not Applicable
<b>Focus area: Industry and employment</b>	
<i>SEPP (Industry and Employment) 2021</i>	Not Applicable
<b>Focus area: Resources and energy</b>	
<i>SEPP (Resources and Energy) 2021</i>	Not Applicable
<b>Focus area: Primary production</b>	
<i>SEPP (Primary Production) 2021</i>	<p>This policy includes provisions relating to: Primary Production and Rural Development to reduce rural land use conflict.</p> <p><b>Consistent.</b> The amendment relating to the Murrumbateman Recreation Ground reflects the existing use of the land for Public Recreation. The land has not been typically used for agriculture due to its location adjacent to the Crown Reserve and long term lease with the previous landowner.</p> <p>The inclusion of Crown Land on Cemetery Road, Binalong within the RU1 Primary Production zone is consistent with surrounding rural zoning. It is unlikely that any land use conflict will arise from this amendment.</p>

**Q7. Is the planning proposal consistent with applicable Ministerial Directions (s.9.1 Directions)?**

Ministerial Directions under Section 9.1 of the EP&A Act	
3. Biodiversity and Conservation	
<b>3.1 Conservation Zones</b>	<p>Consistent.</p> <p>Item 6 - Lot 149 DP 1115534 is owned by Crown Lands Division that has been included in SP2 – Infrastructure in error. This land is proposed to be rezoned to C3 – Environmental Management to be consistent with the land adjacent to the dam wall and the Yass River.</p> <p>Item 9 – Lot 8 DP 38481 is privately owned. This property is zoned R1 - General Residential and RE1 – Public Recreation with an existing dwelling in the R1 portion. This property also partly falls in the Main Stream Flood Planning Constraint Category 1 of the <i>YFRMS 2021 (Yass Floodplain Risk Management Study and Plan July 2021)</i>. It is proposed to change its zoning to R1 - General Residential and RE2 – Private Recreation.</p> <p>The PP proposes to include land within a conservation protection zone which was not previously, and therefore does not reduce the conservation standards that apply to the respective parcels of land.</p>
4. Resilience and Hazards	
<b>4.1 Flooding</b>	<p>Inconsistent, however of minor significance.</p> <p>This direction applies to all relevant planning authorities that are responsible for flood prone land when preparing a planning proposal that creates, removes, or alters a zone or a provision that affects flood prone land.</p> <p>Item 8 - Lot 10 Section 2 DP 759136 is privately owned. It falls within the Main Stream Flood Planning Constraint Category 1 and the applicable controls are elaborated in Schedule 2A of <i>YFRMS 2021 (Yass Floodplain Risk Management Study and Plan July 2021)</i> which restricts residential development, so it is proposed to be zoned RE2 – Private Recreation, with dwellings not permitted. Although other formers of residential accommodation are Permitted with Consent in this zone, the controls within the YFRMS would likely prevent the approval of any development application.</p> <p>Item 9 – Lot 8 DP 38481 is privately owned. This property is zoned R1 - General Residential and RE1 – Public Recreation with an existing dwelling located within the R1 component. This property also partly falls within the Main Stream Flood Planning Constraint Category 1. It is proposed to change its zoning to R1 - General Residential &amp; RE2 – Private Recreation, however the zone boundary will not align with the extent of the Main Stream Flood Planning Constraint Category 1. As there is an existing</p>

	dwelling already on that part of the lot, retaining the R1 zone boundary is considered appropriate, and this inconsistency is of minor significance.
<b>5. Transport and Infrastructure</b>	
<b>5.2 Reserving Land for Public Purposes</b>	<p>Consistent.</p> <p>The planning proposal includes land zoned and or used for public purposes, including a large public recreational area, owned by Yass Valley Council.</p> <p>Item 3 – Lot 1 DP 1203828 is owned by the Council and currently used and developed for Public Recreation. This lot shares its west boundary with Lot 2 DP 733604, owned by the Council, which is zoned in RE1 – Public Recreation. It is requested to change the zone to reflect the existing land use and public ownership.</p> <p>Item 5 – Lot 1 DP 1201523 is zoned RE1 - Public Recreation despite it being an accessway - not part of Coronation Park. It would be more appropriately zoned B2 – Local centre.</p> <p>Item 8 - Lot 10 Section 2 DP 759136 is zoned RE1 Public Recreation, although it is not used for that purpose and is privately owned. It is proposed to remove the zoning for public purposes and be zoned RE2 – Private Recreation.</p> <p>Item 9 – Lot 8 DP 38481 is zoned R1 - General Residential and RE1 – Public Recreation. It is privately owned, and therefore it is proposed to rezone that part zoned for public purposes to RE2 – Private Recreation.</p> <p>Item 15 – Lot 1 DP 1100033 is zoned R1 - General Residential and RE1 – Public Recreation. It is owned by the Crown Land Division and there are some errors in existing maps of Land Zone and Lot Size maps so it is requested to amend and update to RE1 – Public Recreation.</p>
<b>6.1 Residential Zones</b>	<p>Consistent.</p> <p>This direction applies to all relevant planning authorities when preparing a planning proposal that will affect land within an existing or proposed residential zone (including the alteration of any existing residential zone boundary), or any other zone in which significant residential development is permitted or proposed to be permitted.</p> <p>Item 12 – Lot 1 DP 1165198, is zoned R5 – Large Lot Residential, with a small area (140 sqm) of R1 – General Residential. It is proposed to adjust the zone boundary to align with the lot boundary. While it removes some land from the R1 zone, the likelihood of it ever being developed in this way is remote, due to its small area and different ownership.</p> <p>Item 14 – Lot 2 DP 1169417, Lots 2, 4-7 DP 1193382 and Lots 3, 7-9 DP 1147860 are zoned R1 – General Residential with Lot 32 DP1045621</p>



	<p>zoned R2 – Low Density Residential. No zone change is proposed; however, the MLS does not correspond to the cadastre.</p> <p>Item 16 - Lots 174, and 136 DP1268670 are zoned R2 – Low Density Residential with Lot 177 DP 1268670 zoned R5 – Large Lot Residential. No zone change is proposed, however the MLS does not correspond to the cadastre.</p>
<b>9.1 Rural Zones</b>	<p>Consistent.</p> <p>This direction applies when a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed rural zone (including the alteration of any existing rural zone boundary).</p> <p>Item 11 - Lot 386 DP 753591, zoned RE1 – Public Recreation is owned by Crown Lands Division. It is not used for RE1 – Public Recreation and is adjacent to RU1 – Primary Production zoned land. It is proposed to amend and update the land zoning and lot size maps of the subject land by showing land zoning map RU1 - Primary Production with a minimum lot size of 40 ha.</p>
<b>9.2 Rural Lands</b>	<p>Consistent</p> <p>This direction applies when a relevant planning authority prepares a planning proposal for land outside the local government areas of lake Macquarie, Newcastle, Wollongong and LGAs in the Greater Sydney Region other than Wollondilly and Hawkesbury, that:</p> <p>(a) will affect land within an existing or proposed rural or conservation zone (including the alteration of any existing rural or conservation zone boundary) or</p> <p>(b) changes the existing minimum lot size on land within a rural or conservation zone.</p> <p>Item 11 - Lot 386 DP 753591, zoned RE1 – Public Recreation is owned by Crown Lands Division. It is not used for RE1 – Public Recreation and is adjacent to RU1 – Primary Production zoned land. It is proposed to amend and update the land zoning and lot size maps of the subject land by showing land zoning map RU1 - Primary Production with a minimum lot size of 40 ha.</p>

#### Section C - Environmental, social and economic impact

**Q8. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

There is minimal likelihood that critical habitat or threatened species, population or ecological communities or their habitat will be affected because of any amendment proposed in the planning



proposal, as it only relates to minor matters, errors and anomalies identified in the *YVLEP 2013*.

**Q9. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

There is no other likely environmental effect as a result of any amendment proposed in the planning proposal. The amendments are administrative in nature to address the minor matters and errors identified in the *YVLEP 2013*.

**Q10. Has the planning proposal adequately addressed any social and economic effects?**

The planning proposal will have limited social effect due to the intent and outcome of the planning proposal and its administrative nature. It is likely that there will be positive economic effects from the inclusion of the artisan food or drink industry land use, however the extent of those is unknown.

#### Section D - State and Commonwealth interests

**Q11. Is there adequate public infrastructure for the planning proposal?**

Not relevant to this minor administrative amendment.

**Q12. What are the views of state and Commonwealth public authorities consulted in accordance with the Gateway determination?**

This planning proposal only seeks to make housekeeping amendments to the *YVLEP 2013* with an intent to address administrative matters and to correct the errors and anomalies that became apparent since the last housekeeping amendment. Council has not consulted any state or commonwealth public authority regarding the planning proposal.

## PART 4 – MAPPING

A number of maps need amending as a result of the planning proposal for housekeeping amendments to the *YVLEP 2013*. A list of maps that require amendments are documents in the following table.

Yass Valley LEP Maps to be amended	
Map Type	Map Sheet (identification number)
Lot Size Map	
LSZ_001A	8710_COM_LSZ_001A_020_20160801
LSZ_005C	8710_COM_LSZ_005C_020_20210114
LSZ_001H	8710_COM_LSZ_001H_020_20220517

LSZ_001F	8710_COM_LSZ_001F_020_20201012
Land Zone Map	
LZN_001A	8710_COM_LZN_001A_020_20130424
LZN_005C	8710_COM_LZN_005C_020_20210114
LZN_001F	8710_COM_LZN_001F_020_20201012
LZN_001H	8710_COM_LZN_001H_020_20220517
LZN_005A	8710_COM-LZN_005A_020_20160801
Heritage Map	
HER_005	8710_COM_HER_005_160_20200167

## PART 5 – COMMUNITY CONSULTATION

It is considered that this Planning Proposal falls within the Basic Category, and that a consultation period of 10 working days is appropriate. Where amendments relate to specific properties, those landowners will be notified directly. As some of the amendments relate to current Aboriginal Land Claims, the planning proposal should be referred to the Local Aboriginal Land Council.

It is not anticipated that a Public Hearing will be required as no land is proposed to be reclassified and the matters included within the planning proposal are of a minor nature.

It should be noted that Council is seeking authorisation to exercise its delegation of local plan-making authority under section 3.36 of the *Environmental Planning and Assessment Act 1979*, as this planning proposal is considered to be a local, minor matter.

## PART 6 – PROJECT TIMELINE

The following timeline is indicative and is provided to assist the Department in preparing the Gateway determination. It is acknowledged that the timeline will be influenced by a range of external factors, and is also subject to amendments by the Department through the Gateway process.

Stage	Estimated timeframe
Anticipated commencement date (Date of Gateway determination)	April 2023
Completion of any additional required technical information	N/A
Government Agency Consultation	May 2023
Public Exhibition (10 working days)	April 2023
Consideration of submissions by staff	May 2023
Public Hearing	N/A
Anticipated date RPA will forward the plan to the department to be made, if not delegated	June 2023

Casetype	PublicSubmission
SubmissionType	I am making a personal submission
Title	█
First name	██████
Last name	████████
Organisation	
Position in the organisation	
Name withheld	0
Email	██████████████████████████████
Address 1	
Address 2	
Suburb/Town	████
Postcode	
State	
Do you have any Political Donations to report?	No
Please provide your view on the application	
Submission	<p>"I was born and raised in the Yass Valley, and now live in the outer northern suburbs of the ACT. As a 'foodie' of sorts, I frequently seek new and innovative venues and cuisines in my spare time. In lieu of visiting the inner city areas of Canberra (as this is my place of work, and hence, is less than desirable to visit in my spare time), I often look toward Murrumbateman, Gundaroo and Yass as possible destinations. I believe that all three towns, and the entire Yass Valley, for that matter, have enormous potential as food destinations. Whilst Murrumbateman has come to realise some of this potential via its wineries (and I have witnessed this industry grow over the 50 years of my life to date), I believe that allowing Yass, Gundaroo and their surrounds to tap into this market is a logical next step. This might well be achieved through Council's support for Item 1 in this Housekeeping Amendment. Canberra is already testimony to the demand for artisan and craft food and drink products. I believe that offering the Yass Valley's landscape as a backdrop to these finer foods and drinks will enhance the consumer</p>

	<p>experience. With this in mind, I support the addition of this land use on Primary Production and Primary Production Small Lot zones.</p> <p>I humbly seek Council's support in adding the new land use term of 'Artisan Food and Drink Premises' to Primary Production and Primary Production Small Lot zones.</p> <p>Thank you. "</p>
Submission attachment	
I agree to the privacy statement	1
I have read and understood the above	Case [REDACTED] is created successfully.
I understand that by clicking the Submit button.I am providing the information contained in this form to the Department of Planning Industry and Environment and confirm that that information is not false or misleading	
Created	[REDACTED]

Name *	[REDACTED]
Address *	[REDACTED] [REDACTED] [REDACTED]
Email *	[REDACTED]
Phone Number *	[REDACTED]
What item are you making a submission on? *	LEP Housekeeping Amendment
Submission *	I would like to advise that I am in support of the Housekeeping Amendment, specifically item 1 to add a new land use term 'Artisan Food and Drink Premises' to the land use tables of RU1 Primary Production Zone and RU4 Primary Production Small Lots Zone – Permissible with Consent. It will be a beneficial land use for the community to leverage as an expansion of existing tourist offerings in the Yass Valley and will provide a growth opportunity for the local tourism industry.



# Agency Information Guide 2023



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## Introduction

The Agency Information Guide is prepared in accordance with section 20 of the Government Information (Public Access) Act 2009. The Guide:

- Describes the structure and functions of the Council,
- Describes the ways in which the functions of the Council affect members of the public,
- Specifies any arrangements that exist to enable members of the public to participate in the formulation of the Council's policy and the exercise of its functions,
- Identifies the various kinds of government information held by Council and how this information is available to the public,

Council will review this guide annually.

## Acknowledgement of Country

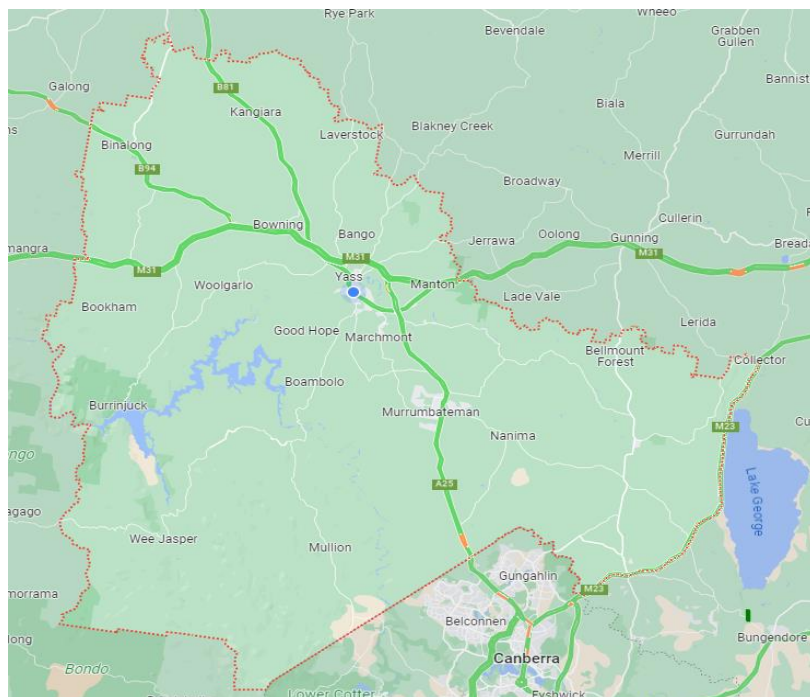
Yass Valley Council recognises the traditional custodians of the land, the Ngunnawal people, and acknowledges the Elders of the community and their descendants.

## Structure and Functions of Council

The Yass Shire was proclaimed on 1 January 1980 following the amalgamation of Goodradigbee Shire and the Municipality of Yass. Yass Shire in turn was dissolved and merged into the Yass Valley Council on 11 February 2004, following a further amalgamation of Yass Shire and parts of Gunning and Yarrawlumba Shires.

The Yass Valley Council area is in south-eastern New South Wales, about 280 kilometres south-west of the Sydney CBD, and 60 kilometres north-west of the Canberra CBD. It has a population of over 16870 and area of 3,998 Km<sup>2</sup>. Yass Valley comprises the town of Yass and Villages of Binalong, Bookham, Bowning, Gundaroo, Murrumbateman, Sutton and Wee Jasper.

Web : <http://www.yassvalley.nsw.gov.au>



## Structure

### The Elected Council

Yass Valley Council is made up of nine Councillors. Elections are held every four years to determine the Councillors who will represent the people of Yass Valley. A Mayor and Deputy Mayor are elected by the Councillors every two years.

### Administration

The Principal Officer of the Council is the Chief Executive Officer (CEO), referred in the Local Government Act 1993 as the General Manager.

The CEO is responsible for the efficient operation of the Council's organisation in accordance with strategic and other plans, programs, strategies and policies, and the implementation of Council decisions.

The CEO is also responsible for any functions delegated by the Council, provision of timely information and advice to the Council and the appointment, direction, and dismissal of staff.

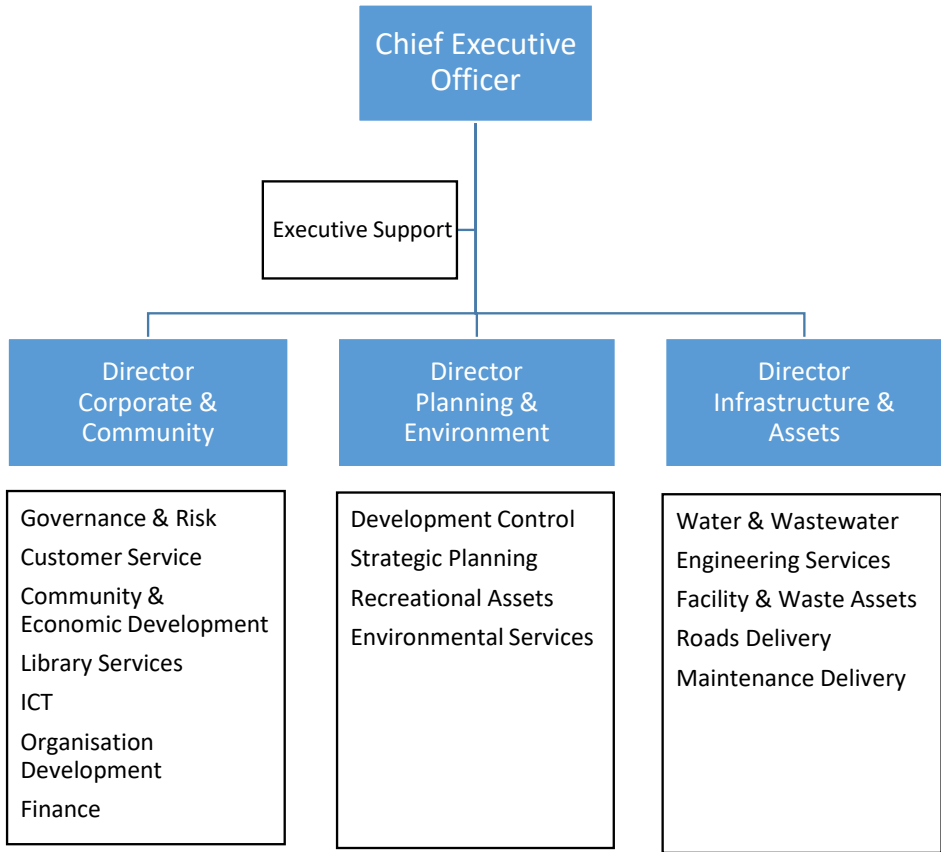
The CEO has the following functions-

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

In line with Part 3, Delegation of Functions of the Act, the CEO can delegate any of their functions, except the power to delegate. Delegation of regulatory functions is approved by the CEO and the Council.

To assist the CEO in the execution of these function, Council has employee Directors who oversee five strategic pillars outlined in Council's Community Strategic Pan and related Integrated Planning documents

Organisational Chart



### Functions of Council

Within the Local Government Act 1993, Council functions are grouped into the following categories:

Service	<ul style="list-style-type: none"><li>▪ Provisions of community health, recreation, education &amp; information services.</li><li>▪ Environmental protection</li><li>▪ Waste removal &amp; disposal</li><li>▪ Land &amp; property, industry &amp; tourism development &amp; assistance</li><li>▪ Civil infrastructure planning</li><li>▪ Civil infrastructure maintenance &amp; Construction</li><li>▪ Water and wastewater</li></ul>
Regulatory	<ul style="list-style-type: none"><li>▪ Approvals</li><li>▪ Orders\Building Certificates</li></ul>
Ancillary	<ul style="list-style-type: none"><li>▪ Resumption of land</li><li>▪ Powers of entry and inspection</li></ul>
Revenue	<ul style="list-style-type: none"><li>▪ Rates</li><li>▪ Fees &amp; Charges</li><li>▪ Borrowings</li><li>▪ Investments</li></ul>
Administration	<ul style="list-style-type: none"><li>▪ Employment of staff</li><li>▪ Management plans</li><li>▪ Financial reporting</li><li>▪ Annual report</li></ul>
Enforcement	<ul style="list-style-type: none"><li>▪ Proceedings for breaches of Local Government Act &amp; Regulations, and other Acts &amp; Regulations</li><li>▪ Prosecution of offences</li><li>▪ Recovery of rates and charges</li></ul>

Council's five Strategic Pillars and Objectives.

<b>Our Community</b> <i>We are a network of vibrant, inclusive, and diverse communities that value our rural lifestyle</i>	<b>Our Economy</b> <i>We have a strong regional economy experiencing sustainable growth, which provides for a diverse range of employment opportunities.</i>	<b>Our Environment</b> <i>We appreciate our range of rural landscapes and habitats and are stewards of the natural environment for future generations.</i>	<b>Our Infrastructure</b> <i>Our community is well serviced and connected to built, social and communications infrastructure.</i>	<b>Our Civic Leadership</b> <i>Our leaders operate ethically and implement good governance.</i>
<b>CO.1</b> Our health and wellbeing are supported by equitable access services.	<b>EC.1</b> Our location attracts business and industry to our region, boosting our local economy and jobs.	<b>EN.1</b> Our natural and built environment is maintained, protected and enhanced in line with community expectations.	<b>IN.1</b> We have transport links that connect towns within the region and increase access to significant centres.	<b>CL.1</b> Council is an effective, responsible, and innovative organisation.
<b>CO.2</b> We have a vibrant, inclusive, and creative community life.	<b>EC.2</b> The local and regional tourism offering is expanded, increasing visitation to the region.	<b>EN.2</b> Adopt environmental sustainability practices	<b>IN.2</b> We are proud of our liveable and accessible local places and spaces.	<b>CL.2</b> Council is a financially sustainable organisation that can meet community needs.
<b>CO.3</b> Our community is connected, safe and proud	<b>EC.3</b> Our local established and emerging businesses are supported to thrive.	<b>EN.3</b> We have a robust planning framework that considers our rural character and natural and built landscapes.	<b>IN.3</b> Our existing community infrastructure is maintained, and we plan for and support the development of infrastructure that meets community need.	<b>CL.3</b> Our community is informed and engaged in decision making
<b>CO.4</b> We celebrate our diverse cultural identity and heritage.	<b>EC.4</b> Our community can access affordable local housing, education, training and employment options		<b>IN.4</b> Water, waste and sewerage services meet the needs of our community.	
			<b>IN.5</b> Our telecommunications infrastructure is sound and support access for business, industry, services, and the community.	

### Powers of Council

As well as the Local Government Act 1993 Council has a range of powers under several Acts, including (but not limited to):

Companion Animals Act 1998	Fire Brigades Act 1989
Conveyancing Act 1919	Food Act 1989
Roads Act 1993	Heritage Act 1977
Public Health Act 1991	Swimming Pools Act 1992
Unclaimed Money Act 1995	Library Act 1939
Noxious Weeds Act 1993	Impounding Act 1993
State Emergency Service Act 1989	Community Land Development Act 1989
Strata Schemes Management Act 1996	Strata Schemes (Freehold Development) Act 1973
Strata Schemes (Leasehold Development) Act 1986	Environmental Planning and Assessment Act 1979
Government Information (Public Access) Act 2009	Fluoridation of Public Water Supplies Act 1957
Contaminated Land Management Act 1997	Privacy & Personal Information Protection Act 1998
Protection of the Environment Operations Act 1997	State Emergency & Rescue Management Act 1989

### Council Functions Impact on the Community

Most activities of Yass Valley Council impact the community. Outlined below are the functions and how the community is affected.

#### Service Functions

Council impacts the community through the provision of

- Libraries
- Halls and community centres
- Recreational facilities, such as swimming pools, sporting fields, fitness equipment and playgrounds
- Infrastructure, and
- Waste services.

#### Regulatory Function

Council places restrictions on developments and buildings to ensure that they meet requirements affecting the amenity of the community, and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

#### Ancillary Functions

Affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter on to a person's land. In these circumstances, only the owner of the property would be affected.



#### *Revenue Functions*

These functions affect the public directly, in that revenue from rates and other charges paid by the public are used to fund services and facilities provided to the community.

#### *Administrative Functions*

These functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

#### *Enforcement Functions*

These functions affect those members of the community who are in breach of certain legislation or those who have been impacted by a member of the community breaching this legislation. This includes matters such as the non-payment of rates and charges, and companion animal offences.

#### *Community Planning and Development Functions*

These functions affect areas such as cultural development, social planning and community profile and involve:

- Advocating and planning for the needs of our community.
- Participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Plan.
- Providing support to community and sporting organisations through provision of grants, training, and information.
- Facilitating opportunities for people to participate in the life of the community through a range of community events.

### **Public Participation**

There are two broad ways in which the public may participate in the policy development and the general activities of the Council. These are through representation and personal participation.

#### *Representation*

Local government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local council to make decisions on their behalf. Information on the next local government election can be found at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)

All persons who are residents and enrolled to vote, and property owners who live outside the area and are rate paying lessees who are listed on the non-residential role can vote. Voting is compulsory.

Every four years (unless otherwise directed by the NSW Office of Local Government) voters elect nine councillors for the four-year term.

Residents can raise issues with and make representations to the elected councillors. The councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

### *Personal Participation*

Council embraces the opportunity for the community to express their opinions and concerns. Council values the engagement of community members as this engagement provides a pathway to decisions based on the views of the community.

There are several avenues available to the community to directly contribute to Councils decision making process, including:

- **Council and Committee Meetings**

Community members are invited to attend Council meeting where they can address Council during public forum on agenda related matters. Council also has advisory committee meetings which discuss policy and strategic matters and make recommendations for Councils consideration.

Council meeting dates and times along with agenda and Council meeting minutes are posted on councils' website. <https://www.yassvalley.nsw.gov.au/Our-Council/Council-Meetings/Agendas-and-Minutes>

Council has established a committee structure with various committees and working groups that provide advice and recommendations on a range of matters.

Representation on Council's committees and working groups includes community members, Councillors, and industry representatives. Nominations are normally called for and appointed every four years, in line with the Council term. Details regarding Committees of Council can be found on councils' website. <https://www.yassvalley.nsw.gov.au/Our-Council/Council-Meetings/Committees-of-Council>

- **Making Representation to Councillors**

Councillors are the elected representatives of the residents and make decisions having regard to the views of their constituents. Members of the public can contact councillors directly to raise any concerns. Councillor contact details are listed on Council's website.

<https://www.yassvalley.nsw.gov.au/Our-Council/About-Council/Mayor-and-Councillors>

- **Informal submissions to Council**

The public can either personally, or in writing, enquire about Council-related matters. Every attempt is made by Council to satisfy the concerns of the enquirer. Information provided to Council in correspondence, submissions or requests (verbal, electronic or written), including personal information such as names and addresses, may be made publicly available, including via Council's website, in accordance with the Government Information (Public Access) Act.

- **Public Exhibition**

Council provides the community opportunity to provide comment on matter of importance via Public Exhibition. Refer to Council's website for information relating to matters currently on public exhibition. <https://www.yassvalley.nsw.gov.au/Our-Council/Public-Consultation>

- **General feedback**

Council welcomes general feedback from the public in person, in writing or by phone, regarding the exercise of its functions and its dealings with the public.

- **Other**

Council has a Community Engagement function ensuring community views are heard when gathering information to analyse regarding important projects and initiatives.

*Consultation will take place*

- When community input can improve decision making
- Highlight community needs
- Responding to community expressions of interest
- When Council resolves to consult
- When required by law,

*Community engagement may also take place*

- Project funding allocation
- Services improvement
- New Infrastructure
- Planning of new services and Infrastructure
- Provisions of existing services
- Creation of major events
- Major planning and development projects
- Key topics and issues

**Methods of Communication**

Council has numerous options available to provide community communication.

Council's website [www.yassvalley.nsw.gov.au](http://www.yassvalley.nsw.gov.au)

Community newsletters

Print

Media releases

Meetings

Letter

Facebook

## Access to Information

The Government Information (Public Access) Act 2009 (GIPA Act) allows for the public to have a general right to access information held by Council, providing the information does not infringe laws or there is not overriding public interest considerations against disclosure. There are four ways that Council will provide access to information:

- Mandatory proactive release
- Authorised proactive release
- Informal release
- Formal Access applications

Any applications under the GIPA Act will be processed in accordance with that Act's requirements and a determination made to release the documents or refuse access based on the relevant considerations under that Act.

Council will assess requests for access to information having regard to:

- Government Information (Public Access) Act 2009
- Government Information (Public Access) Regulation 2018
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998 • Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Companion Animals Act 1998 and,
- Any other relevant legislation and guidelines as applicable.

## Mandatory Proactive Release (section 6 GIPA Act)

The *GIPA Act* requires NSW government agencies to publish 'Open Access Information' on their website, free of charge unless to do so would impose unreasonable additional costs or strain to the organisation and its resources.

Open access information is defined in Section 18 of the GIPA Act and includes:

- Council's current agency information guide which contains information about Council's structure and functions, and lists the type of information that is publicly available
- Council's policy documents
- a disclosure log of formal access applications which includes release of information that Council believes may be of interest to other members of the public
- a register of contracts worth more than \$150,000 which Council has with private sector bodies
- a record of open access information that Council has not made publicly available on the basis that there is an overriding public interest against disclosure
- such other government information that may be prescribed by the GIPA Regulation as open access information.

#### Authorised Proactive Release (section 7 GIPA Act)

Beyond mandatory release, NSW agencies are encouraged (and authorised) to publicly release as much government information as possible. This information should be available in an appropriate manner (including online), free of charge or at the lowest reasonable cost. It is the responsibility of Council's CEO to determine whether information held by Council is proactively released. The CEO must ensure that all commercially sensitive information, as well as personal and identifying information is redacted from any document prior to being proactively released comply with the *Privacy and Personal Information Act 1998*.

#### Informal Release (section 8 GIPA Act)

NSW agencies are encouraged to informally release information without the need for a formal access application (and associated fee) to be submitted. Information will be informally released, where appropriate and provided there is not overriding public interest against the release of information. Council encourages applications for access to be made initially under the informal request provisions set out in [Section 8 of the GIPA Act](#). You can also refer to Council's [GOV-POL-13 Access to Information Policy](#)

**Note:** the *GIPA Act* provides no statutory timeframe by which informal requests must be decided within. Council is not required to disclose government information pursuant to an informal request and is also not required to consider an informal request for government information (section 8(3)). Council can decide however by what means information is to be released in response to an informal request (section 8 (4)).

#### Formal application (section 9 GIPA Act)

Under the *GIPA Act*, Council can release information in response to a formal access application. This is the last resort for obtaining Council information if it is not accessible in any of the three ways outlined above.

Your request will be dealt with under the *Formal Access Provisions of Part 4 of the GIPA Act* and [Form 74 - Formal Access to Information Request](#) will be required to be submitted, with a \$30 application fee, if your application involves any of the following:

- Large volume of information.
- Estimated processing time exceeding one hour.
- Extensive research and substantial resources are required.
- The information requires consultation with a third party to which it relates prior to the release of the information.
- An application will only be deemed valid if it meets the following requirements:
  - It must be in writing.
  - Lodged with the correct agency.
  - Be accompanied by a \$30 application fee.
  - State that you are seeking information under the GIPA Act.
  - Be clear and specific about the information requested.
  - Include a postal address for response.

The application process will take up to 20 working days unless you agree to extend the time. However, if Council needs to seek further information from a third party or from archives, it may take an additional 10-15 working days. Council will notify you if the process takes longer, why, and when it will be completed. Additional processing charges at a rate of \$30 per hour may also apply as part of deciding the application.

## Public Officer and Right to Information Officer

The Director Corporate & Community has been appointed as the Public Officer. Among other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council. The Manager Governance & Risk is Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Enquiries should be addressed as follows:

Chief Executive Officer  
Yass Valley Council  
PO Box 6  
YASS NSW 2582  
Phone: (02) 6226 1477  
Email: [council@yass.nsw.gov.au](mailto:council@yass.nsw.gov.au)

## Information and Privacy Commission (IPC) NSW

If you require any other advice or assistance about access to information, you may contact the NSW Information Privacy Commission by telephone on 1800 472 679, email at [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au), or visit the IPC website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)



## **INFORMATION GUIDE - GUIDELINES TO ACCESSING COUNCIL INFORMATION**

**Adopted: 15 December 2010**  
**Minute No. 534**  
***Date of Approval by***  
***Office of Information Commissioner:***  
***19 November 2010***

**Reviewed: 9 October 2014**  
**Executive Management Team**

**Reviewed: 28 July 2015**  
**Executive Management Team**

**Reviewed: 21 July 2016**  
**Executive Management Team**

Prepared in accordance with the provisions of Section 20 of the  
*Government Information (Public Access) Act 2009*

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## **1. STRUCTURE AND FUNCTIONS OF COUNCIL**

### **1.1 Introduction**

Yass Valley has an estimated population of 15,000 and comprises the town of Yass and Villages of Binalong, Bookham, Bowning, Gundaroo, Murrumbateman, Sutton and Wee Jasper.

Yass Valley Council was constituted under the Local Government Act 1993 on 11 February, 2004.

The Council is an undivided area, with nine (9) Councillors who are elected by the residents and ratepayers of Yass Valley. The Mayor is elected each year by the Councillors.

The role of the Councillors, as members of the body corporate are:

- to direct and control the affairs of the Council in accordance with the Local Government Act and other applicable legislation;
- to participate in the optimum allocation of the Council's resources for the benefit of the area;
- to play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions;
- to review the performance of the Council and its delivery of services, management plans and revenue policies of the Council;
- The role of a Councillor is, as an elected person:
  - to represent the interests of the residents and ratepayers;
  - to provide leadership and guidance to the community;
  - to facilitate communication between the community and the Council.

The Mayor presides at meetings of the Council, carries out the civic and ceremonial functions of the office, exercises, in cases of necessity, the decision making functions of the body politic, between its meetings and performs any other functions that the Council determines.

The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day to day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity Management Plan.

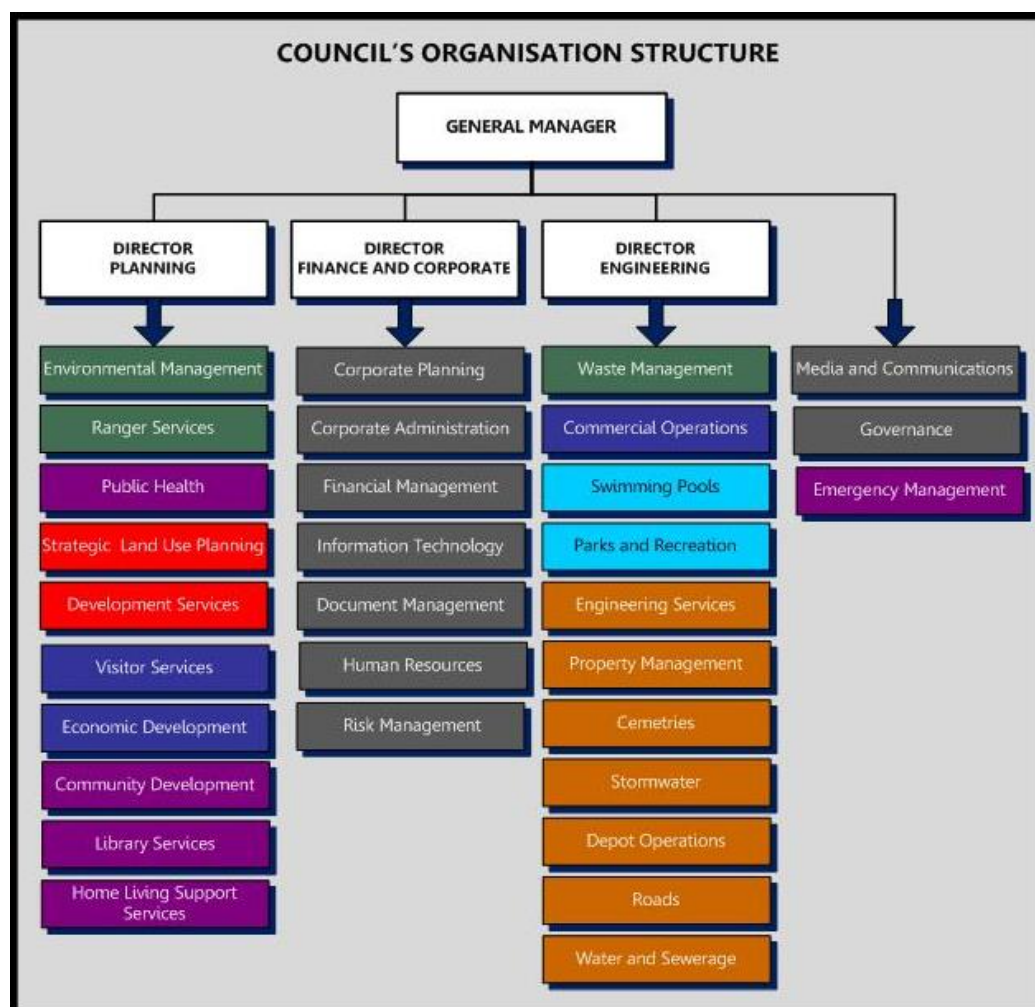
To assist the General Manager in the exercise of these functions, there are three (3) divisions of Council. These divisions are Planning, Engineering and Finance and Corporate Services. Each of these divisions is headed by a Director.

### **1.2 Organisational Structure**

The functional structure of the organisation is set out in 1.3.

### 1.3 Council's Organisational Structure and Functions

Council has functions conferred or imposed on it by the Local Government Act, 1993. These functions are:



As well as the Local Government Act, Council has powers under a number of other Acts under NSW legislation including:

<i>Community Land Development Act 1989</i>	<i>Privacy &amp; Personal Information Protection Act 1998</i>
<i>Companion Animals Act 1998</i>	<i>Protection of the Environment Operations Act 1997</i>
<i>Contaminated Land Management Act 1997</i>	<i>Public Health Act 1991</i>
<i>Conveyancing Act 1919</i>	<i>Recreation Vehicles Act 1983</i>
<i>Environmental Planning and Assessment Act 1979</i>	<i>Roads Act 1993</i>
<i>Fluoridation of Public Water Supplies Act 1957</i>	<i>State Emergency &amp; Rescue Management Act 1989</i>
<i>Food Act 1989</i>	<i>State Emergency Service Act 1989</i>
<i>Government Information (Public Access) Act 2009</i>	<i>Strata Schemes (Freehold Development) Act 1973</i>
<i>Heritage Act 1977</i>	<i>Strata Schemes (Leasehold Development) Act 1986</i>
<i>Impounding Act 1993</i>	<i>Strata Schemes Management Act 1996</i>
<i>Library Act 1939</i>	<i>Swimming Pools Act 1992</i>
<i>Noxious Weeds Act 1993</i>	<i>Unclaimed Money Act 1995</i>

## 2. EFFECT COUNCIL FUNCTIONS HAVE ON PUBLIC

As a service organisation, the majority of the activities of Yass Valley Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

*Service functions* affect the public as Council provides services and facilities to the public. These include provision of human services such as libraries, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

*Regulatory functions* place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

*Ancillary functions* affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

*Revenue functions* affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

*Administrative functions* do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

*Enforcement functions* only affect those members of the public who are in breach of certain legislation. This includes matters such as the non payment of rates and charges, unregistered dogs and parking offences and environmental offences such as pollution and illegal dumping.

*Community planning and development functions* affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Plan.
- Providing support to community and sporting organisations through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as NAIDOC Week, Youth Week, Children's Week, as well as promoting events of others.

## 3. PUBLIC PARTICIPATION IN COUNCIL AFFAIRS

There are two broad ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

### 3.1 Representation

Councils in New South Wales are elected every four years. The next election is to be held on 10 September 2016.

At each election in Yass Valley, voters elect nine Councillors for a four year term. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non residential roll. The election is run and administered by the NSW Electoral Commission. Voting is compulsory.

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

Members of the public are able to attend Council and Special Planning (if scheduled) meetings (second and fourth Wednesdays of each month – except January, April and December - third Wednesday of each month) in the Council Chambers, 209 Comur Street, Yass.

### **3.2 Personal Participation**

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council. Council has 21 Statutory, Special Purpose, Advisory, Community Facilities and Standing Sub-Committees that are made up of community representatives who are selected through an advertised expression of interest process. These committees are:

1. Economic Development Committee
2. Governance and Finance Committee
3. Home Living Support Services Committee
4. Aboriginal Consultative Committee
5. Education Committee
6. Audit Committee
7. Traffic Facilities Committee
8. Local Emergency Management Committee
9. Local Rescue Committee
10. Murrumbateman Old School Grounds Committee
11. Murrumbateman Recreation Reserve and Grounds Committee
12. Sutton Hall Precinct Committee
13. The Mullion Recreation Grounds Committee
14. Wee Jasper Hall Committee
15. Yass Community Centre Management Committee
16. Yass Railway Heritage Centre Committee
17. Yass Soldiers' Memorial Hall Committee
18. Community Access Committee
19. Public Art Committee
20. Sports Council
21. Youth Council

All people who wish to attend a Committee Meeting and are not a member of that committee, should provide a written request to the Chairperson of the Committee to attend a meeting. The Chairperson will then determine whether to accept a meeting request or not.

Council also has representation on the following regional committees:

1. Bushfire Management Committee
2. Bushfire Zone Liaison Committee
3. Country Mayors Association
4. NSW Rural Financial Counselling Service – Southern Region
5. Regional Emergency Management Committee
6. Roads and Maritime Services Regional Consultative Committee
7. Southern Slopes Noxious Plants Authority
8. Southern Slopes Transport Working Group
9. Southern Tablelands Library Cooperative Committee
10. Southern Tablelands Regional Arts Inc
11. South East Australia Transport Strategy Inc
12. South East Regional Academy of Sport
13. South East Weight of Loads Group
14. South West Regional Waste Management Group
15. Canberra Region Joint Organisation

## 4. ACCESS TO INFORMATION

### 4.1 Information held by Council

Council holds a wide range of information, in both hard copy and electronic form that relate to a number of different issues concerning the Yass Valley Local Government area. These documents are grouped into three categories:

1. Electronic and Physical files
2. Policy documents
3. General Information

Documents held by Council may be made available to the public on request unless there is an overriding public interest not to do so as determined by the General Manager.

Some documents may require a *formal access application* in accordance with the Government Information (Public Access) Act. The public may obtain access to information as follows:

- by searching the Council's website to see if it is already available;
- by contacting Council and requesting the information. Council will advise whether the information requested:
  - is *open access*, or *mandatory release* information (see 4.2.1) that is readily available and where and how to get the information.
  - should be made available as part of a *proactive release* of information (information that is frequently requested or information of public interest).
  - can be disclosed through an *informal release*, for example where no third party personal information is involved (requests for personal information by the individual concerned).
  - requires a *formal access application*, for example because consultation with a third party is required.

#### 4.1.1 Files – Electronic and Physical

Council implemented an Electronic Document Management System (EDMS) known as Magiq in November 2015 and post 3 May 2010 hard copy, physical files were dispensed with, except for working files for development/building/construction applications.

Council's files are not available on the website however this information may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provisions of GIPA.

Members of the public who require an informal release or an access application can do so by contacting Council on 6226 1477.

#### 4.1.2 Policy Documents

Policy documents are open access information, and maintained in a policy register – access to which is available on the website located under Council – Council Documents – Council Policies:

<http://www.yassvalley.nsw.gov.au/council/council-documents/council-policies>

To facilitate public access to Council information Council had adopted an Access to Information policy GOV-POL-13 which describes Council's principles regarding public, Councillor and staff access to information.

## 4.2 General Information Available and Applicable Charges

Council is committed to providing, as far as practicable, an open environment which enables members of the public to access government information held by Council without recourse to formal GIPA access applications. Information is made available through this Guide, Council's Disclosure Log and Council's website.

Where *formal access applications* are made under GIPA, Council will apply application, processing and advanced deposit charges as specified in the Act.

The following documents are defined as *open access information* by Section 18 of the GIPA and will be released without the need for a *formal access application* under this Act:

- this information guide;
- information about Council contained in any document tabled in Parliament by or on behalf of the Council, other than any document tabled by order of either House of Parliament;
- Council's policy documents;
- Council's disclosure log of access applications;
- Council's register of government contracts;
- Council's record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure; and
- such other government information as may be prescribed by the regulations as open access information.

The following list of general documents held by Council, are also to be provided as *open access information*, has been divided into four sections as outlined by Schedule 5 of the Government Information (Public Access) Act:

1. Information about Council;
2. Plans and Policies;
3. Information about Development Applications;
4. Approvals, Orders and other Documents.

The above documents held by Council, are made publicly available for inspection, free of charge. The public is entitled to inspect these documents either on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

These documents are:

### 4.2.1 Information about Council

- Councils adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Community Strategic Plan
- Resourcing Strategy
- Delivery Program
- Operational Plan
- Policy concerning the Payment of Expenses Incurred by, and the Provision of Facilities to, Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council

- Agendas and Business Papers for any meeting of Council or any Committee of Council
- Minutes of any meeting of Council or any Committee of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters

#### **4.2.2 Plans and Policies**

- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans
- Engineering Design Plans

#### **4.2.3 Information about Development Applications**

Development Applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information

#### **4.2.4 Approvals, Orders and Other Documents**

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

## **5. AMENDING COUNCIL DOCUMENTS CONCERNING PERSONAL AFFAIRS**

Council has a vast range of documents that can be accessed in varying ways. Most documents can be inspected at, and obtained from Council's Administration office between the hours of 8.30am and 5.00pm, Monday to Friday (except public holidays). For further enquiries about any document, a Customer Services Officer should be contacted. If you experience any difficulty in obtaining documents or information, you should contact the Public Officer.

Persons interested in obtaining access to documents or who wish to seek an amendment to the Council's records concerning their personal affairs, should contact the Right to Information Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Right to Information Officer in the first instance.

## **6. ADDITIONAL INFORMATION**

### **6.1 PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER**

The Director Finance & Corporate Services has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Corporate Administration Coordinator is Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer.

Enquiries should be addressed as follows:

General Manager  
Yass Valley Council  
PO Box 6  
YASS NSW 2582

Phone: (02) 6226 1477  
Email: [council@yass.nsw.gov.au](mailto:council@yass.nsw.gov.au)

### **6.2 OFFICE OF THE INFORMATION AND PRIVACY COMMISSION**

If you require any other advice or assistance about access to information you may contact the Office of the Information and Privacy Commission in the following ways:

#### **The Office of the Information and Privacy Commission**

- visit: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)
- email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)
- mail: GPO Box 7011, Sydney NSW 2001
- visit: Level 17, 201 Elizabeth Street, Sydney NSW 2000 call 1800 472 679 between 9am to 5pm, Monday to Friday (excluding public holidays)





## **BANGO WIND FARM COMMUNITY CONSULTATIVE COMMITTEE**

**Minutes of meeting held at the Club House Hotel,  
Yass on Tuesday 27 June 2023**

### **Attendees:**

Lisa Andrews (LA)  
Lyn Diskon (LD)  
Brad Jachmann (BJ)  
Cr John Piper (JP)  
Cr Jim Abbey (JAb)  
Terry Sellwood (TS)  
Thomas McGrath (TM)

Independent Chairperson  
Squadron Energy (Community Engagement Co-Ordinator)  
Squadron Energy (Site Manager - Operations)  
Hilltops Council delegate  
Yass Valley Council delegate  
Community Representative  
Community Representative (Host Landholder)

### **Apologies:**

Jayne Apps  
Jack Walker  
Geoff Frost  
Jonathan Post

Boorowa District Landscape Guardians  
Yass Valley Business Chamber delegate  
Community representative  
Squadron Energy

***Meeting commenced at 9.11am.***

### **Welcome and Introductions**

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The Chair welcomed everyone to the Bango Wind Farm (BWF) Community Consultative Committee being held at the Club House Hotel, Yass.

### **Apologies**

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As listed above. Jonathan Post has advised that following the transition from construction to operational, he will no longer be a member of this CCC. BJ will be the company's representative.

### **Acknowledgement of Country**

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The Ngunnawal people were acknowledged as the Traditional Owners and Custodians of the land that the Bango Wind Farm is located on. Respect was paid to all Aboriginal Elders, past, present and emerging.

### **Declaration of Interest**

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The Chair declared her interest as Independent Chairperson of the BWF CCC, approved by the Department of Planning and Environment, and engaged by Squadron Energy to chair the meeting.

No changes to previous declarations by members.

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### Business Arising from Previous Minutes

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Minutes of CCC held on 22<sup>nd</sup> November 2022, were finalised and emailed to members on 14<sup>th</sup> December 2022.

### Action Items from Previous Meeting

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Item	Issue	Responsibility
1	MM to keep the CCC informed of any further developments with CASA on this matter, should they arise. <b>BJ advised that there is an outage on site at the moment and only 16 turbines are operational, of which 8 are illuminating.</b>	BJ Ongoing

No other business arising.

### Correspondence Report

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**Correspondence as sent out with the meeting notice on 19<sup>th</sup> May 2023 with one additional item:**

- 7/12/22– Email to members with the draft minutes for review.
- 14/12/22 - Email to members with the finalised minutes and presentation.
- 13/2/23 – Email to members with the February 2023 project newsletter.
- 13/2/23 – Email from LD advising of the merger between CWP Renewables and Squadron Energy.
- 19/5/23 – Email to members with the Save the Date, meeting notice & agenda for this CCC.
- 14/6/23 – Email to members with confirmation of the venue for this CCC.
- 26/6/23 - Email to members with reminder for this meeting.

**Accepted.**

### Project Update – Squadron Energy

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BJ presented the project update.

- All turbines have been constructed and approved to run by Transgrid and AEMO.
- All have been tested and wrapped up.
- On 8/5/23 a delivery was made to the substation, located in the middle of the wind farm off Tangmangaroo Rd. Transgrid told the wind farm to turn off turbines 1-21 and off-load, affecting the western cluster. Investigations and HV testing of the substation found an issue that Transgrid has resolved. However, final HV testing works are outstanding on the repairs. It is hoped to have the turbines on line by next Friday.
- The North-Eastern Cluster feeds the 973 line, so for Transgrid to carry out the work, SE had to turn off an additional 9 turbines, leaving only 16 on line.
- JP asked what had happened? BJ advised that there was no issue with the transformer and believes that the sound heard by the person at the time of the delivery was consistent with an electrical arc sound.
- TS enquired about the lines capacity to accept power without causing problems. BJ confirmed that all testing has confirmed the ability to accept 100% output and that testing has been wrapped up with final un-constrained approval granted by Transgrid & AEMO.
- JP asked whether the wind turbines have a maximum operating wind speed. BJ advised that there is a maximum operating wind speed and it's roughly 90kph (25m/s) over a 10min average or gusts of 108kph (30m/s).

- JAb enquired about ongoing maintenance, monitoring and inspections. BJ advised that the maintenance team for AEG comprises of 6 teams of 2-3 people. Blade repairs and retrofixing/annual maintenance is ongoing.
- TM asked if maintenance was on a 12 monthly schedule. BJ confirmed yes, however, wind turbine maintenance can be performed based on operating hours or based on an odometer. Bango's maintenance is being performed in a time based manner.
- JAb enquired how many staff were on site? BJ advised that the current head count is 20-30 staff as they still transition from construction to operations. Looking at having 10 long term staff on site that live locally or are encouraged to relocate.
- TM enquired whether pre-summer testing would occur prior to the bush fire season. BJ stated that there are 46 machines that are tested over 52 weeks, so basically one per week when you include holidays, etc. There is a fire detection system in the turbines and part of the maintenance includes function testing. All these will be checked prior to summer.
- JAb asked whether the turbines are susceptible to fires – how robust are they – would they survive a wild fire? LD advised that there is a large cleared area around each of the turbines, acting as a buffer. Detectors in the turbines would pick up any smoke and alert the system. With the towers being constructed from steel, they are not very combustible and fire would not get to the blades because of the height off the ground.
- TS asked if BWF had any onsite firefighting appliances. BJ stated that there are water carts on site that could assist firefighting efforts by the trained RFS brigade. LD reiterated that BWF staff and contractors are not trained to fight fires and that the safety of employees was paramount. Each turbine has emergency contact information contained on the base and top to assist staff in identifying locations. TM confirmed that even landowners can't fight fires with own equipment. Best left to the experts.
- JAb commented on recent seismic activity in the area and asked whether this movement would affect the turbines. BJ advised that the structures are designed to handle movement and vibration. JAb asked if there is a cut-off switch in these incidences. BJ confirmed that the turbine will stop in the event movement or vibration exceeds the safe operating limit. It will do this by stopping the turbine and pitching the blades out.

#### **Internal Staff Video**

BJ showed attendees a video that had been prepared as a staff training exercise, which documented "a day in the life of the Bango Wind Farm". (*Not for public distribution.*)

JAb asked if Squadron Energy (SE) also developed solar farms. BJ responded, yes, they are expanding into that area now. SE will be focusing on more comprehensive renewables, such as hydrogen, gas, hybrids, solar, etc.

JAb enquired how many solar panels would be equal to one wind turbine (output). BJ took on notice.

**Action.** JAb informed the CCC of a proposed Solar Farm near the town of Yass.

#### **LD showed members a presentation of the community engagement, sponsorship, etc provided to the community during her work as Community Engagement Officer with the Bango Wind Farm.**

As this is LD's last meeting prior to retirement, LA acknowledged LD for her contribution in the community engagement process for this CCC and her connection with the community, being an advocate for sponsorship and support in local schools, volunteer groups and support services. LA thanked LD for her efforts.

### General Business

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- TM – on behalf of the landholders – thanked LD for organising their meetings and her work in establishing the Community Enhancement Fund.
- TM enquired who were appointed as community representatives on the CEF? BJ advised Barbara Manion and Angus Mitchell.
- TM asked if SE could include Boorowa on the project website as the location. At the moment it states near Yass. **Action.**
- TM stated landholders' disappointment in not being invited to the official opening of the Wind Farm by Dr Andrew Forrest. BJ stated that it had been kept quiet with only media attending.
- TS raised the following question: "There has been some talk around the town that there is a problem with the concrete in some of the tower footings and that this may lead to the need to dismantle and rebuild some machines. Is this so and, if the answer is yes to rebuilding, what will be the implications regarding removal of failed bases and ensuing site rehabilitation?  
RESPONSE: There hasn't been any problems with the foundations identified so no dismantling will occur.
- TS asked about the monitoring of the bird strikes. BJ advised that monthly monitoring occurs in accordance with the Bat & Bird Management Plan. Strikes recorded have been very minimal with no Superb Parrots being impacted. *(See Independent Environmental Audit Link below for more details.)* TM commented that birds don't fly that high as the blades are above the tree canopy.
- JP commented that the Superb Parrots are now off the Endangered List.

**Link to Independent Environmental Audit:** [Bango Wind Farm \(spicyweb.net.au\)](http://Bango Wind Farm (spicyweb.net.au))

### Next Meeting

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📅 Tuesday, 21 November 2023 at 11am on site at Boorowa, followed by BBQ lunch.

LA advised that an extra-ordinary meeting may always be held if something arises. Agreed.

***Meeting closed at 10.20am with LA thanking all attendees for their contribution.***

### Action Items

Item	Issue	Responsibility
1	How many solar panels equal one turbine	BJ
2	Include Boorowa in the location of the project on its website	LD



**Minutes of the  
Economic Development Advisory Committee**

**Tuesday 18 April 2023**  
4.30pm  
Council Chambers  
209 Comur Street, Yass

Minutes of the Economic Development Committee held on 18 April 2023

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**Minutes of the Economic Development Committee held on 18 April 2023**

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**Present**

Cr J Jones (Chair), Cr M Reid, Y Coe, K Denny, A Hennell, J Runko, R Tanton, M Pearce, J Walker (Teams)

**Also Present**

L Safraneck – Director Corporate & Community, G Patmore – Manager Community & Economic Development

**1. Apologies**

A Mead

**2. Declaration of Conflict of Interest**

Nil

**3. Confirmation of Minutes**

**COMMITTEE DECISION**

*That the minutes of the Economic Development Committee held on 28 February 2023 be taken as read and confirmed.*

**4. Items for Discussion**

***Economic Development Strategy***

Council was involved in the Regional Economic Development Strategy. This Strategy covers YVC priorities. It involved community engagement to determine the Yass Valley priorities. Affordable housing and state representation are among the priorities.

***Committee Priorities List***

The Committee discussed a couple of priorities: water infrastructure and housing and rezoning opportunities. Staff will investigate the whiteboard priority list developed at the initial meeting for discussion at the next meeting.

***Industrial Land***

The committee discussed the residue demand following industrial site near Service Centre; looking for opportunities for on ground industrial jobs; pressure on Laidlaw Street residential area; leading up to the Yass LEP.

**Action:** Staff to provide indicators the Planning team have to indicate light industrial need in the Yass Valley?

***Affordable Housing Sub Committee***

Discussion was held around Cr Reid's email. Housing in Murrumbateman compared to Yass diversity; Council needs to look at affordable housing (socio-economic costs). Need to adjust LEP, policies and DCP to impact developers and market by inserting smaller block sizes.

**COMMITTEE RECOMMENDATION**

*That the next LEP review to include small block sizes around community parks and facilities.*

**Minutes of the Economic Development Committee held on 18 April 2023**

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**5. Next Meeting**

Tuesday 29 August 2023, at 4.30pm in Council Chambers, 209 Comur Street, Yass

The meeting closed at 5.25pm