

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 MARCH 2013

PRESENT: Councillor Shaw, McCormack, O'Brien, Wheelwright, Marshall, Searl, Barlow, Culhane and Craig and Messrs J Bell (General Manager), A Croke (Director of Finance and Administration), P Newham (Director of Works and Operations), Mrs T Dodson (Director of Environment and Planning), Messrs P Brown (Manager Noxious Weeds), R Wong (Manager of Environment and Planning), G Anable (Manager of Works), H Spirek (Media Officer) and Mrs H Peterson (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 9.00AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

Clr Shaw requested leave of absence for the Council Meeting to be held on 16 May 2013 due to annual leave, Clr Wheelwright requested leave of absence for the Council Meetings to be held on 16 May 2013 and 20 June 2013 due to annual leave and Clr O'Brien requested leave of absence for the Council Meeting to be held on 18 April 2013 due to annual leave.

48/13 **RESOLVED** by Clr Craig and Clr Searl that the requested leave of absence for Clr Shaw, Clr Wheelwright and Clr O'Brien be granted.

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Nil

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SECTION 4: CONFIRMATION OF MINUTES

49/13 **RESOLVED** by Clr McCormack and Clr Barlow

That the minutes of the Ordinary Council Meeting held on 21 February 2013 be adopted.

- CARRIED

SECTION 5: MAYORAL MINUTES

50/13 **RESOLVED** by Clr Shaw and Clr Wheelwright that on behalf of the Upper Lachlan Shire Community, Council would like to wish Tony and Sue Morrison all the very best as they have recently sold their property and are leaving the Shire. Tony was a past Councillor on the former Gunning Shire Council and he and Sue have been great supporters of the Breadalbane community and will be sorely missed.

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE ITEMS FOR THE MONTH OF MARCH

51/13 **RESOLVED** by Clr Barlow and Clr Marshall

That Item - [Correspondence/Newsletters/Information] listed below be received:

- A. Jerrawa Creek Landcare – Tussock Tamers Program.
- B. St Mary's Primary School – Thanks to Council for support with making their Swimming Carnival a success.
- C. Katrina Hodgkinson MP – Request for Funding to Construct Low-Level Crossing on Fish River Road – Lachlan River Narrawa.

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- D. Parliament of NSW – Committee on Electoral Matters – thanking Council for their submission.
- E. Ms Katy Gallagher MLA – Media Release – ACT Government moves for select Committee to study ambitions for Greater Capital Region.
- F. Division of Local Government – Circular Councils – Model Code of Conducts 2013 – Commencement and Key Resources.
- G. Oscar Rose – Request for a skate park in Crookwell – Petition attached.

- CARRIED

SECTION 8: LATE CORRESPONDENCE

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 9: ENVIRONMENT AND PLANNING

ITEM 9.1 MONTHLY WEED ACTIVITIES REPORT

52/13

RESOLVED by Clr McCormack and Clr Craig

1. Council receive and note the information and
2. Council forwards correspondence to the Livestock Health and Pest Authority stating Council's concerns with respect to the proliferation and spread of feral animals, especially goats and pigs, moving into areas where they have not previously been seen in the Upper Lachlan Shire local government area.

Councillors who voted for:- Councillors McCormack, Searl, Wheelwright, Culhane, Barlow, Marshall, Craig, Shaw and O'Brien

Councillors who voted against:- Nil

- CARRIED

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ITEM 9.2 DEVELOPMENT STATUS REPORT

53/13 RESOLVED by Clr O'Brien and Clr Culhane

1. Council receive the report and note the information.

Councillors who voted for:- Councillors McCormack, Searl,
Wheelwright, Culhane, Barlow,
Marshall, Craig, Shaw and
O'Brien.

Councillors who voted against:- Nil

- CARRIED

**ITEM 9.3 DA 125/2011 - REQUEST FOR SECTION 82A REVIEW OF NOTICE
OF DETERMINATION**

54/13 RESOLVED by Clr Culhane and Clr O'Brien

1. Condition No 4 of Determination Notice of Development Application No 125/2011 remains unchanged.
2. Condition No 5 of Determination Notice of Development Application No 125/2011 remains unchanged.
3. Condition No 23 of Determination Notice of Development Application No 125/2011 remains unchanged.
4. Condition No 6 of Determination Notice of Development Application No 125/2011 remains unchanged.
5. Condition No 7 of Determination Notice of Development Application No 125/2011 remains unchanged.
6. Condition No 25 of Determination Notice of Development Application No 125/2011 remains unchanged.
7. A new condition be added to the Determination Notice of Development Application No 125/2011 requiring:

In accordance with the provisions of Section 64 of the Local Government Act 1993 and Section 306 of the Water Management Act 2000, contributions are required toward the

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provision of water supply and sewerage infrastructure in accordance with the Upper Lachlan Development Servicing Plan 2008 to financially assist in the provision of infrastructure identified as necessary as a result of the development.

No subdivision certificate shall be granted for any stage of the development unless payment of the following contributions has been made in relation to that stage.

ADVISING

The current contributions under the Upper Lachlan Development Servicing Plan 2008 for water and sewerage infrastructure services are as follows (2012/2013):

STAGE 1

Water Headworks Charge:	\$3,531.00
Sewerage Headworks Charge:	\$3,762.00
TOTAL:	\$7,293.00

STAGE 2

Water Headworks Charge:	\$3,531.00
Sewerage Headworks Charge:	\$3,762.00
TOTAL:	\$7,293.00

These contributions are reviewed annually and the contribution rates are to be confirmed prior to payment.

8. Development Application Determination Notice 125/2011 be modified to reflect the recommendations and outcomes of the review of Council and the applicant be notified in writing.

Councillors who voted for:- Councillors McCormack, Searl, Wheelwright, Culhane, Barlow, Marshall, Craig, Shaw and O'Brien.

Councillors who voted against:- Nil

- CARRIED

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ITEM 9.4 **DEVELOPMENT APPLICATION 126/2012 - SUBDIVISION OF
LAND, LOTS 106 & 109 DP754108, 50 KIALLA ROAD,
CROOKWELL**

55/13 **RESOLVED** by Clr Wheelwright and Clr Barlow

It is recommended that the application be approved subject to the following conditions.

1. Except where otherwise permitted or required by conditions of development consent, the development shall be carried out generally in accordance with the approved information submitted in support of the development application and in support of any relevant application for a construction certificate, including the stamped approved development drawings referenced, Subdivision Development of Lots 106 & 109 DP754108, sheets 1 and 2 of 2 sheets, prepared by CPC Land Development Consultants Pty Ltd, dated 19 November 2012, including any notations or amendments marked by Council in red.
2. Prior to commencing any subdivision work in either stage one or stage two of the development, the following provisions of the Environmental Planning and Assessment Act 1979 (the Act) shall be complied with:
 - (a) A construction certificate shall be obtained with respect to that stage in accordance with Section 81A (4) (a) of the Act.
 - (b) A Principal Certifying Authority shall be appointed and Council shall be notified of the appointment in accordance with Section 81A (4) (b) and (b1) of the Act.
 - (c) Council shall be notified in writing, at least two days prior to commencing any subdivision work, in accordance with Section 81A (4) (c) of the Act.
3. Effective erosion and sediment controls shall be installed prior to any subdivision work commencing. The controls shall prevent sediment entering drainage depressions and watercourses, and shall be regularly maintained and retained until works have been completed and groundcover established.
4. All subdivision works shall be carried out only between 7:00am and 6:00pm Mondays to Fridays inclusive, and on Saturdays between 7:00am and 1:00pm if inaudible on residential premises, otherwise between 8:00am and 1:00pm. No subdivision works shall take place on Sundays or public holidays.

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5. At least **48 hours notice** shall be given to Council for inspection of any of the following components of subdivision work:
- a. Roadwork's
 - b. Sub-grade earthworks prior to gravel
 - c. Kerb & gutter completion
 - d. Gravel test results available
 - e. Compacted gravel base completed
 - f. Sealing completed

Any of the above components of subdivision work in either stage one or stage two of the development shall be completed prior to the issue of a subdivision certificate with respect to that stage.

6. Any alteration to natural surface contours shall not impede or divert natural surface water runoff so as to cause a nuisance to adjoining property owners or create an erosion or sediment problem.
7. Trucks entering and leaving the premises that are carrying excavated dusty materials, including clays, sands and soils, shall be covered at all times when not loading or unloading.
8. A subdivision certificate shall be applied for and granted with respect to each of stages one and two of the development, prior to registration of the relevant Plan of Subdivision with Land and Property Information New South Wales. A subdivision certificate will only be granted with respect to either stage one or stage two of the development if each condition of consent relevant to that stage has been satisfactorily addressed. Compliance with conditions shall be achieved either by completion of the required physical works, meeting requirements or compliance with Council procedures (eg. lodging a bond or bank guarantee for incomplete works).

ADVISING – Council's current (2012/13) subdivision certificate application fee is \$310.00.

9. Any subdivision certificate application shall be accompanied by the Final Plan of Subdivision together with at least five (5) copies and shall be submitted to Council. Location of all easements and/or other permanent improvements must be indicated on one print.
10. In accordance with the provisions of section 94 of the Environmental Planning and Assessment Act 1979, contributions are required toward the provision of community facilities and

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infrastructure in accordance with the Upper Lachlan Section 94 Contributions Plan 2007 to financially assist in the provision of community services and facilities identified as necessary as a result of the development.

No subdivision certificate shall be granted for either stage one or stage two of the development unless the contributions set out below have been paid as applicable to that stage.

ADVISING - The current contributions under the Upper Lachlan 94 Contributions Plan 2007 for residential lots for the 2012/13 financial year are as follows:

Road	\$8516.00 per vacant residential lot x 9 lots = \$76,644.00
Waste Management	\$468.00 per vacant residential lot x 9 lots = \$4212.00
Open Space & Recreation	\$739.00 per vacant residential lot x 9 lots = \$6651.00
Community Facilities	\$1280.00 per vacant residential lot x 9 lots = \$11,520.00
Emergency Services	\$590.00 per vacant residential lot x 9 lots = \$5310.00
Plan Administration	\$161.00 per vacant residential lot x 9 lots = \$1449.00
TOTAL:	\$11,754.00 per vacant residential lot x 9 lots = \$105,786.00

The above contributions are current at the time of consent and will be indexed at twelve monthly intervals in accordance with any increase in the Consumer Price Index (All Groups) Sydney following publication by the Australian Bureau of Statistics.

11. Electricity, in respect of each residential lot at high or low voltage, shall be:
- (a) Available in sufficient capacity from the existing high voltage distribution;
 - (b) Provided to each residential lot, and
 - (c) Covered by an easement(s) as required by and in favour of

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Country Energy on the final subdivision plan, centred on:

- (i) Any existing power lines which cross the subdivision; and
- (ii) Any proposed power lines, structures, stays etc which the developer is having constructed to provide electricity to the lots within the subdivision; and
- (iii) Any proposed power lines for which the developer is not required to make a capital contribution, but which would be required to be constructed in the future to provide power to the boundary of each lot (staged and proposed developments).

12. No subdivision certificate shall be granted for either stage one or stage two of the development unless satisfactory written evidence has been provided to Council from Country Energy or a suitably authorised person that satisfactory arrangements have been made for the supply of electricity to each residential lot in that stage.

ADVISING - The provision of power and other utilities should be achieved with no further clearing than is required for the establishment of the road access, i.e. power lines should be sited in/along clear access routes, or be placed underground with minimal disturbance to the native vegetation.

13. Payment of any applicable fee for examination of engineering drawings, inspection of subdivision works and release of Final Plans.

ADVISING - The current rate (2012/2013 financial year) under Council's fees and charges is \$135.00 per lot.

14. If survey reveals that any public road encroaches on the subject land, the affected land shall be dedicated as public road.
15. Any bonded works in either stage one or stage two of the development shall be completed by the developer within 12 months of the date of release of the subdivision certificate relating to that stage, or Council shall utilise the bond monies to undertake the required outstanding works.
16. Each residential lot shall be provided with a telecommunications service.
17. No subdivision certificate shall be granted with respect to either stage one or stage two of the development unless satisfactory written evidence has been provided to Council from Telstra that satisfactory arrangements have been made for the supply of a telecommunications service to each residential lot in that stage.
18. Each residential lot shall be provided with an electricity supply

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service.

19. No subdivision certificate shall be granted with respect to the development, or any stage thereof, unless:
- (a) A detailed survey plan of the land has been submitted to and approved by Council that clearly and accurately defines any part(s) of the land located below the flood planning level (as defined by Upper Lachlan Local Environmental Plan 2010), and
 - (b) Council is satisfied that a restriction as to user under section 88B of the Conveyancing Act 1919 will be registered that will prohibit development for the purpose of residential accommodation on any part of the land located below the flood planning level.
20. No subdivision certificate shall be granted with respect to stage two of the development unless satisfactory evidence has been submitted to Council that subdivision (boundary adjustment) of Lot 106 DP754108 and Lot 107 DP661685, the subject of Upper Lachlan Shire Council subdivision certificate 19/2012 granted on 11 September 2012, has been registered with Land and Property Information NSW.
21. No construction certificate shall be granted with respect to either stage one or stage two of the development unless details of all proposed and required subdivision work (as defined at section 4 (Definitions) of the Environmental Planning and Assessment Act 1979) in that stage have been submitted to and approved by Council. In this regard:
- (a) Each residential lot shall be provided with an independent connection to Council's reticulated water supply system.
 - (b) Lots 1-3 in stage one, with frontage to Kialla Road, can be serviced from the existing water main located on the opposite side of Kialla road. Council can undertake these water service connections on behalf of the developer at a cost to the developer of \$1817.00 per connection (under Council's 2012/13 fees & charges).
 - (c) There is currently no water supply service available for connection of Lots 5-10 in stage two, which have frontage to East Street. A water mains extension will therefore be required to service these lots, at no cost to Council. The water main extension shall commence adjacent to the East & Wade Streets intersection, and extend approximately 270.0m to past the southern boundary of Lot 5. The pipeline shall be 100mm diameter class 12 (or higher) mPVC water main. Council can

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provide a quotation on request to undertake this water main extension on the developer's behalf. At the time of consent, an indicative rate for water main extension is \$90.00 per metre. As these connections needn't involve any road crossings, Council can undertake the required water service connections on behalf of the developer at a cost to the developer of \$1116.00 per connection (under Council's 2012/13 fees & charges).

- (d) Each residential lot shall be provided with an independent connection to Council's reticulated sewerage service.
- (e) Lots 1-3 in stage one, which have frontage to Kialla Road, can be serviced from the existing sewer main located along the immediate frontage of the lots. Council can undertake the work to provide sewer junction service connections on behalf of the developer, with the cost to be determined based upon a site specific quotation.
- (f) There is currently no sewerage service available for connection of Lots 5-10 in stage two, which have frontage to East Street, and insufficient fall is available from these lots to Council's existing sewerage service. A reticulated sewerage service, together with a sewage pumping station and rising main, shall be provided to service these lots, at no cost to Council. The rising main may discharge to Council's existing sewerage service at a manhole located on the Kialla Road frontage of the land, or alternatively on Wade Street. The sewer reticulation shall be designed in accordance with the Sewer Code of Australia (WSA 02-2002) and the sewage pumping station shall be designed in accordance with the Sewerage Code of Australia (WSA 04-2005). The design should consider the potential future development of the residue lots in the development.
- (g) A plan of proposed stormwater management works, incorporating use of the natural watercourse traversing the land for the purpose of stormwater detention, shall be submitted to and – if satisfactory – approved by Council. Street stormwater drainage should be by way of table drains connecting to existing downstream systems.
- (h) Kerb & gutter shall be provided at the land's Kialla Road frontage, along with bitumen sealing between the existing edge of the Kialla Road vehicle carriageway and the new kerb & gutter. The new kerb shall be designed to satisfactorily complement and integrate with the existing pavement and the existing drainage system.

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- (i) East Street, extending from the southernmost edge of its existing vehicle carriageway seal southwards for the land's full frontage, shall have its vehicle carriageway bitumen sealed at a width of 7.0m, with provision for a minimum verge width of 3.5m.
- (j) Each lot shall be provided with a culvert and headwall access.
- (k) Street lighting shall be provided to each of the land's Kialla Road and East Street frontages.

22. In accordance with the provisions of section 64 of the Local Government Act 1993 and section 306 of the Water Management Act 2000, contributions are required toward the provision of water, sewer and stormwater infrastructure in accordance with the Upper Lachlan Development Servicing Plan 2008 to financially assist in the provision of infrastructure identified as necessary as a result of the development.

No subdivision certificate shall be granted with respect to either stage one or stage two of the development unless the contributions set out below have been paid as applicable to that stage.

ADVISING

The current contributions under the Upper Lachlan Development Servicing Plan 2008 for water, sewer and stormwater infrastructure services are as follows (2012-2013):

Water supply Charge: \$3531.00 per vacant residential lot x
9 lots
= \$31779.00

Sewerage Charge: \$3762.00 per vacant residential lot x
9 lots
= \$33858.00

**TOTAL: \$7293.00 per vacant residential lot x
9 lots
= \$65637.00**

These contributions are reviewed annually and the contribution rates are to be confirmed prior to payment.

23. If any Aboriginal object or relic (as defined by Upper Lachlan Local Environmental Plan 2010) is uncovered or identified during subdivision work, such work shall cease immediately in the vicinity of the Aboriginal object or relic and the Department of Environment and Conservation and Pejar Aboriginal Land Council shall be contacted to arrange for assessment of the Aboriginal

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object or relic.

24. The development consent does not permit any vegetation removal or earthworks not identified by an environmental planning instrument as exempt development or development permitted without development consent.

Councillors who voted for:- Councillors McCormack, Searl, Wheelwright, Culhane, Barlow, Marshall, Craig, Shaw and O'Brien.

Councillors who voted against:- Nil

- CARRIED

The meeting adjourned for morning tea the time being 10.15am

The meeting resumed the time being 10.40am.

SECTION 10: WORKS AND OPERATIONS

ITEM 10.1 WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE

56/13 **RESOLVED** by Clr O'Brien and Clr Barlow

1. Council receive the report and note the information.

- CARRIED

ITEM 10.2 WORKS IN PROGRESS - TECHNICAL & MANAGERIAL

57/13 **RESOLVED** by Clr Craig and Clr Marshall

1. Council receive and note the report as information.

- CARRIED

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A motion was moved by Clr Barlow and seconded by Clr Searl that Council asks the Department of Planning and Infrastructure, as the consent authority, and the Project Independent Arbitrator to require the developer of the Gullen Range Wind Farm to ensure that its heavy vehicle traffic does not constitute a safety hazard to other users of the roads involved (especially Range Road), and that the developer complies with its conditions of consent in relation to hours of work and associated noise.

On being put to the meeting the motion was carried.

58/13 **RESOLVED** by Clr Barlow and Clr Searl that Council asks the Department of Planning and Infrastructure, as the consent authority, and the Project Independent Arbitrator to require the developer of the Gullen Range Wind Farm to ensure that its heavy vehicle traffic does not constitute a safety hazard to other users of the roads involved (especially Range Road), and that the developer complies with its conditions of consent in relation to hours of work and associated noise.

ITEM 10.3 **WATER AND SEWER UPDATE**

59/13 **RESOLVED** by Clr Barlow and Clr O'Brien

1. Council receive the report and note the information

- CARRIED

ITEM 10.4 **SIGNS AS REMOTE SUPERVISION POLICY**

60/13 **RESOLVED** by Clr Wheelwright and Clr Craig

1. Council adopt the amended Signs as Remote Supervision Policy.

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BACKGROUND:

Statewide Mutual (Council's Liability insurer) has received numerous claims involving signs. The claims centre around complaints or injuries sustained to third parties due to insufficient numbers of signs, inappropriate or missing wording or warning symbols used on signs, or improper location of signs.

Statewide Mutual produced the "Signs as remote Supervision" Best Practice Manual, in response to results to audits undertaken of members of the Statewide Mutual Liability Scheme in 1997. The aim of the audits was to ascertain Council's level of activity in areas of risk that were traditionally causing liability exposures and claims.

OBJECTIVE:

The objective of this Policy is to ensure clear and concise directions as to the location, content and number of signs at Council facilities, so as to minimise public liability exposure arising from the provision of these facilities to the community. For the purpose of this Policy and the supporting Procedures, a "facility" is defines as *"a parcel of land that may include reserves, parks, pools, and, where applicable, waterways, either owned, operated or under the care and control of Council"*.

POLICY STATEMENT:

Council will aim to satisfy whatever duty of care might arise with respect to each facility by using a systematic, factual and repeatable approach to the provision of signs for the information of people using facilities under Council's care and control.

STRATEGIES FOR POLICY IMPLEMENTATION

1. Council will follow the procedures detailed in the current version of the Statewide Mutual Best Practice Manual "Signs as Remote Supervision". These procedures are based on current best practice. Signs will be used to direct, advise or warn members of the public of the inherent dangers in the facility that they are visiting. (The General Approach part 3)
2. Council will maintain a full and detailed inventory of all facilities owned, operated or entrusted to the care and control of Council. The inventory shall include listing of all
3. Maintenance & Safety inspection of Council's facilities will be

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undertaken to assess the risks associated with each facility and to ensure that any signage in place remains appropriate to the situation, is appropriately placed, and is legible and in good condition.

4. All areas of public liability exposure at Council facilities shall be risk assessed with a view of implementing warning signage of the identified risks using signs as remote supervision.
5. Existing signs not meeting the current best practice and/or Australian Standards will be replaced as funds permit in priority order based on public usage of the facilities and based on the rating formula in the Best Practice Manual
6. Council will adhere to Australian Standard 2416 (as amended) in relation to water safety signs. This Standard sets out requirements for the design and application of flags and safety signs including signs incorporating graphic symbols, intended for use where water sports may be undertaken, or where there are other activities close to bodies of water such as seashores, rivers, creeks, dams or open drains.
7. The Director of Works and Operations will seek an annual budget allocation from Council to be used for the replacement of old signs and the installation of new signs where areas of high risk are identified as per the procedures.
8. Maintain records of all inspections, assessments, maintenance and decision on the management of Signs as remote supervision in Councils information management system TRIMS

LINKING POLICIES & PROCEDURES

- Gathering Information Policy.
- Smoke Free Policy - Playgrounds, Playing Fields and Sporting Grounds.
- Footpath Management Policy.
- Plan of Management – Parks, Sporting fields & general reserves
- Risk Management Policy
- Records Management Policy
- ULSC Government Information (Public Access) Policy
- Gathering information Policy
- Vandalism Policy
- Enforcement Policy
- Asset Management Policy

SUSTAINABILITY IMPLICATIONS:

- (a) Social Implications.
-

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Legally, the benefit of a sign is that it brings the foreseeable risk to the attention of the person at that location. It will add to the knowledge of the person viewing the sign. If the person then elects to enter the area and suffers injury, then arguably Council has satisfied its duty of care and no liability will be incurred. The sign(s) must be appropriate to the situation and be placed in appropriate position(s).

(b) Economic Implications.

Signs are often the cheapest and easiest direct method that Council can employ for supervision of a remote location. Issues with signs being vandalized or removed increases funding requirements, but is balanced against a Civil Liability proceeding of negligence of duty of care.

(c) Environmental Implications.

Location and size of signs is considered for each facility to ensure the visual aesthetics are maintained or enhanced, whilst ensuring compliance with Policy.

RELEVANT LEGISLATIVE PROVISIONS:

Section 42 of the Civil Liability Act 2002 provides that endorsed decisions or Council regarding the allocation of resources are not open to challenge, when such decisions can be supported by compliance with general procedures and applicable standards. Therefore, in considering what Council will do in relating to matters affecting potential common law issues, council's decisions should be supported by formally adopted Policy

- Civil Liability Act, 2002.
- Civil Liability Amendment (Personal responsibility) Act, 2002.
- NSW State Records Act 1998
- GIPA Act
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Plan/s of Management for Community land

ROLES & RESPONSIBILITY:

Director of Works & Operations is responsible;

- Implementation of this Policy
- Review and update policy

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- Maintain appropriate funding
- Providing Council ordinance in each recreational area

Manager of Works

- Implement recreational area inspection of assets that include signage
- Develop and implement at procedures & system to assess risk at recreational areas
- Funding for inspection & maintenance of signage is clearly defined
- Review needs, base on risk for updating to signage.
- Provide training on inspection & risk assessments

Supervisor Parks & Gardens

- Complete inspection of signs when parks, playgrounds, sporting ovals or reserves
- Participate in risk assessment process
- Report missing or vandalized signage & take action base on evaluation of risk
- Maintain inspections reports
- Supervision of employees trained in inspection and assessment procedures

VARIATION:

That Council reserves the right to vary the terms and conditions of this policy to ensure it meets the requirements of the relevant legislation.

SOURCES

- Statewide Mutual Best Practice Manual “Signs as Remote Supervision” (current version).
- Statewide Mutual Best Practice Manual “Gathering information for Incident Management” (current version).
- Australian Standard AS/NZS 2410 (as amended) Water Safety Signs and Beach Safety flats parts 1, 2 & 3.

- CARRIED

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ITEM 10.5
61/13

ASSET MANAGEMENT POLICY

RESOLVED by Clr O'Brien and Clr Marshall

1. Council adopt the Asset Management policy.

BACKGROUND AND CONTEXT

Council's assets are made up of a wide range of different asset types all of which are fundamental in meeting the needs of the community. Assets may be physical (i.e. tangible e.g. plant, buildings) or non-physical (i.e. intangible e.g. intellectual property, good will). This policy only considers physical assets.

The major characteristics of an asset are:

- There must be service potential or future economic benefits,
- The future economic benefits must be quantifiable, and
- Council must have control of the service potential.

Council's major assets are categorised as follows:

-
- Roads
- Bridges
- Water system
- Sewerage system
- Buildings
- Stormwater structures
- Land Community & operational
- Footpaths, kerb and gutters

The standard to which these assets are provided and maintained impacts on residents, the business community and visitors, as well as the amenity and safety aspects of the community.

The long-lived nature of many assets and the need for their ongoing renewal means that planning must be based on an understanding of the full costs throughout each asset's life cycle and address both short and long term planning needs.

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SCOPE

This policy applies to all infrastructure assets under the care and control of Upper Lachlan Shire Council.

POLICY STATEMENT

The focus of this policy is to enable informed decision-making on the provision of services. Whilst Council is the custodian of a large and diverse asset portfolio that has been accumulated over a long period, the purpose of strategic asset management is to determine the optimum method to provide the desired service levels for current and future generations.

Upper Lachlan Shire Council currently owns, controls, maintains and is responsible for substantial number of asset classes including property, buildings, plant and equipment, roads, bridges, footpaths, drainage, recreation facilities, waste management facilities, parks and reserves, aerodrome, car parks, caravan parks, water and sewerage assets. These assets make up the social and economic infrastructure that enables the provision of services to the community and businesses, playing a vital role in the local economy and on quality of life. Asset management is a tool that facilitates corporate accountability and impacts on all areas of service planning and delivery.

A strong and sustainable local government system requires a robust planning process to ensure that those assets are maintained and renewed in the most appropriate way on behalf of local communities. As custodian, Council is responsible to effectively account for and manage these assets and to have regard to the long-term and cumulative effects of its decisions. This is a core function of Councils and is reflected in the Charter, in Section 8 of the *Local Government Act 1993* (NSW).

Given the value and importance of infrastructure assets, it is essential that they are well managed to ensure their future sustainability. Failure to adequately manage infrastructure assets is a key risk that could prevent Council from achieving strategic goals.

Council's Community Strategic Plan expresses the desires of the community and provides a resource to assist Council in the determination of appropriate and sustainable levels of service.

Council's Community Strategic Plan sets the desired services, and levels of service, that Council will provide to the community. The

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asset management process determines the life cycle cost and funding requirements of the target service levels for current and future generations. The long-term financial plan is the mechanism by which the funding requirements of the asset management plan and other corporate objectives in the Community Strategic Plan are tested and implemented.

This policy sets the principles that will govern the provision of asset related services. The asset management framework and strategy sets out the process to determine the life cycle cost of each service and a funding model to achieve and sustain the target service levels. The framework will define accountabilities for service planning and delivery.

Asset management relates directly to Council's Community Strategic Plan and Long Term Financial Plan. A strategic approach to asset management ensures that the Council delivers the highest appropriate level of service through its assets. This provides positive impact on:

- Members of the public and staff;
- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal obligations and liabilities of Council.

BEST PRACTICE

In order to achieve the objectives of this policy, Council adopts the following core principles:

1. ***Understanding Customer Expectations***

- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Infrastructure Services will be regularly reviewed to ascertain the community's expectations, and
- Council will employ a range of community engagement techniques to capture the views, opinions and expectations of the community in relation to asset quality, maintenance and renewal priorities and standards.

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2. *Asset Planning and Budgeting*

- Asset management principles will be integrated within existing planning and operational processes.
- Asset condition assessment will be carried out by Works & Operations Department, leading to a program of works based on risk matrix profile, road hierarchy and road classification.
- Council will adopt life cycle cost analysis for the management of infrastructure assets.
- Capital Works Projects and Asset Maintenance shall be subjected to technical and financial evaluation and prioritised using predetermined criteria and the principles outlined in Council's Asset Management Plans.
- Council will regularly review its asset inventory and identify opportunities for asset rationalisation.
- Wherever possible, predictive modelling will be used to develop and implement preventative maintenance programs to ensure that lowest net life cycle cost is achieved and asset potential is optimised.

3. *Asset Operations and Management*

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best practice throughout all departments of Council.
- Maintenance plans shall be developed using asset condition data and shall incorporate a cost-benefit analysis.
- All services shall be regularly benchmarked to ensure Council is meeting best practice standards, and
- All outsourced services will be procured through a competitive process.

4. *Management of Risk*

- Council will maintain a program of regular inspection of assets under its control to minimise community's risk.
- Council will implement the principles of ISO 3000:2009 when identifying analysing, evaluating and treating risks presented by Council assets and infrastructure, and
- Council will maintain Work Health and Safety System for its employees and contractors working on Council assets.

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5. *Asset Accounting and Costing*

- Systematic, cyclic reviews will be applied to all asset classes ensuring assets are managed, valued and depreciated according to appropriate best practice Australian Standards.
- Council will maintain a detailed asset management system of all owned assets.
- Useful lives will be determined for each of these assets with the written down value determined in accordance with the current applicable accounting regulations.
- Depreciation charges will be calculated using a method that reflects the true consumption of the asset, or is an indication of the future cash flows necessary to sustain asset condition and maintain the required service level. Wherever possible, condition based depreciation method will be used to determine written down value, and
- Council will value all these current assets at Fair Value.
- Council will revalue each asset class on a regular (3-5 years) basis.
- Residual values will be determined based on value at the end of the economic life cycle.

6. *Asset Management Plans*

- Council will develop Asset Management Plans for each asset Category.
- Asset Management Plans will establish Levels of Service, Future Demand, Life Cycle Management Plans Financial Projections, Asset Management Practices, Performance Monitoring and Improvement.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of services.
- The Asset Management Plans will be linked to the Community Strategic Plan and Long Term Financial Plan, and
- The Asset Management Plans will be subjected to continuous improvement.

ROLES AND RESPONSIBILITIES

The responsibilities and relationships associated with Asset

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Management are:

The Council

- To act as overall stewards for Council assets.
- To adopt the corporate Asset Management Policy and Strategy.
- To agree to levels of service, risk and cost standards via the annual Business Planning process, and
- To approve appropriate resources for asset management activities in the Long Term Financial Plan and the annual budget.

Executive Management Group

- To foster and support the cross-functional Asset Management Policy.
- To ensure that accurate and reliable information is presented to Council for decision-making, and
- To ensure that adequate resources are provided to implement approved Asset Management Strategies and plans.

Senior Management

- To monitor and review the implementation of the Asset Management Policy and Asset Management Strategy.
- To represent the key asset management functions, e.g. Infrastructure Planning, Maintenance and Construction, Finance, Community Engagement and direct service provision such as Recreation and Community Services.
- To monitor the development and implementation of the Asset Management Practices Improvement Strategy.
- To provide guidance to develop long term (whole of life) Asset Management Plans for major asset groups.
- To ensure the community needs and expectations are considered in the development of Asset Management Plans.
- Maintain Asset registers and condition reporting systems for Council.
- To review the performance of asset management programs such as maintenance programs and capital works programs.
- Ensure efficient and effective use of Council funds and

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- optimising “life cycle” cost of all assets.
- Promote and raise awareness of asset management to the Council, staff, key stake-holders and the community.
- To provide advice on City structure plans, land use planning and major (subdivision) developments, and
- To evaluate and prioritise Capital Works projects on Council-owned and controlled land and recommend the annual and 10 year program to the Executive Management Group.

Asset / Risk Coordinator

- The implementation of an effective Asset Management System, to ensure the Council takes a proactive role in Asset Management.
- To develop and implement asset management strategies
- To coordinate to the development of forward planning programs for Council's asset activities within the Division
- To lead in the development of asset performance standards
- In consultation with the community and the Director of Works and Operation develop long term strategic and operational plans asset and infrastructure management
- Proactively pursue improvement in the management of all Council's activities and assets in accordance with StateCover best practice guidelines
- Development and implementation of asset management processes to enable long term sustainable management of Council's infrastructure
- Prepare reports for Council outlining such matters as level of funding required to maintain assets, list of priority projects
- Complete questionnaires associates with asset management
- Attend relevant and approved Asset management Seminars and develop a network with other Councils

ASSET MANAGEMENT FRAMEWORK

The management of Council's assets will be within the framework outlined below.

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¹The Asset Management (AM) framework links asset management activities with the council's strategic objectives. Figure 1 defines the Asset Management Framework consisting of a documented hierarchy of AM policy, Strategy and plans that:

- Links organisational strategic objectives with the AM policies and objectives needed to deliver them;
- Links council's strategic objectives with the levels of service that the assets should deliver;
- Guides, the AM priorities, the work required on the assets to achieve those objectives, and the finances needed to support that work.

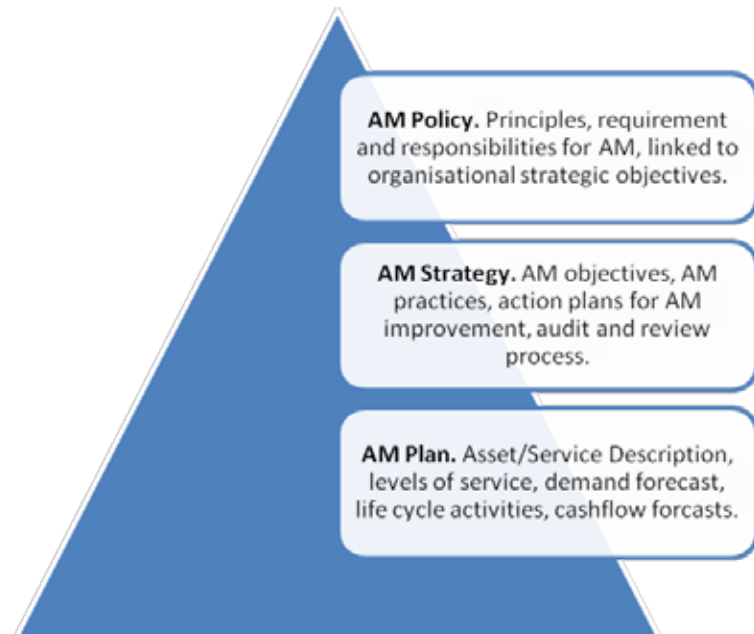


Figure 1 The Asset Management Framework

GUIDING PRINCIPLES FOR ASSET MANAGEMENT DECISIONS

Council will take into consideration the following principles to determine asset management decisions.

1. *Level of Service*

- (a) In accordance with its long term Asset Management and Financial Plans, Council will provide quality infrastructure assets that support service levels that are appropriate,

¹ IIMM -2011 The Asset Management Framework, page 2/3

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- accessible, responsive and sustainable to the community.
- (b) Consult with the community and key stakeholders on determining Levels of Service and asset service standards.

2. *Demand Forecasting*

- (a) Developing sustainable and effective management strategies for the long term including demand analysis covering changes in legislations and demographics.

3. *Life Cycle Planning*

- (a) Life Cycle Asset Management is fundamental to the achievement of the Council Plan and Council's Long Term Financial Strategy Plan.
- (b) The decision to fund capital projects will be based on agreed criteria for the evaluation and prioritisation of Capital proposals. This will include those projects suggested by the community.
- (c) Setting the priority for asset management in descending order as follows:
1. Asset renewal,
 2. Asset upgrade, and
 3. Asset extension.

4. *Risk Management*

- (a) Resources and priorities for asset management practices will include a risk assessment.

5. *Financial Management*

- (a) The amount of renewal funding required to maintain minimum service levels will be reflected in Council's 10 Year Long Term Financial Plan.
- (b) The provision of funding for new projects will only be considered after renewal requirements are identified and considered.
- (c) Prior to consideration of any major new works, renewal or upgrade to an asset, a critical review, based on demonstrated service needs will be undertaken and the "whole of life" costs of that asset will be reflected in Council's 10 Year Financial Plan.
- (d) Decisions today impact on future generations.
- (e) Accounting procedures will follow Council's current Accounting

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Policy and Procedure (see Appendix A).

DEFINITIONS

Asset – A physical component of a facility which has value and enables services to be provided and has an economic life of greater than 12 months. They represent not only physical objects or rights which have some monetary value, but also result from expenditure from which the benefit is yet to be derived.

Asset Life Cycle – This is the period of ownership of an asset from the planning and design phase through to decommissioning or disposal.

Asset Management – Asset Management is a systematic process to guide the planning, acquisition, operation and maintenance, renewal and disposal of assets.

Asset Management Information System – An Asset Management Information System is the foundation for all Asset Management practices. It is a combination of processes, data and software applied to provide the essential outputs for effective asset management such as reduced risk and optimum infrastructure investment. The Asset Management Information System links to other information systems within Council such as the Property System, Geographic Information System, Finance System and Document Management System integrating Asset Management with the rest of Council's operations.

Asset Management Strategy – A strategy for asset management covering development and implementation of plans and programs for asset creation, operation, maintenance, rehabilitation, replacement, disposal and performance monitoring to ensure desired level of service and other operational objectives are achieved at optimum cost. The Community Strategic Plan typically has a 10-25 year horizon and aligns Asset Management with the corporate business plan (IPWEA, 2006).

Asset Management Plan – A plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the assets in the most cost effective manner to provide a specified level of service. A significant component of the plan is long-term cash flow projection for the activities (IPWEA, 2006).

Capital Expansion – Providing a new asset – e.g. extending a

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footpath to an area where the footpath did not exist or was classified as “natural earth”.

Capital Renewal – Renewing the existing asset to extend its serviceability, but not providing a higher level of service – e.g. resealing, re-sheeting an unsealed road (not widening).

Capital Upgrade – Renewing the asset, thereby providing a higher level of service – e.g. sealing an unsealed road, upgrading a stormwater pipe with a larger size.

Infrastructure Asset – Infrastructure assets are typically large, interconnected networks or portfolios of composite assets, comprising components and sub-components that are usually renewed or replaced individually to continue to provide the required level of service from the network. Some examples are roads, footpaths and cycle ways, water and sewerage reticulation infrastructure, bridges and municipal buildings.

Level of Service – Defining and meeting community expectations in relation to the quality and quantity of services delivered by Council. In the context of asset management, this applies to assets such as roads.

Maintenance – Does not upgrade or renew the asset, it just enables the asset to attain its planned lifespan – e.g. pothole repair, crack sealing and bitumen patching.

Operational Plan – Operational plans generally comprise detailed implementation plans and information with a 1-3 year outlook (short-term). The plans typically cover operational control to ensure delivery of Asset Management Policy, Strategy and Plans. The plans also detail structure, authority, responsibilities, deliver defined levels of service and emergency preparedness/response (IPWEA, 2006).

Useful Life of an Asset – The useful or economic life of an asset is the estimated or expected time between placing the asset into service and removing it from service.

REFERENCES

NSW Local Government Act 1993 (as amended)
NSW Local Government Regulation (as amended)
Australian Accounting Standards
Civil Liability Act 2002
WHS Act 2011

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WHS Regulation
International Infrastructure Management Manual
ISO 30000:2009 Risk Management Principles
ULSC Procurement Policy
ULSC Infrastructure Plan

VARIATION

Council reserves the right to vary or revoke this policy.

ATTACHMENT

Appendix A: Upper Lachlan Shire Council's current Accounting Policy and Procedure.
APPENDIX A:

APPENDIX A:

UPPER LACHLAN SHIRE COUNCIL

**INFRASTRUCTURE, PROPERTY, PLANT AND EQUIPMENT
ACCOUNTING POLICY AND PROCEDURE**

1.1 Materiality

Assets with an economic life, which is determined to be longer than one year, are only capitalised where the cost of acquisition/construction exceeds materiality thresholds established by Council for each type of asset. In determining such thresholds, which are reviewed annually, regard is given to the nature of the asset and its estimated service life.

Examples of capitalisation thresholds applied during the year under review are provided below:-

Land	
Council Land - Operational and Community	Capitalise
Open Space	Capitalise
Land under Roads	Not Capitalised
Roads, Bridges, and Footpaths	
Construction/Reconstruction	Capitalise if value
>\$10,000	
Reseal/Resheet and Major Repairs	Capitalise if value >\$

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5,000

1.2 Fair Valuation

The Division of Local Government, Department of Premier and Cabinet (DLG) have determined that all asset classes will be valued at fair value in accordance with AASB 116 in a staged approach. At balance date the following classes of assets are stated at their fair value as follows:-

2006/2007 - Water Supply and Sewerage Networks.

2007/2008 - Buildings, Operational Land, and Property, Plant and Equipment Assets.

2009/2010 - Roads, Bridges, Footpaths, Stormwater, and Drainage Assets.

2010/2011 - Community Land, Land Improvements, Other Structures and Other Assets.

The revaluation of the asset classes to fair value of property, plant and equipment, operational land and buildings assets were recognised from 1 July 2008. The asset classes of roads, bridges, footpaths, stormwater, and drainage assets were recognised at fair value from 1 July 2010. The asset classes of community land, land improvements, other structures and other assets were recognised at fair value from 1 July 2011.

All assets revalued will be carried in the books at their revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment costs. All new assets and asset acquisitions made after the respective dates of valuation are recorded at their initial cost of acquisition.

Revaluation at Fair Value

All Water Supply and Sewerage assets were initially recognised at fair value from 1 July 2007. The Water Supply and Sewerage network assets were indexed annually in accordance with the latest indices provided in the NSW Office of Water – Rates Reference Manual.

The Division of Local Government, Department of Premier and

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Cabinet (DLG) have determined that Water Supply and Sewerage assets are to be re-valued in 2011/2012. As at balance date the Water Supply and Sewerage network classes of assets have been revalued and are stated at their fair value.

All asset classes are required to be re-valued, every five years, at their fair value, as follows:-

2011/2012 - Water Supply and Sewerage network assets.

2012/2013 - Buildings, Operational Land, and Property, Plant and Equipment assets.

2014/2015 - Roads, Bridges, Footpaths, Stormwater, and Drainage assets.

2015/2016 - Community Land, Land Improvements, Other Structures, and other assets.

(i) Plant and Equipment, Office Equipment, Furniture and Fittings, Leased Plant and Equipment - Depreciation

These classes of assets are recognised at fair value, as approximated by depreciated historical cost, from 1 July 2008. Prior to this date assets acquired after 1 January 1993 were recorded at cost.

Major depreciation periods are:-

Plant and Equipment, Road-making Equipment	10 to 15 years
Office Equipment	5 to 10 years
Office Furniture and Fittings	10 to 20 years
Motor Vehicles	5 years

Asset capitalisation thresholds include:-

Office Equipment	\$1,000
Furniture and Fittings	\$1,000
Plant and Equipment	\$5,000

(ii) Plant and Equipment, Office Equipment, Furniture and Fittings, Leased Plant and Equipment - Fair Value

Plant and Equipment, Office Equipment, Furniture and Fittings, Leased Plant and Equipment assets are valued at Fair Value under AASB 116 from 1 July 2008, as per the Division of Local Government's directions, using the depreciated historical cost

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method:-

'In light of the nature and value of Council plant and equipment the Department has stated that NSW Councils may use depreciated historic cost as fair value as long as Council has undertaken a high level review to determine if there has been any impairment to the assets.'

All new assets and asset acquisitions made after the respective dates of valuation are recorded at their initial cost of acquisition. Major depreciation periods and capitalisation thresholds remain unchanged.

Land Under Roads

Council has elected not to recognise land under roads acquired before 1 July 2008 in the Balance Sheet in accordance with AASB 1051.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 – Property, Plant and Equipment. No land under roads has been acquired after 1 July 2008.

Buildings and Operational Land

Land and Buildings were valued at Fair Value as per AASB 116 by independent Valuer; Scott Fullarton during the reporting period ended 30 June 2007. Desktop updates were provided as at 30 June 2008 and these values were recognised at fair value as at 1 July 2008.

All new assets and asset acquisitions made after the respective dates of valuation are recorded at their initial cost of acquisition. Major depreciation periods and capitalisation thresholds remain unchanged.

Major depreciation periods are:-

Buildings 50 to 100 years

Asset capitalisation thresholds include:-

Buildings construction/extensions/renovations \$1,000

Community Land and Other Structures

Community Land and Other Structures were valued at Fair

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Value as per AASB 116 by independent Valuer; Scott Fullarton during the reporting period ended 30 June 2007. Desktop updates were provided as at 30 June 2008 and these values were recognised at fair value as at 1 July 2011.

All new assets and asset acquisitions made after the respective dates of valuation will be recorded at their initial cost of acquisition.

Major depreciation periods are:-

Other Structures	15 to 50 years
Other Structures - Masonry	50 to 80 years
Playground Equipment	15 years
Community Land	Non Depreciable

Asset capitalisation thresholds include:-

Park Furniture and Playground Equipment	\$1,000
Other Structures	\$1,000
Community Land	Valuation

Infrastructure Assets

Water Supply and Sewerage Assets - Fair Value

Water Supply and Sewerage infrastructure assets are valued at Fair Value by an internal valuation undertaken by Upper Lachlan Shire Council professional operations staff and are recognised at fair value from 1 July 2012.

Water Supply and Sewerage infrastructure assets were initially valued by Andrew Nock Valuers Pty Ltd, an independent plant, equipment and infrastructure Valuer at Fair Value according to AASB 116 using the gross restatement method during the reporting period ended 30 June 2007.

All Council water and sewerage assets are recorded at fair value. All new assets and asset acquisitions made after the respective dates of valuation will be recorded at their initial cost of acquisition.

Major depreciation periods for future years determined following the revaluation are:-

Dams	120 years
Reservoirs	100 years
Bores	25 - 50 years

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Reticulation Pipes	80 years
Pump Stations	25 - 70 years
Pumps	25 years
Telemetry	15 years

Augmentation works constructed subject to PWD and State Government schemes are recorded as follows:-

- Where the scheme has not been commissioned, works are recorded at their initial cost of acquisition. No depreciation costs are applicable until the scheme is commissioned.
- Where the scheme has been commissioned but the final cost to Council has not been determined, the scheme has been recorded as a single asset and depreciated from the date of commissioning. The depreciation period applicable to its major components is shown above.
- Where the final cost to Council has been determined, carrying value of the scheme has been apportioned between the individual components; the works are recorded at their initial cost of acquisition. The depreciation period applicable to its major components is shown above.

Asset capitalisation thresholds include: -

Reticulation extensions and new assets	\$1,000
--	---------

Stormwater Drainage Assets

The Stormwater and Drainage asset classes were valued at Fair Value by an internal valuation undertaken by Upper Lachlan Shire Council professional engineering staff and are recognised at fair value from 1 July 2010.

All new assets and asset acquisitions made after the respective dates of valuation will be recorded at their initial cost of acquisition.

Previously, all stormwater and drainage assets were recorded at "deemed cost" being the carrying amount of those assets at 30 June 2002 in accordance with AASB 1041.

Major depreciation periods are:-

Drainage Structures	100 years
Culverts	100 years

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Stormwater and Flood Control Structures 100 years

Asset capitalisation thresholds include:-

Drains and Culverts	\$5,000
All other Stormwater assets	\$5,000

Transportation Infrastructure Assets

The transportation infrastructure asset classes were valued at Fair Value by an internal valuation undertaken by Upper Lachlan Shire Council professional engineering staff and are recognised at fair value from 1 July 2010.

All new assets and asset acquisitions made after the respective dates of valuation will be recorded at their initial cost of acquisition.

Previously, all transportation assets were recorded at "deemed cost" being the carrying amount of those assets at 30 June 2002 in accordance with AASB 1041.

Major depreciation periods are:-

Sealed Roads – Surface	20 years
Sealed Roads – Structure	100 years
Unsealed Roads	100 years
Other Road Structures	100 years
Bridges – Concrete	100 years
Bridges – Timber	40 - 100 years
Drainage Structures on Roads	100 years
Bulk Earthworks	Infinite
Kerb and Guttering	80 years
Footpaths	80 years

Asset capitalisation thresholds include:-

Road construction, gravel resheeting and reconstruction	\$5,000
Bridge construction and reconstruction	\$5,000
Footpaths and Kerb and Guttering	\$5,000

Other Assets

Other Assets are valued at Fair Value under AASB 116 from 1 July 2012 using the depreciated historical cost method. All new assets and asset acquisitions made after the respective dates of valuation will be recorded at their initial cost of acquisition.

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Previously, all assets acquired after 1 January 1993 were recorded at cost.

Major depreciation periods are indefinite.

- CARRIED

SECTION 11: FINANCE AND ADMINISTRATION

ITEM 11.1 INVESTMENTS TO 28 FEBRUARY 2013

62/13 **RESOLVED** by Clr Marshall and Clr Wheelwright

1. Council receive and note the report as information.

- CARRIED

ITEM 11.2 RATES AND CHARGES OUTSTANDING AS AT 28 FEBRUARY 2013

63/13 **RESOLVED** by Clr McCormack and Clr Marshall

1. Council receive and note the report as information.

- CARRIED

ITEM 11.3 BANK BALANCES AND RECONCILIATION TO 28 FEBRUARY 2013.

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64/13 **RESOLVED** by Clr Craig and Clr Marshall

1. Council receive and note the report as information.

- CARRIED

ITEM 11.4 **ELECTRONIC SECURITY SYSTEMS POLICY**
65/13 **RESOLVED** by Clr McCormack and Clr Marshall

1. Council adopt the Electronic Security Systems Policy.

Objective

The purpose of this policy is to provide a framework for the authorisation and control of the electronic security system for the Upper Lachlan Shire Council's Crookwell Administration Office buildings.

The Electronic Security Systems (ESS) is used to increase the general buildings security and limit the access to the Council Administration buildings. The ESS provides a high level of security for the designated buildings and is used as a tool to control, monitor and restrict the flow of persons to certain areas or buildings. This increases compliance with the work, health and safety requirements by providing staff with improved personal safety as well as enhancing the security of cash and equipment.

Scope

This policy applies to the Upper Lachlan Shire Council Administration Office building sites located at 44 Spring Street, Crookwell. The ESS maintenance and upgrade is contracted to "Boomerang Communications".

The security measures adopted include, but are not limited, to the following:-

- The security access control system is by security fob issued to

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- individual Council employees and Councillors;
- The security access level and time period specific access is set for individuals, based on the respective position that employee holds with Council; and
- The Council's ESS allows the logging of all security access activity into the designated office buildings.

Responsibilities

Systems Administration and Monitoring Responsibilities

The approval and issuance of all ESS individual security access fobs to Council authorised personnel is the responsibility of the Information Systems Support Officer.

In the absence of the Information Systems Support Officer, the responsibility for the day-to-day building security access requirements will be the Manager of Finance and Administration.

The Information Systems Support Officer will be the electronic security system administrator for the Council buildings and is responsible for:-

- Remotely monitoring the system functions;
- Operate, administer and maintain perimeter entrance access controls for designated buildings;
- Issuing security fobs to individual Council personnel in conjunction with user requirements;
- Validating a security fob for use;
- Maintaining a register or database of all security fob holders;
- Identification and matching of security fob with the person who was issued a fob;
- Cancelling or deactivation of any security fob reported as missing or lost immediately upon such notice;
- Deleting access of a security fob held by departing personnel when managing the register;
- All spare and unused security fobs will be securely stored in the security safe at the Crookwell Office;
- Retrieving any security fob from the relevant Departmental Manager received from departing personnel; and
- All maintenance responses and liaison with the ESS contractor to correct access faults, register database errors, door lock errors, public holidays and emergency access related issues.

Buildings Security Access

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The relevant Council Departmental Director controlling a building is responsible for providing the Information Systems Support Officer with all relevant details relating to security access for each individual employee. This includes:-

- Determining the areas of access within the building;
- Determining the times of access to the building;
- Supplying the Information Systems Support Officer with a detailed access list; and
- Conducting regular audits of security fob issues and returns.

Security Access Levels

The access level allocated to individual Council personnel; i.e. providing the conditions under which that security fob can be used i.e. the time zone and doors access, are created by the Information Systems Support Officer after authorisation from the relevant Departmental Director and / or Manager concerned. The level of access permitted to individual staff members will be as determined by senior management.

Conditions of Usage

The individual employee and individual Councillor are responsible for the safe storage of the security fob issued to them and are accountable for that fob at all times.

Security fobs are issued to the individual for their personal use only and are not to be lent or transferred to anyone else. Any staff member found to have allowed unauthorised use of their security fob will be subject to disciplinary action.

An individual is to immediately report to their Departmental Director if there is a security fob which is lost, missing or has been found. The Departmental Director is to immediately liaise with the Information Systems Support Officer to arrange deactivation or cancelling of a security fob.

If an individual employee wishes to amend their security fob access rights and conditions they must report to their Departmental Director. The access rights will be amended only after signed approval from the relevant Departmental Director.

Council Departmental Directors, Managers and Supervisors are

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responsible to ensure the continued understanding of the policy and its protocols by Council staff.

Abuse or Misuse of Security Access

Any user who, in the opinion of Council's General Manager or Departmental Directors, is considered to have abused or misused the security access to gain unlawful or improper access to Council facilities, assets and information will have their security access removed and disciplinary procedures shall be instigated. If the incident is deemed serious enough the matter will be referred to the NSW Police for investigation and / or the Independent Commission Against Corruption (ICAC) if necessary.

Relevant Legislative Provisions and Council Policies

Reference should be made to the following legislation, guidelines and policy documents when reading this policy:-

- Industrial Relations / Workplace Surveillance Act 2005;
- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Work Health and Safety Act 2011;
- Local Government (State) Award 2010;
- Privacy and Personal Information Protection Act 1998;
- Government Information (Public Access) Act 2009;
- NSW State Records Act 1998;
- Fair Work Act 2009;
- Independent Commission against Corruption Act 1988;
- Anti Discrimination Act 1977;
- Council's Code of Conduct;
- Council's Complaints Management Policy;
- Council's Internet and Email Policy;
- Council's Disciplinary Policy;
- Council's Fraud and Corruption Prevention Policy; and
- Any other relevant legislation and guidelines as applicable.

Review of Policy

Council reserves the right to review, vary or revoke this policy.

- CARRIED

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SECTION 12: GENERAL MANAGER

ITEM 12.1 STAFFING MATTERS

66/13 **RESOLVED** by Clr Craig and Clr Marshall

1. Council receive and note the report as information.

- CARRIED

ITEM 12.2 CORPORATE UNIFORM POLICY

67/13 **RESOLVED** by Clr Wheelwright and Clr McCormack

1. Council adopts the reviewed Corporate Uniform Policy.

Corporate Uniform Policy

The Corporate Uniform policy has the objective of projecting a unified and professional image of Council, by encouraging staff to wear a corporate uniform.

The Policy:

1. Council originally implemented a corporate uniform arrangement for all "indoor" staff commencing on 1 July 2005.
2. A corporate wardrobe selected from either Prestige Corporate Clothing and/or Neat'N'Trim - Local Government Corporate Collection range of clothing will be available to indoor staff.
3. For staff participating and wearing the corporate uniform an allowance of \$275.00 per full-time employee per annum will be contributed by Council (part-time employees will receive a pro-rata allowance). Allowances not expended within a financial year will not accrue to the next financial year (unless prior arrangements have been made by an application to the General

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Manager).

4. The purchase of corporate wardrobe items will be funded by Council with sundry debtor provisions made available for staff for repayment of their uniform expenditure over and above the allowance. Repayment of the employees' portion of costs will be structured so as to ensure that debts will be repaid within six months of purchase or at the time of any termination of employment with Council. Under certain circumstances the General Manager may authorise a special repayment schedule (application must be made to the General Manager by the staff member).
5. Where Prestige Corporate Clothing and/or Neat'N'Trim - Local Government Corporate Collection does not supply suitable sizing a staff member may apply to the General Manager for approval to purchase from another supplier, with suitable ULSC logo embroidery applied to the uniform garments.
6. The uniform allowance is available to staff once they have completed their probationary period of employment.
7. Uniform allowance for future years will not be available where an employee has outstanding debt from the previous financial year.
8. In conjunction with the corporate uniform, staff will wear a badge identifying Upper Lachlan Shire Council.
9. The cleaning and repair of corporate uniform items is the responsibility of the participating staff member.
10. Field Staff must read this policy in conjunction with the Protective Clothing and Equipment Policy.

Relevant Legislation and Council Policies

The following legislation and Council policies that are relevant to this Policy include:

- § Work Health and Safety Act 2011 (NSW);
- § Work Health and Safety Regulations 2011 (NSW);
- § Employment and Retention Policy;
- § Human Resource Succession Plan;
- § Human Resource Training Plan;
- § Protective Clothing and Equipment Policy;

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- § Purchasing and Acquisition of Goods Policy and Procedures;
- § Recruitment and Selection Policy;
- § Staff Training Policy;
- § Work Health and Safety Policy.

Variation

Council reserves the right to vary or revoke this policy.

- CARRIED

ITEM 12.3
68/13

ASSISTANCE WITH LEGAL COSTS POLICY

RESOLVED by Clr O'Brien and Clr Barlow

1. Council adopt the reviewed Assistance with Legal Costs Policy.

OBJECTIVE

To establish Council's position with respect to requests for financial support from the Local Government NSW (LGNSW) regarding legal costs.

POLICY

Council, as a general rule, will not accede to any requests from the Local Government NSW (LGNSW) for assistance with legal costs.

VARIATION

Council reserves the right to vary or revoke this policy.

- CARRIED

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ITEM 12.4 **LOCAL GOVERNMENT NSW (LGNSW)**
69/13 **RESOLVED** by Clr O'Brien and Clr McCormack

1. Council receive and note the report as information.

- CARRIED

ITEM 12.5 **CULTURAL POLICY**
70/13 **RESOLVED** by Clr Craig and Clr Marshall

1. Council adopt the reviewed Cultural Policy.

Policy Objective

To recognise the importance of arts and culture in contributing to civic pride, belonging, commemoration, celebration, sense of place and social development of the community.

Cultural Policy

That Council:

- § Recognise the original custodians of the land on which the Upper Lachlan Shire is situated;
- § Maintain and enhance the natural and cultural environments for the benefit of future generations;
- § Optimise participation through cultural activities that are affordable, available and accessible to all within the community;
- § Foster social tolerance and facilitate shared community experience and expression;
- § Encourage creativity and originality;
- § Support collaboration across professional disciplines and within the community;
- § Respect and value freedom of expression;

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- § Encourage excellence in cultural expression;
- § Encourage practicing artists;
- § Value the contribution on volunteers; and
- § Encourage and contribute to life-long learning activities in our community.

Relevant Legislation and Council Policies

The following legislation and Council policies that are relevant to this Policy include:

- § Local Government Act 1993;
- § Local Government (General) Regulation 2005;
- § Government Information (Public Access) Act (GIPA) 2009;
- § NSW State Records Act 1998;
- § Environmental Planning and Assessment Act 1979;
- § Environmental Planning and Assessment Act Regulations 2000;
- § Council Code of Conduct;
- § Council Code of Meeting Practice;
- § Council Code of Business Practice;
- § Council Community Enhancement Policy;
- § Council Public Access Policy;
- § Council GIPA Policy;
- § Council Gathering Information Policy;
- § Council Service Delivery Policy;
- § Council Complaints Management Policy;
- § Council Statement of Ethical Principles; and

Variation

Council reserves the right to vary or revoke this policy

- CARRIED

ITEM 12.6
71/13

LAND UNDER COUNCIL JURISDICTION POLICY
RESOLVED by Clr O'Brien and Clr Wheelwright

1. Council adopt the reviewed Lands Under Council Jurisdiction

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Policy.

Policy Objectives:

To ensure that public land is maintained and used safely for the amenity and benefit of the resident community, visitors and the environment

Land Under Council Jurisdiction Policy:

Council is:

- To implement the guidelines that document the range of activities or uses that are subject to an approval or consent of Upper Lachlan Shire Council;
- To obtain appropriate rentals for the use of public land; and
- To apply the principles of consistency, transparency and accountability to the procedures relating to Council's leases and licenses in order to ensure appropriate use and management of Council controlled land.

Relevant Legislation and Council Policies

The following legislation and Council policies that are relevant to this policy include:

- § Roads Act 1993;
- § Upper Lachlan Local Environmental Plan 2010;
- § Upper Lachlan Development Control Plan 2010;
- § Environmental Planning and Assessment Act 1979;
- § Environmental Planning and Assessment Act Regulations 2000;
- § Local Government Act 1993;
- § Local Government (General) Regulations 2005;
- § Government Information (Public Access) Act 2009;
- § Privacy and Personal Information Protection Act 1998;
- § Council Privacy Management Plan;
- § Plan of Management – Parks, Sporting Fields & General Reserves;
- § Council Records Management Policy;
- § Council Internal Control and Procedures Manual;
- § Council Complaints Management Policy;
- § Council Government Information (Public Access) Policy;
- § Council Fraud and Corruption Prevention Policy;
- § Council Public Access Policy;
- § Council Statement of Ethical Principles;

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- § Council's Footpath Policy;
- § Disposal of Council Real Estate Policy;
- § Leasing-Licensing of Council Properties Policy;
- § Management of Leases and Licences Procedure.

Variation

Council reserves the right to vary or revoke this policy.

- CARRIED

ITEM 12.7 ACTION SUMMARY - COUNCIL DECISIONS
72/13 RESOLVED by Clr McCormack and Clr Culhane

1. Council receive and note the report as information.

- CARRIED

SECTION 13: LATE REPORTS

SECTION 14: REPORTS FROM OTHER COMMITTEES, SECTION 355
COMMITTEES AND DELEGATES

ITEM 14.1 MINUTES/NEWSLETTERS/INFORMATION FROM COMMITTEES
FOR THE MONTH OF MARCH

73/13 RESOLVED by Clr McCormack and Clr Craig

That Item 14.1 - [Minutes of Committee/Correspondence/Information] listed below be received:

- A. Acciona – Gunning Wind Farm – Newsletter edition 7 – February 2013.
- B. Taralga Historical Society – Newsletter 1 February 2013.
- C. Crookwell Memorial Hall Management Committee – Minutes of meeting held 27 November 2012.
- D. Australia Day Committee – Minutes from meeting held

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November 2012.

RESOLVED by Clr McCormack and Clr Barlow that Council adopt the Australia Day Committee list of Awards as listed:

ULSC EVENT OF THE YEAR AWARD

Shire Award	Dame Mary Gilmore Weekend
Crookwell	90 th Anniversary of Country Women's Association
Gunning	National and NSW Masters Cycling Championships Catering
Taralga	Focus on Taralga Art Show

ULSC YOUNG CITIZEN OF THE YEAR AWARD

Shire Award	NA
Crookwell	Izach Clements
Gunning	Brent Hickey
Taralga	NA

ULSC CITIZEN OF THE YEAR AWARD

Shire Award	Kelly Dowling
Crookwell	Norman Fountain
Gunning	Joan and Keith Smith
Taralga	Bob Blay

- E. SEATS – Newsletter March 2013.
- F. Goulburn Mulwaree and Upper Lachlan Community Cancer Network – 28 February 2013 – Minutes from meeting.

- CARRIED

SECTION 15: BUSINESS WITHOUT NOTICE

Nil

SECTION 16: NOTICES OF MOTION

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Nil

SECTION 17: QUESTIONS WITH NOTICE

ITEM 17.1 CONSULTATION WITH DALTON AND GUNNING COMMUNITIES REGARDING THE PROPOSED WATER SUPPLY AND TREATMENT OPTIONS UNDER CONSIDERATION

Refer to the business paper for 21 March 2013 for the General Managers response.

ITEM 17.2 GUNNING TO DALTON AND JERRAWA TO DALTON ROAD

Refer to the business paper for 21 March 2013 for the General Managers response.

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**ITEM 17.3 LEAVE GRANTED BY COUNCIL FOR STAFF TO ATTEND THE
WHOLE OF STAFF CHRISTMAS PARTY.**

Refer to the business paper for 21 March 2013 for the General Managers response.

**ITEM 17.4 DISTRIBUTION OF AND PUBLIC ACCESS TO BUSINESS
PAPERS FOR THE FEBRUARY 2013 ORDINARY MEETING OF
COUNCIL**

Refer to the business paper for 21 March 2013 for the General Managers response.

**ITEM 17.5 CURRENT AND ANTICIPATED OPEN CUT MINING OPERATIONS
IN THE UPPER LACHLAN SHIRE**

Refer to the business paper for 21 March 2013 for the General Managers response.

ITEM 17.6 COUNCIL'S ROAD MANAGEMENT POLICY

Refer to the business paper for 21 March 2013 for the General Managers response.

ITEM 17.7 PUBLIC RECORD OF PETITIONS RECEIVED BY COUNCIL

Refer to the business paper for 21 March 2013 for the General Managers response.

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ITEM 17.8 **ENGAGEMENT OF PLANNING, ENVIRONMENTAL AND ECONOMIC CONSULTING AND AQ PLANNING IN THE PREPARATION OF THE SOCIAL AND COMMUNITY PLAN AND POSITIVE AGEING STRATEGY FOR COUNCIL**

Refer to the business paper for 21 March 2013 for the General Managers response.

ITEM 17.9 **WORKSHOP TO REVIEW COUNCIL'S WASTE MANAGEMENT AND RECYCLING STRATEGIES**

Refer to the business paper for 21 March 2013 for the General Managers response.

ITEM 17.10 **NOTIFICATION TO RESIDENTS OF PLANNED WATER MAINS FLUSHING**

Refer to the business paper for 21 March 2013 for the General Managers response.

ITEM 17.11 **OPPORTUNITIES FOR CAMPING AND CARAVANNING IN GUNNING**

Refer to the business paper for 21 March 2013 for the General Managers response.

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CLOSED COUNCIL ITEMS

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in 10A (2) of the Act and should be dealt with in a part of the meeting closed to the public and the media.

***Note:** Pursuant to Clause 25(1) of the Local Government (Meetings) Regulation, Council invites verbal representation by members of the public about whether the items listed below should not be considered by Council in a Closed Meeting. The items are:*

74/13

RESOLVED Clr Barlow and Clr McCormack

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to of the Local Government Act 1993: the press and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A (2) as outlined above.
3. That the report relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

Council closed its meeting at 12.10pm and the public, staff and press left the chambers.

75/13

RESOLVED by Clr Barlow and Clr Marshall

Council move out of closed Council and into open Council.

Open Council resumed at 12.20pm.

Resolutions from the Closed Council Meeting

The following resolutions of Council, while the meeting was closed to the public, were read to the meeting by the Mayor.

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SECTION 18: TENDER PANEL

**ITEM 18.1 TENDERS FOR THE REPLACEMENT OF TIPPING PIG TRAILER -
PLANT NO: 323**

76/13 **RESOLVED** by Clr McCormack and Clr O'Brien

1. Council receive and note the report regarding the purchase of one new three axle tipping dog trailer.
2. Council purchase one three axle tipping dog trailer from Johnston Truck Bodies of Queanbeyan for the sum of \$63,070.00 (ex GST).
3. Council sell existing pig trailer Plant No: 323 via auction.

- CARRIED

**ITEM 18.2 TENDERS FOR REPLACEMENT OF SEMI TIPPING TRAILER -
PLANT NO. 629**

77/13 **RESOLVED** by Clr Barlow and Clr Craig

1. Council purchase one new tipping semi trailer from Johnston Truck Bodies of Queanbeyan for the sum of \$61,770.00 (ex GST);
2. Council sell existing tipping semi trailer Plant No.629 via auctions.

- CARRIED

THE MEETING CLOSED AT 12.30pm.

Minutes confirmed 18 APRIL 2013

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Mayor
