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(In compliance with Section 428 of the Local Government Act 1993)

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General Manager’s Review of Operations

It is with tremendous satisfaction that Upper Lachlan Shire Council presents the 2007/2008 Annual Report.

The Upper Lachlan Shire Council Annual Report is presented under the Local Government Act 1993, in accordance with the provisions of Section 428, which sets out the Council’s statutory reporting requirements. Such reporting mechanisms are an important means in which Council is able to demonstrate to the local community the results of Council’s positive and prudent governance and financial management.

This year’s report illustrates that Council has been successful in delivering a wide range of quality services to the community within the available budget, while exhibiting a strong financial foundation and a sound future. Most of Council's programs have achieved their key performance indicators and have met all statutory requirements within required deadlines.

The independent audit of the Council’s Financial Reports, recently completed by Council's Auditor, Morse Group Chartered Accountants, confirms a net operating result for 2007/2008 from all Council activities totalling a $6.447 million surplus. The net operating result for the year, before capital grants and contributions, was a -$38,000 deficit.

Upper Lachlan Shire Council will continue to pay due attention to the operating result and the asset renewal program. Whilst continually working hard to reduce expenditure, Council faces an ongoing problem in which operating expenses has exceeded revenues. Council will continue to investigate options for increasing revenue rather than simply reducing expenses, this issue has the highest priority within Council.

Report confirms solid financial position

This year’s Annual Report confirms that the Upper Lachlan Shire Council is in a solid financial position and has the capacity to meet all provisions and liabilities well into the future. Within the Financial Reports, Council’s Statement of Performance Measures notes that Council’s Unrestricted Current Ratio of Assets to Liabilities is 3.46:1, which compares extremely favourably with other NSW Councils and shows the adequacy of Council’s working funds to meet all liabilities and other restrictions.
Further, Council’s Debt Service Ratio is favourably quite low at 3.1% and Rates and Charges Outstanding percentage is now only 2.67%, an excellent result, especially when taking into account the ongoing drought conditions. Council recorded a Building and Infrastructure Renewal Ratio of 1.32:1 which means Council is expending more on asset maintenance and renewal than the depreciation expense accrued on those assets on an annual basis.

Council has maintained the core number of employees in accordance with Chapter 11 Part 6 “Arrangements for Council staff affected by constitution, amalgamation or alteration of Council area” of the Local Government Act. 1993. Further, Council has reviewed and adopted its organisation structure in accordance with Section 333, of the Local Government Act 1993, maintaining Council’s commitment to the operational performance and services in each of Council’s offices and works depots.

Council's achievements are primarily attributable to its key resource - its staff, and I would personally like to thank all Council employees who over the last twelve months have faced various challenges and always risen to the occasion. Their dedication is exemplary, their achievements notable, their hard work and long hours very much appreciated.

Council Staff perseveres in reinforcing their commitment to customer service and continuous improvement and will carry on meeting the needs and expectations of our ever growing Shire within the resources available to us.

Construction and new infrastructure highlights

Major construction and new infrastructure highlights of 2007/2008 include the following projects:-

- Constructed and sealed twelve kilometres on MR248W – Crookwell to Boorowa Road at a cost of $3,807,154, this project was in partnership with the Federal Government;
- Completed construction and sealing of six kilometres on MR256 - Oberon to Taralga Road at a cost of $1,420,000, this project was in partnership with the NSW State Government;
- Completed construction and sealing of MR52N – Gunning to Crookwell Road at a cost of $699,925;
- Bitumen resealing of urban and rural sealed local roads throughout the Shire at a cost of $224,424;
- Bitumen resealing of sealed regional roads throughout the Shire at a cost of $329,309;
- Asset renewal capital road work on Peelwood Road at a cost of $206,553;
- Gravel resheeting of unsealed rural roads throughout the Shire at a cost of $160,000;
- Footpath construction and pedestrian crossing in Orchard Street, Taralga at a cost of $36,135;
- Purchase of Banfield House in Crookwell for an Integrated Medical Clinic in partnership with Crookwell Frail Aged and Department of Infrastructure, Transport, Regional Development and Local Government at a cost of $350,000 with further refurbishment works to be completed in 2008/2009;
- A new Council domestic waste (garbage) collection service implemented servicing the Shire;
- Completion of the village water bore projects, drought proofing various villages throughout the Shire.

As General Manager of the Upper Lachlan Shire Council, I look forward to the challenges ahead and commend this Annual Report as positive verification that the Upper Lachlan Shire Council is proceeding into the future with an exceptional foundation, after its proclamation as a local government entity four years ago.

John Bell
General Manager
### Upper Lachlan Shire Council – Elected Councillor’s Details for 2007/2008

**Mayor:**  
Clr. John Shaw, "Rutherford", Shaws Road, Gunning NSW 2581  4845 1304  
(mobile) 0418 256651

**Deputy Mayor:**  
Clr. James Wheelwright, "Phils River", Crookwell NSW 2583  4834 2149

**Councillors:**  
Clr. John Coombs, “Bilagal”, 2973 Laggan Road, Laggan NSW 2583  4837 3050
Clr. Sandra Bill, “Kulai”, Harley Road, Crookwell NSW 2583  4832 1685
Clr. Brian McCormack, “Apsley”, Taralga Road, Laggan NSW 2583  4837 3258
Clr. Brian Moloney, "Kiriwin", Richlands Road, Taralga NSW 2580  4840 2235
Clr. Bill Martin, “Loghren”, East Street, Crookwell NSW 2583  4832 1450
Clr. Charlie Prell, “Savannah”, Crookwell Road, Crookwell NSW 2583  4848 1244

Clr Garry Cosgrove (passed away 23 November 2007)

**General Manager:**  
Mr John Bell  
(wk) 4830 1000  
(mobile) 0418 417005

**Director of Environment and Planning:**  
Mr Robert Mowle  
(wk) 4830 1026  
(mobile) 0409 322552

**Director of Finance and Administration:**  
Mr Andrew Croke  
(wk) 4830 1008  
(mobile) 0417 068766

**Director of Works and Operations:**  
Mr Alan Lawrance  
(wk) 4830 1012  
(mobile) 0429 633117
STATEMENT OF ETHICAL PRINCIPLES

The Upper Lachlan Shire Council activities of Councillors and Staff are guided by the following principles:

- **Selflessness**
  - Serving public over private interests
  - Avoiding private gain at public expense
  - Not accepting gifts and benefits of more than nominal value
  - Reporting all offers of inducement or suspected bribes

- **Openness**
  - Giving and revealing reasons for decisions
  - Revealing other avenues available to the client or business
  - Offering all information not subject to legal or privacy restrictions
  - Communicating clearly

- **Honesty**
  - Obeying the law
  - Following the letter and spirit of policies and procedures
  - Observing codes of conduct
  - Fully disclosing actual or potential conflicts of interest

- **Accountability**
  - Recording reasons for decisions
  - Submitting to scrutiny
  - Keeping proper records and establishing audit trails
  - Maintaining confidentiality

- **Objectivity**
  - Fairness to all
  - Impartial assessment
  - Merit selection in recruitment and in purchase and sale of Council resources
  - Considering only relevant matters

- **Courage**
  - Having the courage to uphold these principles
  - Reporting suspected wrongdoing
UPPER LACHLAN SHIRE COUNCIL
FINANCIAL REPORTS
2007/2008

Crookwell Administration Office

Taralga Community Service Centre Office
Section 428 (2) (a) & (b)

Annexure Document “A”, includes a copy of Upper Lachlan Shire Council’s audited Financial Reports for 2007/2008. This is included as an attachment at the back of the Annual Report.
1. GENERAL INFORMATION

COUNCIL MEETINGS:

Council conducts the majority of its business in an open forum, with the only exceptions being those matters pertaining to personnel (staff), litigation, commercial in-confidence matters and the private business of individuals where confidentiality has been requested. However, all such decisions are ratified in open Council Meetings. Ratepayers, press and the public are welcome to attend all meetings of Council.

During 2007/2008 Ordinary Council Meetings were held on the fourth Thursday of each month commencing at 9am. Committee Meetings of Council were held on the second Thursday of each month and four Committee Meetings per year were held in outlying villages including; Bigga, Collector, Big Hill and Tuena.

The NSW Local Government Elections were held on 13 September 2008. There were four new Councillors elected to Upper Lachlan Shire Council. Commencing after the election, the Ordinary Meetings of Council will now be held on the third Thursday of each month commencing at 9am. Council will continue to hold four community engagement meetings per year commencing at 5pm to be held in outlying villages including; Bigga, Collector, Big Hill and Tuena, to facilitate community involvement and dialogue with Council.

Council Meeting agendas are available on Council’s web site or at the three Council Administration offices and two branch libraries during business hours and in addition are provided at the meeting. The Business Papers for each Ordinary Council Meeting are prepared on the second Thursday of each month, and any person wishing to bring a matter before Council must lodge it with the General Manager by that day.

UPPER LACHLAN SHIRE COUNCIL ADMINISTRATION OFFICES:

Crookwell Office 44 Spring Street, Crookwell NSW 2583
PO Box 10, Crookwell NSW 2583
Telephone: (02) 4830 1000
Fax: (02) 4832 2066
Email: council@crookwell.nsw.gov.au
Website: www.upperlachlan.local-e.nsw.gov.au

Gunning Office 123 Yass Street, Gunning NSW 2581
PO Box 42, Gunning NSW 2581
Telephone: (02) 4845 4100
Fax: (02) 4845 1426
Email: council@upperlachlan.nsw.gov.au

Taralga Office Taralga Community Service Centre
29 Orchard Street, Taralga NSW 2580
Telephone: (02) 4840 2099
Fax: (02) 4840 2296
Email: taralgacsc@upperlachlan.nsw.gov.au
# 2007/2008 Strategic Task Performance Activities

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<td>Financial Reports and Financial Data Return</td>
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<td>Grants Commission Local Roads and Bridges Data Return</td>
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<td>Quarterly Reviews of the Management Plan to Council</td>
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<td>Monthly report on Council Investment Register / Portfolio</td>
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<td>Freedom of Information Summary of Affairs publish in Government Gazette</td>
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<td>Grants Commission Return of General Information</td>
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Total Revenue all sources $24,506 ($'000)

Rates and Annual Charges: 7,213
User Charges and Fees: 4,560
Interest and Investment Revenue: 689
Other Revenues: 293
Grants and Contributions: 393
Net Gain from the Disposal of Assets: 11
Share of Interests in Joint Ventures: 11

Revenue % by category

Series1:
- Rates and Annual Charges: 29%
- User Charges and Fees: 19%
- Interest and Investment Revenue: 3%
- Other Revenues: 1%
- Grants and Contributions: 46%
- Net Gain from the Disposal of Assets: 2%
- Share of Interests in Joint Ventures: 0%
## Organisation Structure

### Mayor and Council
- General Manager

### Council Committees
- Economic/Real Estate
- Development
- Public Relations & Media
- Governance / Secretariat
- Citizenship
- Mayoral Activities

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<th>Director of Environmental and Planning</th>
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2. MANAGEMENT PLAN

During 2007/2008 Upper Lachlan Shire Council adopted a three year Management Plan in respect of its principal activities (functions) and corresponding performance targets within those principal activities.

Listed below is the comparison with Council's objectives and the achievements during 2007/2008.

Section 428 (2) (b)
COUNCIL’S PRINCIPAL ACTIVITIES - Objectives and Performance Targets

FUNCTION

GOVERNANCE

ADMINISTRATION
Corporate Support and General Purpose Revenues
Engineering and Supervision and Plant Operations

PUBLIC ORDER AND SAFETY
Animal Control
Enforcement of Local Government Regulations
Emergency Services

HEALTH SERVICES
Administration/Inspection
Food Control
Noxious Weed Control
Medical Centre
Other Health Services

COMMUNITY SERVICES AND EDUCATION
Aged and Disabled
Other Community Services

HOUSING AND COMMUNITY AMENITIES
Housing
Town Planning
Street Cleaning
Other Waste Management
Urban Stormwater Drainage
Protection of the Environment
Public Cemeteries
Public Conveniences
Other Community Amenities

RECREATION AND CULTURE
Library Services – Crookwell and Gunning Branch Libraries
Museums / Community Centres / Public Halls
Swimming Pool – Crookwell and Gunning Pools
Sporting Grounds
Parks and Gardens
Other Sport and Recreation

MINING, MANUFACTURE AND CONSTRUCTION
Building Control
Quarries and Gravel Pits

TRANSPORT AND COMMUNICATIONS
All Services i.e. Roads, Bridges, Kerb and Gutter, Footpaths and Street Lighting

ECONOMIC AFFAIRS
Caravan Parks – Crookwell and Gunning
Tourism
Saleyards and Markets
Real Estate Development
Other Business Activities – RTA Agency, Australia Post Agency and Private Works

DOMESTIC WASTE MANAGEMENT
WATER SUPPLIES - Dalton, Gunning, Crookwell and Taralga Water Supplies
SEWERAGE SERVICES - Gunning, Crookwell and Taralga Sewerage Schemes
## COMMENTARY REGARDING STRATEGIC MEASURES UNDERTAKEN

### Section 428 (2) (b)

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<th>Principal Activity</th>
<th>Objective and Performance Targets (Goals)</th>
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<td>Corporate Support</td>
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<tr>
<td>- Financial Management</td>
<td>To effectively manage Council's financial performance and position, i.e. cash flow, borrowings and investments. Provide quarterly reviews to Council within a month of quarter's end; provide monthly financial management reports to senior management. Maintain adequate cash reserves; restricted external and internal reserves and suitable ELE reserves and unrestricted cash reserves. Revaluation of land and building asset classes.</td>
<td>Achieved – Unrestricted Current Ratio is 3.46:1, ELE reserve at 35%, Building/Infrastructure Renewal Ratio is 1.32, Investment portfolio totals $8.95 million. Buildings / land asset revaluations completed.</td>
</tr>
<tr>
<td>- Administration</td>
<td>Implement Council’s Management Plan performance objectives. To provide effective corporate support services for all Council's operations. Effectively communicate with ratepayers, public and external bodies via Council newsletter, website, email and media releases. Implement Council decisions in timely manner. Provide adequate insurance cover for Council operations. Issue certificates within designated timeframes.</td>
<td>Achieved – Council Newsletter posted to all ratepayers quarterly. Council decisions efficiently implemented. 248 - Section 603 Certificates issued.</td>
</tr>
<tr>
<td>- Human Resources</td>
<td>To provide an effective staffing structure that is capable of carrying out Council's objectives in an efficient manner. Review organisation structure annually. Conduct annual performance reviews. Implement Council’s Human Resource Strategic Plan and Training Plan in a timely manner. Effectively implement Local Government (State) Award (NAPSA) working conditions.</td>
<td>Achieved – organisational structure reviewed. The Human Resource Strategic Plan, Training Plan and Induction procedures are implemented.</td>
</tr>
<tr>
<td>- Information Technology Systems</td>
<td>To provide information systems service to Council to ensure expeditious decision-making. Maintain and upgrade computer system and user network by maintenance of the Telstra WAN link connection between the three Council offices and install new hardware and software and file servers. Implement IT Strategic Plan recommendations and plans. Install the Electronic Document / Filing Management (EDMS) system and Customer Request Management (CRM) system. Council to adopt a Disaster Recovery and Business Continuity Plan for administration offices.</td>
<td>Being Achieved – File server installed, Telstra WAN link is operational. Incomplete works include; EDMS and CRM systems, the migration to one email address and Business Continuity Plan.</td>
</tr>
<tr>
<td>- Governance</td>
<td>To maintain prompt and efficient co-ordination/preparation of Council business papers and minutes. Implementation and review of Council policies register and management plans and review corporate governance practices and procedures. Council and Committee meeting procedures implemented. Ensure Strategic Task list reports are completed by statutory deadlines.</td>
<td>Achieved – Council policy register regularly reviewed, business papers, minutes and strategic tasks completed by deadlines.</td>
</tr>
<tr>
<td>- Engineering and Supervision, Works Depot and Plant Operations</td>
<td>To organise daily and monthly planning of works and operations activities and review resources to meet demand subject to budget forecasts. Undertake private works subject to available resources. Review, maintenance and upgrade of Council’s plant fleet. Maintain and comply with OH&amp;S / Risk Management guidelines and update and review the same. Implement Asset Management Plan. Works Depots to facilitate stock control and distribution.</td>
<td>Being Achieved – Upgraded plant and equipment within capital budget. Incomplete Works include; the Asset Management Plan and Risk Management Plan.</td>
</tr>
</tbody>
</table>
### Public Order and Safety

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Bush Fire Protection</td>
<td>To provide services ensuring a safe community in terms of adequacy of equipment, personnel and communications systems.</td>
<td>Achieved – as per RFS Service Level and Zone Agreements.</td>
</tr>
<tr>
<td>- Animal Control</td>
<td>Effectively manage the impounding of animals to minimise the public nuisance effect of straying stock and animals. Control of companion animals legislation and registration.</td>
<td>Achieved – all complaints acted upon in timely manner.</td>
</tr>
<tr>
<td>- Enforcement of Local Government Regulations</td>
<td>To provide information regarding relevant regulations and enforce according to resources and assessment requirements.</td>
<td>Achieved – within statutory deadlines.</td>
</tr>
<tr>
<td>- Emergency Services</td>
<td>To provide support to local SES groups to ensure that they are capable of responding adequately in an emergency situation. Quarterly meetings of Local Emergency Management Committee.</td>
<td>Achieved – Council support enabled upgrade of vehicle and equipment.</td>
</tr>
</tbody>
</table>

### Health

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Administration/Inspection</td>
<td>To develop local approval policies/guidelines and provide up-to-date customer information on pollution control and energy efficiency. Complete food inspection for Shire retailers.</td>
<td>Achieved – Food Premises Inspections completed.</td>
</tr>
<tr>
<td>- Noxious Weed Control</td>
<td>To protect the local environment and assist in maximising productivity of agricultural land by the removal of infestation of noxious plants. Carry out annual aerial spraying private works program. Match $ for $ funding with Dept Primary Industries.</td>
<td>Being Achieved – inspections and control work undertaken. Aerial Program completed.</td>
</tr>
<tr>
<td>- Health Services and Medical Centres</td>
<td>To ensure that the Gunning Medical Centre building is maintained in an appropriate manner and utilised for the designated community purpose. Continue to promote health services and access to those services for the community. Council grant application purchase Banfield House for Integrated Medical Clinic.</td>
<td>Achieved – $10,000 grant to Gunning Health Service. Banfield House sale completed and refurbishment started.</td>
</tr>
</tbody>
</table>

### Housing and Community Amenities

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Housing</td>
<td>To ensure that Council buildings are maintained in an appropriate manner and utilised for the designated purpose with real estate agent bi-annual inspections and management reporting.</td>
<td>Achieved – housing available for Council senior management.</td>
</tr>
<tr>
<td>- Town Planning</td>
<td>To provide a planning instrument that ensures all land within the Shire is developed in an appropriate manner and reflects the rural nature of the communities. Proceed with development of new Shire Local Environment Plan (LEP) 20/20 Strategy and prepare a Development Control Plan for Wind farms. Implement new Section 94 Contributions Plan for the shire.</td>
<td>Being Achieved – Shire LEP is being finalised. Completed the wind farm DCP and Section 94 Contribution Plan.</td>
</tr>
<tr>
<td>- Street Cleaning</td>
<td>To provide and maintain a clean and pleasant streetscape around the various Shire villages.</td>
<td>Achieved – clean and tidy Streetscape.</td>
</tr>
<tr>
<td>- Other Waste Management</td>
<td>To carry out waste depot improvements in accordance with Council’s management strategy, and otherwise in accordance with health &amp; environmental requirements. Create tip remediation reserve. Waste strategy to further develop resource recovery initiatives to allow the extension of the rubbish tips useful lives.</td>
<td>Being Achieved – rubbish tip remediation reserve created. Collector Tip operations were amended.</td>
</tr>
<tr>
<td>- Urban Stormwater Drainage</td>
<td>To provide annual drainage clearing within all villages - at least once in each village. Stormwater Management Plans to be completed for Crookwell, Collector, Taralga and Gunning in conjunction with Stormwater levy and restricted reserve created.</td>
<td>Incomplete – Stormwater Management Plans yet to be drafted.</td>
</tr>
<tr>
<td>- Public Cemeteries</td>
<td>To ensure that all aspects of Council’s cemetery operations are carried out in an appropriate and dignified manner. Upgrade plaque beams, maintenance and beautification of cemetery grounds. Prepare Plans of Management for all cemeteries.</td>
<td>Being Achieved – plaque beams upgraded, Plans of Management not completed.</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td></td>
<td></td>
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<tr>
<td>------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td><strong>- Library</strong></td>
<td>To continue to maximise the two Branch Library Services to the community in order to satisfy the information, cultural, educational and recreational needs of residents. Quarterly Library reporting to Council. Implement STRL Service Level Agreement and Management Plan for library operations.</td>
<td>Achieved – Quarterly Library reporting and STRL Management Plan implemented.</td>
</tr>
<tr>
<td><strong>- Museums, Community Centres &amp; Public Halls</strong></td>
<td>To establish and/or liaise with community based groups and Council Section 355 Committees with respect to operational aspects, including longer term agreements relating to maintenance / management of the facilities.</td>
<td>Achieved – Section 355 Committee reporting, audits and Crookwell Memorial Hall Plan of Management completed</td>
</tr>
<tr>
<td><strong>- Swimming Pools</strong></td>
<td>To provide secure swimming pool facilities in both Gunning and Crookwell with no public access restrictions and meet all OH&amp;S and Water Safety responsibilities and guidelines. Prepare MOU for swimming pool operator. Pools open early November to March.</td>
<td>Achieved – two fine pools facilitating community enjoyment.</td>
</tr>
<tr>
<td><strong>- Sporting Grounds</strong></td>
<td>To provide sporting grounds that are of a high quality for users, aesthetically attractive and available for active recreation pursuits. Sporting Grounds that are fully utilised and enjoyed by the Community. Prepare Plans of Management for all facilities.</td>
<td>Achieved – excellent sporting facilities. Plans of Management completed. Note: building amenities are ageing.</td>
</tr>
<tr>
<td><strong>- Parks &amp; Gardens</strong></td>
<td>To provide parks and gardens that are aesthetically attractive and readily maintained and upgraded. Support the Crookwell RSL in the upgrading of Memorial Park.</td>
<td>Achieved – focus on town beautification and maintenance.</td>
</tr>
<tr>
<td><strong>- Other Sport &amp; Recreation</strong></td>
<td>To provide funding to smaller village area groups enabling them to undertake minor projects within their village areas.</td>
<td>Achieved – Dalton Basketball Court improvements.</td>
</tr>
</tbody>
</table>

| Mining, Manufacturing and Construction | | |
|--------------------------------------|------------------|
| **- Building Control** | To develop local approval policies and guidelines, and carry out inspections to encourage responsible management and development of resources. Ensure structurally sound buildings within the Shire. | Being Achieved – updated policy register and focus on timely building inspections. |
| **- Quarries and Gravel Pits** | To ensure Council maintains a rehabilitation reserve for its quarries and gravel pits. Implement Quarry Management Plans that comply with legislative and environmental guidelines. | Being Achieved – cash reserve maintained. Quarry Management Plans are being drafted. |

| Transport and Communications | | |
|-----------------------------|------------------|
| **- All Services (i.e. Roads (Local and Regional), Bridges, RTA State Road Works, Footpaths, Kerb and Gutter and Street Lighting)** | To plan roadwork priorities and maintenance programs, improve State Roads. Also provide adequate access, footpath, kerb and guttering and street lighting to all desired locations within the Council area. Complete resealing maintenance, road grading and gravel re-sheeting program annually. Comply with RTA requirements and standards in relation to the Single Invitation Maintenance Contract. Creation of a Council Roads Hierarchy and meet Asset Maintenance requirements. Complete RTA Block Grant road works and large capital projects for Boorowa Road (MR248W), Oberon Road (MR256) and Gunning to Crookwell Road (MR52). Upgrade of footpaths in Taralga and PAMP projects. | Being Achieved within budgetary constraints – maintenance program including grading and re-sheeting completed and 90% of budgeted resealing / capital works completed. MR52 and MR256 completed and MR248W construction is ahead of schedule. |
### Economic Affairs

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caravan Parks</td>
<td>To provide Caravan Parks that constitutes a basic level of service / short term accommodation to the travelling community. Plans of Management to be prepared and adopted by Council.</td>
<td>Being Achieved – basic service provided for visitors and tenants.</td>
</tr>
<tr>
<td>Tourism</td>
<td>Implement Tourism Strategic Plan to guide tourism activities in the Shire. To encourage visitation through specific tourist related opportunities such as the development of Tourist Drives, local festivals and events. Provide local events with assistance i.e. Crookwell Country Festival, Collector Pumpkin Festival, Art &amp; Craft Shows, and Antique Machinery event. Upgrade and reprint the bi-annual Tourist brochures for the Shire. Tablelands Way project facilitation.</td>
<td>Achieved – numerous festivals / events are being co-ordinated successfully in conjunction with Tourist Association. Strategic Plan implemented and brochures issued.</td>
</tr>
<tr>
<td>Other Business Activities</td>
<td>Aim to obtain private work to ensure plant and equipment fleet are utilised without disruption to scheduled work and to ensure full deployment of staff. Council undertakes RTA Agency and Australia Post Agency operations supplying a valuable community service to the towns of Crookwell and Taralga.</td>
<td>Being Achieved – private works and agency service agreements have achieved satisfactory performances.</td>
</tr>
</tbody>
</table>

### Domestic Waste Management

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Waste Management</td>
<td>Develop a Waste Strategy to meet the future needs of the entire Shire. The effective weekly collection and disposing of all household garbage from within the urban areas and the minimisation of landfill disposal methods whilst maintaining effective garbage depots. Commencement of new Domestic Waste (DWM) and Recycling service, purchase of new bins and plant and equipment to commence operations. Prepare annual reasonable cost calculation for domestic waste services.</td>
<td>Being Achieved – Council provision of weekly DWM and fortnightly Recycling service for the Shire. Waste Strategy is being reviewed and enhanced.</td>
</tr>
</tbody>
</table>

### Water Supplies

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Supplies at Gunning, Crookwell, Taralga and Dalton</td>
<td>To provide a water supply that is economical, reliable and safe and that meets health requirements to four towns in the Shire. Review Business Plans, Quality Standards and undertake feasibility studies for the Shire villages for possible water supply systems. To be cost effective business operation units. To conduct safety investigations report of Crookwell Dam. Complete water bore implementation as part of Back a Bushie program in villages.</td>
<td>Being Achieved – principles of user pay being applied and cash reserves generated. Water mains upgrades initiated. Taralga augmentation works commenced. Water Bores now operational. However, Dalton water quality issue will be addressed in late 2008.</td>
</tr>
</tbody>
</table>

### Sewerage

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewerage Scheme – Gunning, Crookwell and Taralga development</td>
<td>To provide a sewerage service that is economical, reliable and safe and that meets EPA requirements. Review Business Plans and Quality Standards. Initiate development of Taralga Sewer Scheme (TWS) by provision of loan funding of $670,000 and partnership with the State Government through Small Towns subsidy program. Written approval from State Government funding partners to be obtained and tenders for the TWS to be prepared.</td>
<td>Being Achieved – The principles of user pay being applied and cash reserves generated. Mains upgrades commenced. The Taralga Sewer Scheme Development Application approved.</td>
</tr>
</tbody>
</table>

Section 428 (2)(c) and Clauses 217(2), 218-226 of Local Government (General) Regulation 2005
## 4. CONDITION OF PUBLIC WORKS

Section 428 (2) (d)

### Condition of Public Buildings

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Council Houses</td>
<td>Satisfactory - Buildings are in good condition</td>
<td>$20,000</td>
<td>$17,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Public Amenities / Conveniences</td>
<td>Satisfactory – Minor Maintenance /Repairs required</td>
<td>$4,000</td>
<td>$95,000</td>
<td>$79,000</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>Satisfactory - Maintenance / Repairs required</td>
<td>$25,000</td>
<td>$19,000</td>
<td>$16,000</td>
</tr>
<tr>
<td>Public Libraries</td>
<td>Satisfactory - Buildings generally in good condition</td>
<td>$41,000</td>
<td>$7,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Council Offices</td>
<td>Unsatisfactory - Capital repairs and improvements required</td>
<td>$42,000</td>
<td>$32,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Council Works Depots</td>
<td>Unsatisfactory - Major Maintenance /Repairs required</td>
<td>$163,000</td>
<td>$44,000</td>
<td>$37,000</td>
</tr>
<tr>
<td>Council Public Halls</td>
<td>Satisfactory - Buildings generally in good condition</td>
<td>$224,000</td>
<td>$92,000</td>
<td>$77,000</td>
</tr>
<tr>
<td>Recreational Facilities / Sports Ground Buildings</td>
<td>Unsatisfactory - Upgrade and repairs required</td>
<td>$108,000</td>
<td>$84,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>Bushfire Brigade Buildings</td>
<td>Satisfactory - Minor Maintenance /Repairs required</td>
<td>$6,000</td>
<td>$7,000</td>
<td>$6,000</td>
</tr>
</tbody>
</table>
### Condition of Water Supplies

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Crookwell Water Supply</td>
<td>Satisfactory – Mains Replacement and Repairs required. Treatment Plant upgrade within 10 years</td>
<td>$305,000</td>
<td>$342,000</td>
<td>$293,000</td>
</tr>
<tr>
<td>Taralga Water Supply</td>
<td>Unsatisfactory - Major Maintenance and Repairs required. Augmentation program commenced</td>
<td>$134,000</td>
<td>$81,000</td>
<td>$60,500</td>
</tr>
<tr>
<td>Dalton Water Supply</td>
<td>Unsatisfactory – water quality issues and Reservoir roof repairs are required</td>
<td>$27,000</td>
<td>$18,000</td>
<td>$11,000</td>
</tr>
<tr>
<td>Gunning Water Supply</td>
<td>Satisfactory - Minor Maintenance / Repairs required</td>
<td>$97,000</td>
<td>$45,000</td>
<td>$40,500</td>
</tr>
</tbody>
</table>

### Condition of Sewerage Works

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Crookwell Sewerage Scheme</td>
<td>Satisfactory - Minor Maintenance /Repairs required</td>
<td>$189,000</td>
<td>$196,000</td>
<td>$167,000</td>
</tr>
<tr>
<td>Gunning Sewerage Scheme</td>
<td>Satisfactory - Minor Maintenance /Repairs required</td>
<td>$66,560</td>
<td>$99,000</td>
<td>$79,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drainage Network</td>
<td>Satisfactory - Maintenance and Repairs required</td>
<td>$54,000</td>
<td>$159,000</td>
<td>$132,000</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Sealed Road Surface and Structure</td>
<td>Satisfactory – Bitumen Resealing works budget is insufficient</td>
<td>$3,278,000</td>
<td>$2,891,000</td>
<td>$2,409,000</td>
</tr>
<tr>
<td>Local Roads - Unsealed</td>
<td>Unsatisfactory – Increased gravel resheeting and grading necessary. Reconstruction and maintenance works is required</td>
<td>$2,490,000</td>
<td>$2,931,000</td>
<td>$2,443,000</td>
</tr>
<tr>
<td>Bridges</td>
<td>Satisfactory - Major Maintenance and Repairs required to 6 bridges</td>
<td>$945,000</td>
<td>$258,000</td>
<td>$215,000</td>
</tr>
<tr>
<td>Footpaths</td>
<td>Satisfactory - Minor Maintenance and Repairs required</td>
<td>$1,000</td>
<td>$29,000</td>
<td>$23,000</td>
</tr>
<tr>
<td>Kerb &amp; Gutter</td>
<td>Satisfactory - Minor Maintenance and Repairs required</td>
<td>$19,000</td>
<td>$16,000</td>
<td>$14,000</td>
</tr>
</tbody>
</table>
CONDITION OF PUBLIC ROADS
Section 428 (2) (d)

a) Urban Roads and Streets

Council endeavours to provide a regular maintenance program throughout the year for all of the urban roads and streets in the towns and villages within the Shire. The 82,258 kms of urban road are mostly in a satisfactory condition with some of the bitumen pavement wearing surfaces nearing the end of their life and these streets are prioritised for resealing or rehabilitation in programs within the next five years. The capital expenditure for bitumen resealing and re-sheeting for urban local roads totalled $298,320.

b) Local Roads - Sealed

A program of regular ongoing maintenance is carried out throughout the year, which incorporates a program of resealing, sealed rural local roads. The 426,670 kms of sealed roads are in generally fair condition but a limited amount of roads whose condition is deteriorating will need resealing or rehabilitation over the next seven years.

The 2007/2008 maintenance operating expenditure on sealed local roads amounted to $259,911. The capital expenditure for bitumen resealing and road reconstruction for sealed local roads totalled $288,089.

c) Local Roads - Unsealed

A program of continuous gravel patching is incorporated in Council's Annual Works Program and regular gravel maintenance works are carried out throughout the year. The 1,191,077 kms of unsealed roads varies in condition from road to road. A number of unsealed local roads are in a fair condition.

The 2007/2008 routine maintenance and asset renewal operating expenditure on unsealed local roads was $1,644,107.

d) Bridges on Local Roads

There are 73 concrete and timber bridges on Local Roads. There are two timber bridges that will require replacement over the next 2-3 years. The majority of bridges are in a satisfactory condition. In 2007/2008 routine maintenance operating expenditure for bridges on local roads within the Shire totalled $27,200. The capital expenditure for bridges on local roads was $0.
e) Regional Roads – Sealed and Unsealed

Council has 191,912 kms of sealed Regional Roads and 59,003 kms of unsealed Regional Roads that are subject to a regular maintenance and resealing program. Regional Roads include MR241 (Rye Park Rd), MR248E (Laggan and Taralga Rd), MR248W (Boorowa Rd), MR52 (Graben Gullen and Gundaroo Rd), MR256 (Goulburn - Oberon Rd), MR 258 (Wombeyan Caves Rd). Council utilises Roads and Traffic Authority (RTA) block grant and regional road repair program funding as well as our own source funds to maintain and upgrade regional roads.

In 2007/2008 routine maintenance and asset renewal operating expenditure on unsealed Regional Roads totalled $316,438. The sealed Regional Roads had routine maintenance and asset renewal operating expenditure totalling $406,110. The capital expenditure for bitumen resealing on Regional Roads totalled $329,547.

Major Regional Road capital upgrade projects included the following:-

- Regional Roads MR52 (Gunning to Crookwell Road) totalled $699,925.
- Regional Road MR256 (Oberon to Taralga Road) totalled $1,420,000.
- Regional Road MR248W (Crookwell to Boorowa Road) totalled $3,807,154.

f) Bridges on Regional Roads

Council currently has 30 concrete and timber bridges and major culverts of length greater than 6m on Regional Roads. As at 30 June 2007, the majority of bridges were considered to be of a satisfactory condition. However, there were 4 timber bridges that in the near future will require major reconstruction or replacement infrastructure capital works.

In 2007/2008, routine maintenance operating expenditure on Regional Road bridges totalled $8,991. The capital expenditure for bridges was $0.
DRAINAGE

Urban and rural drainage works are considered to be in a reasonable condition. Drainage maintenance is carried out on an ongoing as needs basis.

INFRASTRUCTURE ASSETS

The written down value of Council’s physical infrastructure assets as at 30 June 2008 are as follows:

<table>
<thead>
<tr>
<th>Asset Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads – Sealed and Unsealed and Footpaths</td>
<td>$ 89,261</td>
</tr>
<tr>
<td>Non Depreciable Bulk Earthworks</td>
<td>$ 49,341</td>
</tr>
<tr>
<td>Bridges</td>
<td>$ 9,033</td>
</tr>
<tr>
<td>Buildings</td>
<td>$ 17,083</td>
</tr>
<tr>
<td>Drainage</td>
<td>$ 1,933</td>
</tr>
<tr>
<td>Water Supply Network</td>
<td>$ 8,865</td>
</tr>
<tr>
<td>Sewerage Network</td>
<td>$ 6,120</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$181,636</strong></td>
</tr>
</tbody>
</table>

The water supply and sewerage assets were valued at “fair value” as at 30 June 2007. The buildings were valued at “fair value” as at 30 June 2008. The other infrastructure assets listed above are currently valued “At Cost” and will be re-valued at “fair value” by 30 June 2009.

Council overseers and work supervisors inspect all local and regional roads on a regular basis in accordance with road classification in the Council adopted road hierarchy. Councillors and Senior Staff conduct an annual inspection of roads and facilities to ensure that the correct priorities are established for the maintenance of Council’s asset base.

CONDITION OF WATER SUPPLIES

Dalton Water Supply
The water supply within the village of Dalton is currently of an unsatisfactory standard. Although quantity of water supply is adequate to meet the immediate needs of the community, the water supply quality is consistently below the chemical standards as recommended by the Australian Drinking Water Guidelines 2004. Of particular concern is the elevated level of iodine in the water supply. No feasible alternative water sources are readily available in the Dalton area, so investigations undertaken have been centred on improving treatment of the existing water source. Alternative treatment options to achieve drinking water standards include reverse osmosis (RO) with pre-treatment and electrodialysis reversal (ER) with pre-treatment. The treatment design is currently being developed with future capital improvement works estimated at $270,000. Green energy alternatives are to be considered for the treatment plant.

The Dalton water supply has recently been raised to a priority 2 under the Country Towns Water Supply and Sewerage Program. Accordingly up to 50% subsidy for improvements works is available from the NSW State Government for capital improvement works. Council has allocated $26,000 in the 2008/2009 budget to allow for the development of the treatment plant design, with construction and capital expenditure in the order of $135,000 anticipated in 2009/10. This expenditure will be matched by the State Government subsidy allowing full completion of a new water treatment plant for Dalton.
**Gunning Water Supply**
The water supply within the township of Gunning is generally adequate to meet the immediate needs of the Gunning community. However, during high river flow conditions the quality of water supply can be compromised and during dry conditions inadequate storage capacity can result in shortage of supply. Further development of the village will necessitate significant storage and treatment capacities at Gunning. An initial study has identified options for an off-stream water storage. Investigations have also been undertaken for new water treatment facilities to ensure Gunning water quality is fully compliant with Australian Drinking Water Quality Guidelines at all times.

Council provided $83,000 in the 2007/2008 budget to replace the roof of the Gunning reservoir, replace old mains and to provide for electrical and mechanical replacements of water supply facilities.

**Crookwell Water Supply**
The Crookwell water supply system was first commissioned in 1937. The water treatment plant has progressively been augmented, the last major upgrade being in 1990. Following the augmentation, the majority of the present infrastructure is in satisfactory condition. The majority of water mains are asbestos cement and are currently being replaced with PVC pipe as part of a 10-year replacement program. Two groundwater production bores were completed in 2004 and have helped alleviate the deficiencies of water supply during extended dry periods. Studies are currently underway to determine Crookwell Dam’s flood and earthquake handling capacity. This will assist in the completion of a dam safety emergency plan, and provide information for the consideration of dam improvements into the future. Investigations are currently underway to provide additional treatment of water sourced from existing bores to further increase the capacity of the water supply.

![Crookwell Water Treatment Plant](image-url)
**Taralga Water Supply**
The water supply within the township of Taralga is currently of an unsatisfactory standard. Due to inadequate water storage, the water supply has serious shortcomings in regard to continuity of supply during dry periods. Water restrictions are typically imposed for the summer period. Further, the quality of the Taralga water supply can be compromised due to the system’s reliance on UV disinfection, and the inability to provide chlorine residual. The reticulation system consists of typically 100mm AC pipes, and currently few mains breaks occur. Council has been successful in raising the priority ranking of the system under the Country Towns Water Supply and Sewerage Program administered by the NSW Department of Water and Energy, with 50% subsidy for capital upgrades available. Council has allocated $450,000 in the 2007/2008 budget for improvement works to proceed. A new water supply based on groundwater extraction is currently being developed, with Council to consider this concept in late 2007, with the possibility of implementation in early 2009.

**Village Bores**
Several villages within the Shire are not serviced with centralised water supply systems. During drought periods these villages frequently rely on water carted from Crookwell for essential requirements. In order to reduce the carting burden on these villages, and to resolve the issue of lack of water for fire fighting and local industry, Council initiated a project to provide emergency water supply for these villages by groundwater bore supply. Groundwater production bores and public access standpipes have now been developed in Bigga, Binda, Tuena, Jerrawa, Gunning, Breadalbane and Narrawa. Successful investigations in Taralga and Collector provide alternatives for potential alternative town water supplies. Council was successful in obtaining 70% of project funding from the State Government under the Country Towns Water Supply and Sewerage Program.
CONDITION OF SEWERAGE WORKS

**Gunning Sewerage**
The Gunning sewerage treatment plant consists of an intermittently decanted extended aeration (IDEA) pasveer channel. The system is operating well and currently complies with EPA licence requirements. The sewerage system of Gunning is considered satisfactory to meet the immediate needs of the Gunning community however, upgrading of the Treatment Works would be required with any substantial future expansion of the Gunning township. Council has allocated $171,000 in the 2007/2008 budget for capital improvements on Gunning sewerage infrastructure, with major work including the extension of the system to service sections of the village which continue to rely on poorly performing septic systems.

**Crookwell Sewerage**
Crookwell’s sewerage transportation system was originally commissioned in 1961. Upgrading and augmentation of the sewerage treatment plant occurred in 1993 with the addition of an intermittently decanted extended aeration (IDEA) tank. This augmentation work increased the capacity of the STP to an equivalent population of 4,200. The augmentation gave ability for increased nutrient removal and compliance with EPA licence conditions. At the same time the trunk sewer main and major pump well were also upgraded to provide for peak flow conditions. Infiltration of stormwater is a shortcoming of the system; however, the sewerage treatment plant is functioning satisfactorily and generally complies with EPA licence conditions. Council has provided $46,600 in the 2007/2008 budget for improvements on Crookwell sewer infrastructure, including major works to renew existing leaking mains.

**Taralga Sewerage**
Council recently approved the Development Application for the Taralga Sewerage Scheme. The Scheme provides for the servicing of all existing village dwellings with fully reticulated sewerage and treatment via a modern best practice Sewerage Treatment Facility. Construction of the scheme is programmed to commence in early 2009, with properties to connect to the scheme by early 2010.

![Gunning Water Reservoir](Image)
5. LEGAL PROCEEDINGS DETAILS

Section 428 (2) (e)

In 2007/2008 Council incurred legal expenses in the sum of $46,565.42. These expenses were incurred in the following areas:-

- Rates Recovery: $20,674.18
- Planning and Development: $13,952.31
- Administration: $11,938.93

Court proceedings were required for certain accounts, which remained outstanding after statutory payment deadlines were exceeded. Rates recovery legal costs were incurred in the recovery of unpaid debts to Council and are charged to the outstanding account holder and Council does not incur any further costs.

Council engages the services of two legal firms, Pike Pike and Fenwick and Robert J McCarthy & Co Solicitors. Robert J McCarthy & Co were engaged to act for Council in preparation of contracts and Notices of Transfer for the sale of Council land and building assets, for conveyance purposes and land acquisitions. Pike, Pike and Fenwick Solicitors were engaged to provide legal opinion relating to various aspects of Council’s operations, including planning and development matters.

Upper Lachlan Shire Council has two outstanding legal matters:-

1. Private Works Debtors for Infrastructure, Water and Sewerage works:
   In 2004, Council commenced negotiations with land owners in relation to the extension of the water and sewerage mains in North Street, Crookwell, on the basis that the owners of properties benefiting from the infrastructure works would contribute towards the cost of the capital works. While collection in full may materialise it is possible that all the debtors may not be secured.

2. Statement of Claim for Damages:
   On 14th September 2007, Council was served in the capacity as first defendant with a Statement of Claim relating to alleged damages and costs. The matter refers to the alleged damage of an excavator which occurred in 2004 in the vicinity of the Junction Point Road, near Tuena. Council has referred the matter to the RTA for legal advice and it is not known if the claim has any basis or likelihood of being successful. This matter is being disclosed as a contingent liability.
6. ELECTED MEMBERS – MAYORAL AND COUNCILLOR’S FEES
Section 428 (2) (f) (r) and Clause 217 (1) (a1) of Local Government (General) Regulation 2005

Upper Lachlan Shire Council provided an annual Mayor al Fee of $19,035 and provision of a motor vehicle for undertaking official engagements and duties. There are nine members of Council (Councillors), each is paid an annual member’s fee of $8,715. Councillors were reimbursed for expenses incurred in carrying out their responsibilities during the financial year including training, travelling and sustenance expenses.

The total amount expended on Upper Lachlan Shire Council’s elected Councillors in 2007/2008 was $126,615.86, the expenditure included the following:

- Mayoral Fees: $19,035.00
- Councillors’ Fees and Allowances: $71,150.23
- Councillors’/ Delegates’ Expenses: $36,430.63

(Please note the delegates’ expenses incorporates the below mentioned training, conference and other Councillor expenses)

- Provision of office equipment allocated to Councillors; the Mayor is allocated a BlackBerry.
- Telephone calls made by Councillors; all nine Councillors have an annual telecommunications allowance of $800.
- Attendance at conferences and seminars by Councillors; the Mayor and Deputy Mayor attended the Local Government and Shires Association Conference.
- Training and skill development of Councillors included the following:-
  - Effective Chair for Local Government training for two Councillors;
  - Two Councillors attended the Strategic Alliance Network Seminar;
  - Two Councillors attended the How Green is My Council Seminar.
- No Councillors have undertaken interstate and / or overseas visits as representatives of Upper Lachlan Shire Council.
- No expenses were paid by Upper Lachlan Shire Council in relation to a spouse and /or partner who accompanied a Councillor to a conference, seminar or training.
- No expenses were paid by Upper Lachlan Shire Council in the provision of child care and / or care of an immediate family member of a Councillor.

Gunning to Crookwell Road (MR52) Official Opening
COUNCIL’S POLICY ON THE PROVISION OF FACILITIES FOR USE BY COUNCILLORS AND PAYMENT OF COUNCILLORS’ EXPENSES

OBJECTIVES:

1. To provide appropriate reimbursement of expenses for the Mayor and Councillors travelling on their official duties.
2. To reimburse valid expenses incurred by Councillors in the attendance at conferences and other educational functions.
3. To provide appropriate facilities, where necessary, for Councillors to perform their duties.

PURPOSE:

The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

POLICY:

1. Fixing and payment of annual fees for the Mayor and Councillors

1.1 Fixing and payment of annual fees for the Mayor

s.249  

a. A Council must pay the Mayor an annual fee.
b. The annual fee must be paid in addition to the fee paid to the Mayor as a Councillor.
c. A Council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.
d. A Council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.
e. A Council may pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor’s annual fee.

1.2 Fixing and payment of annual fees for Councillors

s.248  

a. A Council must pay each Councillor an annual fee.
b. A Council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.
c. The annual fee so fixed must be the same for each Councillor.
d. A Council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.
2. **Travelling**

Upper Lachlan Shire Council will pay to or on behalf of Councillors using their own vehicle and undertaking Council business, a per kilometre rate up to the maximum allowance contained in the Local Government (State) Award (NAPSA).

2.1 **Conditions of Travel**

A Councillor travelling on Council business shall:-

a) Travel with all due expedition and any travel occupied in other than Council business shall not be included in calculating expenses to be paid by the Council; and

b) Travel by the shortest practicable route.

2.2 **Claim for Expenses**

Claims for travelling expenses shall be made not later than three months after the expense has been incurred and shall be submitted on the “standard” forms available from Council’s office.

2.3 **Eligible Council Business**

a) To and from meetings of the Council and Council Committees (including attendance by Councillors who are not on Committees).

b) Inspections within Upper Lachlan Shire, subject to compliance with a Council resolution or with the authority of the Mayor or in his absence the Deputy Mayor.

c) Upon Business of Council outside the Upper Lachlan Shire, subject to compliance with a Council resolution or with the authority of the Mayor or in his absence the Deputy Mayor.

d) To and from conferences of the Shires Association of New South Wales or the Australian Council of Local Government Associations or any district Associations of Shire Councils or of any regional development committee.

e) To and from periodical conferences or meetings of such other associations or organisations as may be resolved from time to time.

f) To, on and from business of other associations and organisations to which a Councillor has been appointed by Council resolution.

g) In the event of travelling allowances being met by other organisations and being below those determined by Upper Lachlan Shire Council, Councillors are entitled to claim any shortfall whilst on Council approved business.
3. **Accommodation and Out of Pocket Expenses Whilst Away from Upper Lachlan Shire**

This part of the policy applies to Councillors and Council staff.

3.1 Councillors and all Staff should wherever possible attempt to attend Conferences, and training seminars, at the closest non-metropolitan centre, weighing up however any additional cost of fuel involved in travelling to that centre compared with the additional accommodation cost to Council involved in attending the Conference, or Seminar, in the metropolitan area.

3.2 It is recognised that it is in the interest of the Councillor and the employee to be as close as possible to the venue for the Conference or Seminar.

3.3 Wherever possible, Council vehicles should be used for travel.

3.4 Where a conference or training seminar is to be held in the Sydney Metropolitan area and will commence after 10.00 a.m., Council will not recognise the previous night’s accommodation for reimbursement. In cases where the conference or seminar is held at a country centre, accommodation expenses for the night before will not be met where it can reasonably be assumed that the Councillor or employees would not have to leave Crookwell, Taralga or Gunning prior to 6.30 a.m.

3.5 Councillors and Staff should when arranging accommodation, always seek the “Government rate”.

3.6 Wherever possible a Council order/corporate card should be used for accommodation purposes. Other expenses/accounts should be forwarded to Council’s Expenditure Clerk for any expenditure incurred by the Councillor or Staff member and requiring reimbursement.

3.7 Council may, with the approval of the Mayor in the case of a Councillor, or the General Manager in the case of a Staff member, advance a sum of money towards expenses. In each such case it will be necessary for receipts to be produced for expenditure incurred and any balance returned for receipt by Council.

3.8 In all instances, registration fees will be paid directly by Council.

3.9 In considering accommodation/expenses claims approval will only be given to “reasonable” claims. Should expenses incurred be considered unreasonable then Councillor or Staff members will be required to meet the difference between what is considered reasonable and that which has been incurred.

3.10 In the case of any dispute the final definition of the word “reasonable” will be made by Council in the case of Councillors and the General Manager in the case of Staff.
3.11 Accommodation

Council will meet the actual reasonable cost of accommodation. The basis for reasonable rates will be Government contract rates and the circumstance of the business involved.

The cost of breakfast will be recognised by Council as an addition to accommodation.

3.12 Sustenance

Actual cost up to a maximum of $120.00 per day.

4. Sustenance Expenses (Within Upper Lachlan Shire)

Where meetings are scheduled in the early evening, arrangements will be made to provide Councillors and Staff attending such meetings with an evening meal.

If Council business extends over meal breaks, the Mayor or General Manager, in the case of Council meetings, or the Chairman, in the case of Committee or other meetings, may authorise the provision of a meal at Council expense. Light meals/refreshments in conjunction with other activities of Council will be provided where appropriate.

Actual expenses incurred for meals will be reimbursed if considered reasonable and in accord with this policy.

*This policy will apply to Councillors and Staff members only and the Council will not meet any costs associated with a Councillor’s or Staff Member’s spouse, friend or relative attending a function in the company of a Councillor or Staff Member unless specifically authorised by a Council resolution carried in open Council.*

5. Facilities

5.1 Mayor

Council will provide the Mayor with the following facilities:

- An office in the Council’s Administration Building. Council’s Meeting Rooms are also to be available for use by the Mayor.

- Postage of official correspondence – all mail is to be directed through the Council’s own mailing system.

- Access to telephone, facsimile, e-mail, internet and photocopy facilities for Council business purposes (during normal office hours).

- Secretarial services for Council business as required.
- Use of a Council Lap Top Computer, if required.
- Meals/refreshments on days/evenings of Council, Committee, Sub-Committee and Working Party Meetings, or at any other time deemed appropriate by the General Manager whilst on Council business.
- Use of a Council Vehicle, including a fuel card and allocated parking space at Council’s Administration Building.
- Use of a Council Mobile Telephone.
- Payment of conference/workshop/seminar registration fees for attendance approved by Council.
- Identification badge and business cards.

5.2 Councillors

Council will provide the Councillors with the following facilities:

- Council’s Meeting Rooms and areas of Council’s Administrative Building as required.
- Postage of official correspondence – all mail is to be directed through the Council’s own mailing system.
- Access to telephone, facsimile, e-mail, internet and photocopy facilities for Council business purposes (during normal office hours).
- Secretarial services for Council business as required.
- Use of a Council Lap Top Computer, if required.
- Meals/refreshments on days/evenings of Council, Committee, Sub-Committee and Working Party Meetings, or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business.
- Arrangement and payment of travel in respect of Council commitments. Alternatively, a Council vehicle will be provided for such purposes (including collection of Councillors from place of residence/work as necessary).
- Payment of conference/workshop/seminar registration fees for attendance approved by Council.
- Identification badge and business cards.
5.3 Telephone and Facsimile machines owned by Councillors

In accordance with Council resolution 96/296, an amount of $800.00 per annum towards telecommunication charges is payable to each Councillor.

Council will provide Councillors with paper for their personal facsimile machines.

5.4 Acquisition and Return of Equipment and Facilities by Councillors

At the completion of the Councillor’s term of office, Councillors are required to return all Council issued equipment to the Council after the completion of their term of office or at the cessation of their civic duties.

During periods of extended leave - in excess of 3 months – Councillors are required to return all Council issued equipment to the Council.

Councillors may choose to purchase Council equipment previously allocated to them at the cessation of their duties. Items that may be purchased are: laptop computers, printers, facsimile machines and mobile phones. The items are offered to the Councillor at the written down value at the time of purchase.

6. Insurance

Councillors are to receive the benefit of insurance cover for:

(a) **Personal injury** while on Council business – the cover does not include medical expenses.

(b) **Professional indemnity** for matters arising out of Councillors’ performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty is, in the opinion of Council, in good faith or proper. But subject to any limitations or conditions set out in the policy of insurance that is, at the direction of Council, taken out.

(c) **Public liability** for matters arising out of Councillor’s performance of civic duties or exercise of their functions under the Act. But subject to any limitations set out in the policy of insurance that is, at the direction of Council, taken out.
7. **Legal**

That should indemnity not be granted under the existing Councillors and Officers liability policy, that in the event of:

(a) any inquiry, investigation or hearing by any of;

- the Independent Commission Against Corruption
- the Office of the Ombudsman;
- the Administrative Tribunal
- the Department of Local Government and Co-operatives
- the Police
- the Director of Public Prosecutions
- pursuant to FOI Legislation

into the conduct of a Councillor; or

(b) legal proceedings being taken against a Councillor arising out of or in connection with the Councillor’s performance of his or her civic duties or exercise of his or her functions as a Councillor, Council shall reimburse such Councillor, after the conclusion of the inquiry, investigation, hearing or proceedings, for all legal expenses properly and reasonably incurred, given the nature of the inquiry, investigation, hearing or proceedings, on a solicitor/client basis, provided that:

(i) the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis;

(ii) in the of the Council the inquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor; and

(iii) the Council authorising the reimbursement by resolution.

8. **Fees and Benefits to be included in the Annual Report**

Section 428 (2) (f) of the Local Government Act 1993 states that Council will include the following in its Annual Report:

- The total amount of money expended during the year on Mayoral fees and Councillors fees.
- Council’s policy on the provision of facilities for, and the payment of expenses to Councillors.
- The total amount of money expended during the year on providing such facilities and the payment of such expenses, as required by the Local Government (General) Regulation 2005 as amended.
9. **Responsibility/Accountability**

Councillors are responsible for providing receipts to support claims for reimbursement of expenses.

The Director of Finance & Administration is responsible for including details of Mayoral and Councillor fees and benefits in the Council’s Annual Report.

10. **Use of Council equipment and facilities during a Re-election Campaign**

The interests of a Councillor in their re-election is considered to be a personal interest. Councillors may not claim reimbursement of travel expenses incurred on election matters.

Council letterhead, Council crests and other information that could give the impression it is official Council material must not be used for these purposes.

11. **Related Policies**

The Policy should be read in conjunction with:

- Code of Conduct for Councillors and Staff.
- Department of Local Government Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors for Local Councils in NSW.
- Department of Local Government Circular No. 05-08: Legal Assistance for Councillors and Council Employees.

12. **Variation**

Council reserves the right to vary or revoke this policy.

Under s253 (1) of the Local Government Act 1993 Council must give public notice of its intention to adopt or amend a policy for the payment of expenses or the provision of facilities allowing at least 28 days for the making of public submissions.

Despite s253 (1) under s253 (3) Council need not give public notice of proposed amendments to its policy for the payment of expenses or the provision of facilities if the Council is of the opinion the proposed amendments are not substantial.

As the amendments to the current Payment of Expenses and Provision of Facilities Policy are merely clarifications detailing the current procedure and not altering the current criteria for the payment of expenses or the provision of facilities it is not proposed to give public notice of any proposed amendments to the policy for the payment of expenses or the provision of facilities.
2008 Australia Day Award Ceremonies held in Crookwell, Taralga and Gunning

Crookwell Country Festival Parade
7. SENIOR STAFF
Section 428 (2) (g) and Clause 217 (1) (b) of the Local Government (General) Regulation 2005

In accordance with Section 332(2), of the Local Government Act 1993, the only designated Senior Staff position within Council is the General Manager. During the 2007/2008 financial year, the remuneration package applicable for Upper Lachlan Shire Council’s General Manager was:-

- General Manager: Mr John Bell
- General Manager’s Total Remuneration:
  - Salary component of package: $139,407.67
  - Employer Superannuation Contribution: $12,546.69
  - Fringe Benefits Tax for non-cash benefits: $3,118.36
  - Total Remuneration: $155,072.72

8. CONTRACTS
Section 428 (2) (h)

During 2007/2008, employment contracts (that is contracts of service but not contracts for services) are not included.

Contracts for less than $150,000 or such other amount as may be prescribed by the regulations, including the name of the contractor, the nature of the goods or services supplied by the contractor and the total amount payable to the contractor under the contract are not provided below. Please note that the contract payments below may exceed the nominated contract value, due to variation of contract terms and conditions.

<table>
<thead>
<tr>
<th>Name of Contractor</th>
<th>Description of goods and services</th>
<th>Total Paid (Tender unit Rates to value of)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downer EDI Works Pty Ltd</td>
<td>Bitumen surfacing/Resurfacing works</td>
<td>$1,812,500</td>
</tr>
<tr>
<td>Divall’s Quarries</td>
<td>Win, crush and stockpile gravel for road construction/maintenance, construction of roads and truck and plant hire</td>
<td>$1,698,200</td>
</tr>
<tr>
<td>Top Water Carters</td>
<td>Truck, plant hire and water carting</td>
<td>$378,200</td>
</tr>
<tr>
<td>Crookwell Hay Contractors</td>
<td>Truck and Plant Hire</td>
<td>$225,800</td>
</tr>
<tr>
<td>Yass Earthmovers</td>
<td>Truck and Plant Hire</td>
<td>$217,000</td>
</tr>
</tbody>
</table>
9. BUSH FIRE ACTIVITIES
Section 428 (2) (i1)

GENERAL
Upper Lachlan Shire Council, Yass Valley Council and Goulburn Mulwaree Council are parties that have agreed to enter into a rural fire district zone and service level agreement with the NSW Rural Fire Service (RFS) pursuant to Section 12A, of the Rural Fire Services Act 1997. Council supports the RFS by making an annual financial contribution to them for undertaking the day to day management of the bushfire services on behalf of the three Councils. The Councils also provide administration and finance resources support for the RFS operations.

Upper Lachlan Shire Council collects and expends Section 94 developer contributions related to emergency service contributions on behalf of individual brigades as necessary.

HAZARD REDUCTION
These duties are now undertaken by the NSW Rural Fire Service and include such activities as fire trail maintenance and back-burning operations. However, Council carried out hazard reduction work such as slashing of road verges and controlled mowing of open spaces and ensuring these areas are free of undergrowth that may be likely to cause a bushfire hazard. Council clears overgrown private land when the need arises due to lack of action by the private land owner.

BUSH FIRE DANGER PERIOD
1 October 2007 to the 30 April 2008 (this may be varied subject to local conditions).

BUSH FIRE STATISTICS
- 81 Fire Permits were issued
- 4 Hectares of asset protection zone completed
- 19 kilometres of fire trail maintained
- Rural Fire Service brigades attended 4 building fires and 5 vehicle fires
- Rural Fire Service brigades attended 17 vegetation fires and 14 motor vehicle accidents

Crookwell Fire Control Centre
10. CULTURAL SERVICES

PROGRAMS TO PROMOTE SERVICES AND ACCESS TO SERVICES FOR PEOPLE OF DIVERSE CULTURAL AND LINGUISTIC BACKGROUNDS

Section 428 (2) (j)

Programmes undertaken by Council during 2007/2008 to promote services and access to services for residents included those activities listed below. Council believes these programs provide access to all residents of the Shire given the nature of the close knit rural communities that exist within the Shire.

Council undertook the following initiatives: -

- Commenced preparation of a Cultural Plan for the Shire, there has been community meetings and surveys undertaken in 2008.
- Participation in the preparation of a Community Services Directory.
- Completion and review of the Social and Community Plan for the Shire.
- Continued support to the Community Access Committee.
- Youth Week Events.
- Seniors Week Events.
- Southern Tablelands Rural Counselling Service.
- Community Technology Centre access availability to the villages of Bigga and Tuena.
- “In the Bin” Film Festival activities coordinated by the Crookwell Branch Library.
- Back a Bushie program.
- Southern Tablelands Community Transport.

Back a Bushie program fund raising activities
10a) LIBRARY SERVICES

MISSION STATEMENT: To assist residents to fulfil their informational, cultural and recreational needs by providing appropriate library resources and services.

OVERVIEW:
Upper Lachlan Shire Council has a 15% financial interest in the Southern Tablelands Regional Library (STRL) in a partnership with Yass Valley and Goulburn Mulwaree Councils. Upper Lachlan Shire Council has branch library services at Crookwell and Gunning and they both remain under the umbrella of the STRL. Crookwell and Gunning Branch Libraries had a busy year with circulation increasing by 13% overall; Crookwell Library loans increased by almost 16% while Gunning Library had a 2% increase. Approximately 35% of the Upper Lachlan Shire population are members of the library service. Public Internet usage at the Shire’s Libraries increased by 15% on the previous year while visitors increasing by 13%.

KEY PERFORMANCE INDICATORS:

<table>
<thead>
<tr>
<th>Usage Statistics 2007-2008</th>
<th>Crookwell</th>
<th>Gunning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td>1,961</td>
<td>476</td>
</tr>
<tr>
<td>Circulation</td>
<td>44,579</td>
<td>9,495</td>
</tr>
<tr>
<td>Internet sessions</td>
<td>5,488</td>
<td>962</td>
</tr>
<tr>
<td>Reference enquiries</td>
<td>2,340</td>
<td>176</td>
</tr>
<tr>
<td>Visitors</td>
<td>28,264</td>
<td>10,340</td>
</tr>
<tr>
<td>Items in collection</td>
<td>14,977</td>
<td>9,321</td>
</tr>
<tr>
<td>Hours open per week</td>
<td>31.5</td>
<td>17</td>
</tr>
</tbody>
</table>

MARKETING AND PROMOTION:
Staff at both Crookwell and Gunning Libraries supported STRL objectives and goals within the Shire by hosting numerous activities and events. These included:

- The newly introduced ‘Literacy for Life @ Your Library’ resources and computer facility were officially launched in November 2007. This new service was the result of a successful grant application to the State Library by the STRL.
- Display of photographs from the STRL 2007 Photo Competition – ‘Pubs with a Past’
- A Christmas ‘Fine Feast’ campaign, inviting patrons to donate items of non-perishable food in lieu of payment of overdue fines, was held once again in December and January. Crookwell Library waived $339 while $448 in fines were waived at Gunning Library.
- On 14th February 2008, our libraries celebrated ‘Library Lovers Day’ by giving a small gift and chocolates to all patrons who attended the library on the day. A romance themed guessing competition was also held for two weeks prior to the day.
• In April 2008 Crookwell and Gunning Libraries presented a medical information session conducted by Mr Tony Breinl from the NSW Seniors Peer Education Centre. The session outlined the quality use of medicines, and how to choose wisely – brand or generic medicines? A very good attendance of over 50 also enjoyed morning tea at Crookwell Library following the presentation.

• During Health @ Your Library month in May, all libraries participated in the STRL’s ‘Virtual Library Loop’ challenge, where Staff recorded the number of steps walked each day at work. The STRL ‘team’ needed to walk the equivalent of 248 kilometres during the month; however our target was reached after seven working days! Crookwell Library staff recorded 140,121 steps during the month. A prize was awarded in each branch to the patron who made the closest guess on the number of steps walked by Staff.

• A six month trial of free inter-library loans was commenced in March. This service has been embraced by many of our patrons, and extremely well utilised. From a customer service point of view, having the ability to access almost 100% of requested items is very satisfying for Library Staff. As loans are often received within one week of request, this free and efficient service also facilitates an enhanced image of our Library Service.

• A number of Internet and e-mail introductory classes were run during the year. The demand for basic e-mail classes in particular is very high, with more classes being planned. These classes are offered at minimal cost to participants.

Crookwell Library activities and events included:

• In partnership with the Macular Degeneration Foundation, STRL commenced participation in the ‘Navigator Library Access Project’. This project provides sufferers of Macular Degeneration with a hand held audio ‘Navigator’ device which reads aloud books, newspapers and magazines. Five Crookwell residents were issued with Navigators and instructed in the use of these devices at a morning tea held in the library in August.

• In August 2007 a ‘Lunch in the Library’ event featured a most informative and entertaining presentation by Mr Paul Brunton and the display of the State Library’s first edition copy of Charles Darwin’s ‘The Origin of Species by Means of Natural Selection’. This event was attended by over 80 members of the local and regional community.

• In October, Crookwell’s ‘Lunch in the Library’ event featured the very informative and entertaining ‘Ballet Russes’ presentation by Richard Stone formerly employed at the National Library. It drew a crowd of over 50, who very much enjoyed the unusual presentation during lunch in the library.

• An extensive pictorial and informational display from the State Library entitled ‘On the Run: Daring convict escapes’ was displayed during October 2007. To complement this display, a collection of hand-made and beautifully embroidered convict bonnets, on loan from the Goulburn Embroiderers’ Group were displayed in the library together with a selection of books on the subject.

• Also in April, during Senior’s Week, poet and entertainer Geoffrey W. Graham presented his ‘As the Crow Flies Dinkum Oz Entertainment’. Over 50 people including a number of residents from Banfield House enjoyed this ‘Lunch in the Library’ event. The event was made possible through a small Seniors’ Week Grant sought by the Regional Library Manager from the NSW Dept. of Ageing and Disability.
In June, a workshop on the use of Ancestry.com was conducted by the STRL’s History Co-ordinator, Mrs Lynn Bonomini. This family history subscription database is now available for use within all STRL branches.

Gunning Library activities and events included:

- Two very successful ‘Lunch in the Library’ events were held in September and November 2007. Short films from the National Film and Video Lending Collection were shown. These lunches prove very popular with Gunning’s older patrons.
- During the year local artist Pam Whitty displayed fine Japanese embroidery in the Library.
- A community information session entitled ‘Want to learn more about mood disorders’ which covered a range of topics from bipolar disorder to depression was held in the library by ‘The Black Dog’ Institute.

COMMUNITY LIAISON:

Promotional materials and public documents were displayed in our libraries by Council and many public organisations. Crookwell and Gunning Libraries continued to work closely with community groups and organisations to better serve residents. These organisations include:

- Crookwell & District Historical Society
- Crookwell & District Arts Council
- View Haven Lodge
- Crookwell & District Hospital
- Breast Screen Australia
- Crookwell Community Transport
- Crookwell Neighbourhood Centre
- Crookwell Rotary Club
- Crookwell Probus Club
- Crookwell Country Women’s Association
- All schools and pre-schools in the Shire
- Crookwell Visual Artists
- Crookwell Scouts
- Gunning Lions Club

Cancer Council’s Biggest Morning Tea
Crookwell Library - May 2008
CHILDREN AND YOUNG PEOPLE:

Activities and events aimed at our junior and young adult members throughout the year included:

- **BookMania** - a new STRL initiative to encourage junior membership and reading was launched with great success in May 2008. To date, 50 children are members of BookMania at Crookwell Library while Gunning Library has two BookMania members.
- Homework Survival workshops for students and parents.
- National Simultaneous Storytime.
- Regular StoryTime Sessions.
- School holiday workshops were presented at Crookwell Library by the CSIRO’s ‘Green Machine’ while ‘Wizard Wonkery - Certificate II’ was again run with the assistance of volunteers.
- In co-operation with the Tourist Information Centre, the Crookwell Library hosted a children’s workshop on the Saturday of the Crookwell Country Festival.
COLLECTIONS:
- Enhancement of library collections continued this year although the amount expended on collections was less than last year, a result of Braidwood Library’s withdrawal from the Regional Library. Although there was a 10% decrease in the number of items added to the collections from the previous year, this year acquisitions were distributed amongst only three Councils. Combined with a consistent weeding and discard program undertaken throughout the year, this resulted in the Regional Library surpassing the standard NSW State Median figure for material no more than 5 years old and almost meeting the State Median for material no more than 10 years old.
- Due to high demand, the number of DVD’s in our collections has been substantially increased.
- Both Crookwell and Gunning Libraries continue to receive a large number of donations from library patrons which are suitable for addition to the collection.

FACILITIES AND SERVICES:
Throughout the year four public access computers were replaced at Crookwell while three were replaced at Gunning. Both libraries received new photocopiers and the Crookwell Library Friends funded the purchase of two units for the display of DVD’s.

STAFF TRAINING AND DEVELOPMENT
Upper Lachlan Shire Library Staff participated in a number of meetings, seminar, conference and training sessions. These included the following:
- Quarterly STRL executive staff meetings – various branches
- Public Libraries Australia – Country, Annual Conference – Merimbula
- Armed hold-up incident training - Crookwell
- ‘Code of Conduct’ training - Crookwell
- AES book seller - Goulburn
- All Staff Meeting (NSWnet Database training) - Goulburn
- Photocopy Training (use of new photocopier), Gunning and Crookwell
- All Upper Lachlan Library Staff undertook on-line training – ‘NSW Public Libraries Learning 2.0’ developed by the NSW State Library
- Homework survival and Amlib refresher training - Gunning
- MS Publisher - Southern Region Community College – Goulburn
- First Aid training- Gunning
- All Staff Training (PowerPoint and Learning 2.1) – Goulburn

Our libraries continue to rely heavily on the assistance of volunteers, particularly at Crookwell where volunteers assist with the Home Library Service, StoryTime, the re-shelving of returned items, covering of donated books and other basic library tasks. During the year a total of 609 hours were worked at Crookwell Library on a voluntary basis.

CROOKWELL LIBRARY FRIENDS
- The Friends continued their much appreciated support to the library throughout the year. The group has 48 financial members.
- Over $1,840 was raised during the year through the sale of second-hand books at Crookwell Rotary’s ‘Swap Meet’ and ‘The Friends’ Annual Book Fair.
• During the year ‘The Friends’ funded consumables for StoryTime craft activities, prizes for the children’s Summer Reading Club the purchase of four light-weight trestle tables and two DVD display units.

COMMUNITY PARTNERSHIPS
• The Crookwell and District Arts Council held several monthly meeting in the library during the winter months.
• Throughout the year, the Crookwell and District Historical Society also held numerous afternoon teas in the library following their meetings.
• The Crookwell Scouts group utilised the facilities of the library to complete their Level I and Level II Information Technology Badges in July 2007.
• Crookwell Neighbourhood Centre’s Vacation Care group utilised the facilities and resources of the Kid’s Zone on numerous occasions during the October school holidays.
• In recognition of their contribution to the library, Library Staff organised a thank you morning tea for 10 volunteers and their spouses in December 2007. A vote of appreciation was given and small gifts distributed.
• A Biggest Morning Tea was hosted in the library in May 2008. Approximately 50 people attended with $375 being raised for the Cancer Council.
• In co-operation with NSW Health, the library held a drug awareness quiz for young people with the theme ‘Alcohol – it’s a drug too’.
• Works of art completed by the residents of Harley Nursing Home were displayed in the library during February and March. A special outing to the library was organised for the residents to enable them to see their work on display.
10b) HISTORY, CULTURE AND ART

(i) CULTURE

Development of a Cultural Plan

In 2007/2008, Scott Pollock from the Upper Lachlan Tourist Association, and Elizabeth Brown from Southern Tablelands Arts Council, commenced the facilitation and development of the Upper Lachlan Shire Council’s Cultural Plan. It is envisaged that the Cultural Plan will be adopted by Council in 2008/2009.

A Cultural Plan is a strategic tool that is used for defining, managing and promoting culture. It is a shared vision for the community. The plan profiles cultural assets and activities, defines its demographics and provides a set of priorities, actions and timelines for implementation by a wide range of stakeholders.

The objectives of cultural planning:-

• to promote the cultural well being of the area;
• to enable Councils to devise and implement cultural processes consistent with broader objectives;
• to emphasise community engagement and creative expression of values and aspirations;
• to improve links with other spheres of government in order to increase opportunities for partnerships and funding.

The Cultural Plan will demonstrate:-

• a thorough understanding of what matters to a community, its relationships, shared memories, experiences and its diverse religious and historic backgrounds;
• a thorough understanding of the cultural products, assets, resources and infrastructure in a community;
• a thorough understanding of how people in that community use and interact with local and regional cultural products, assets, resources and infrastructure;
• recognition and support for Indigenous cultural development processes and practices;
• recognition and support for cultural diversity.

The Cultural Plan should reflect and provide evidence of a shared community vision through:-

• the meaningful engagement of partners, community organisations and groups in the development and implementation of the plan;
• early and sustained involvement of Indigenous communities with the cultural planning processes;
• an agreed vision of how people in a community want to relate to each other and to their natural and built environment, and how a community wants to experience its place and its culture;
• an agreed vision about how to remove the barriers to, and enhance the opportunities for, cultural expression in the community.
(ii) ART

Public Art Policy and Plan
In conjunction with Southern Tablelands Arts Council, the Upper Lachlan Tourist Association assisted in the development of the Upper Lachlan Public Art Policy and Plan. This plan provides residents of the Upper Lachlan Shire Council with a framework to identify opportunities for public art that work in cohesion with the existing streetscape, and develop strategically relevant and related works with a commonality to the town’s existing public artworks.

Public art for Crookwell Amenities block

10c) REGIONAL TOURISM

General Overview
The Upper Lachlan Tourist Association has continued to significantly promote the Upper Lachlan Shire throughout 2007/2008. The main projects for this period were:-

- Public art project
- Merino Country project
- Tablelands Way project
- Organising the Crookwell Country Festival
- Queensland and Victoria’s Caravan and Camping Shows
- Audit of all Tourism signage in the Shire
- Volunteer guiding
- Upkeep and maintenance of all four Information Centres
- Management of the Volunteer Program
Strategic Planning

A comprehensive five year Tourism Strategic Plan 2007-2012 was adopted by Upper Lachlan Shire Council on 25 January 2007. The Upper Lachlan slogan is ‘The Shire of Villages’. This Plan outlines the role of the Upper Lachlan Tourist Association, the key issues prevalent in the Shire and the planning process including the target markets and long term objectives and is reviewed annually. The Tourism Strategic Plan can be accessed from the Upper Lachlan Shire Tourism Website www.upperlachlantourism.com.

The tourism programme to date has been heavily dependant on a large number of ‘Special Events’. These are most important and will continue to play a strong role in the contribution of tourism to the economy of the region. Council is committed to continuation and the development of tourism and tourist related events in the region.

Tablelands Way Project

In early 2007, the Oberon Council headed a consortium of five Councils, including Upper Lachlan, and other stakeholders and secured a grant over $400,000 via the ATDP (Australian Tourism Development Program) to promote the Tablelands Way (Taralga to Oberon Road). The project includes directional and interpretative signage, brand development and a driver reviver rest stop.

The Tablelands Way directs motorists from north and south through Goulburn, Taralga, Oberon, Lithgow, Mudgee and the Hunter region. This gateway, once established in the minds of travellers and travel influencers, will mean that people can traverse a North/South route from Canberra to the Hunter, accessing wilderness areas of the Blue Mountains World Heritage Region and other natural attractions without going via Sydney.

Upper Lachlan Shire Council completed road works upgrade and bitumen sealing of the final six kilometres of the Tablelands Way during the year through a $1.42 million project (50% grant funded by the State Government). To celebrate the sealing of the road and the rollout of the project, the Upper Lachlan Tourist Association has taken the responsibility to coordinate the official opening of the Tablelands Way.

Highway Signage

On the Federal and Hume Highways, there are a number of large billboards which Council has the right to use for an indefinite period. These billboards are located near Collector and Gunning but were advertising unrelated products. After much deliberation and communication with the appropriate community groups, a design was agreed on and has now been erected at these sites. As both Collector and Gunning are so close to the highway, we hope these large signs will help direct travellers into the respective villages which will ultimately have economic benefits.
**Merino Country Project**

Over the past two years, a significant number of quality restaurants, wineries and accommodation houses have either opened or changed hands in the Upper Lachlan and Goulburn Mulwaree areas. This has injected the tourism industry with new energy and new products. To date, there have not been a sufficient number of operators in the area to justify the expense of their promotion to the wider tourist market. However, with the recent influx of related operators a need has now been identified.

A working group of local producers, operators and Council Tourism Staff was formed to develop the ‘Merino Country’ brochure which showcases the district’s wealth of taste and style featuring local products such as wines, olive oil, lavender, arts and crafts as well as quality dining and accommodation houses.

The group was successful in securing $6,300 in funding from the Department of State and Regional Development to go towards this project. The Upper Lachlan Tourist Association and Goulburn Mulwaree Council both contributed $1,000. This means that participants will be able to advertise in the brochure at the highly subsidised rate of $150.

The second stage of the project is to develop a strategic plan in regards to food, wine, art and culture. This will ensure that the project maintains its momentum. We will be looking at options such as product development workshops, packaging workshops, education in specific hospitality areas, as well as trying to attract food, wine and art professionals to hold demonstrations and seminars. We will also be looking for opportunities to showcase our products. The planning process will gather information and ideas from all the related operators.

**Tourism Statistics 2007/2008**

Over the past two years the Upper Lachlan Tourist Association has been collecting postcodes from visitors to the Information Centre in Crookwell. It is very interesting to see which areas have decreased and which have increased. It gives us a good idea of which areas we should be targeting in regards to marketing specific events.

If you look closely there have been some discrepancies in regards to the different locations we have identified. We will rectify this from now on by consistently using the same localities.

The major changes which need to be considered are as follows:-

- Increased visitation from the Campbelltown area;
- Increased visitation from interstate (in the future may look at which state they are coming from);
- Decreased visitation from the Goulburn area;
- Increased visitation from the Southern Highlands;
- Decreased visitation from the South Coast.
Note: the visitation numbers from residents of the Upper Lachlan varies considerably as we unfortunately tend not to record their visit because of their familiarity. This has been noted and will be rectified in future statistics.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Western Sydney and Campbelltown</td>
<td>15.3%</td>
<td>14.9%</td>
<td>22.2%</td>
</tr>
<tr>
<td></td>
<td>(3% Campbelltown)</td>
<td>(7% Campbelltown)</td>
<td>(14.8% Campbelltown)</td>
</tr>
<tr>
<td>ACT</td>
<td>10.4%</td>
<td>8.1%</td>
<td>8.3%</td>
</tr>
<tr>
<td>Goulburn</td>
<td>10.4%</td>
<td>7.3%</td>
<td>5.9%</td>
</tr>
<tr>
<td>Upper Lachlan</td>
<td>10%</td>
<td>22.4%</td>
<td>9.8%</td>
</tr>
<tr>
<td>Interstate</td>
<td>9%</td>
<td></td>
<td>14.3%</td>
</tr>
<tr>
<td>International</td>
<td>4.4%</td>
<td></td>
<td>2.3%</td>
</tr>
<tr>
<td>Northern Sydney</td>
<td>7%</td>
<td>5.5%</td>
<td>9.8%</td>
</tr>
<tr>
<td>Eastern/central Sydney</td>
<td>7%</td>
<td>5.8%</td>
<td>5.1%</td>
</tr>
<tr>
<td>South Coast</td>
<td>11.7%</td>
<td>5.2%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Southern Highlands</td>
<td>4.9%</td>
<td></td>
<td>6.5%</td>
</tr>
<tr>
<td>Regional NSW – North</td>
<td>5.8%</td>
<td>10.8%</td>
<td>5.3%</td>
</tr>
<tr>
<td>Regional NSW – South/West</td>
<td>2.7%</td>
<td></td>
<td>4.4%</td>
</tr>
<tr>
<td>Other Locations</td>
<td>1.4%</td>
<td>20%</td>
<td>1.6%</td>
</tr>
</tbody>
</table>

10d) MULTI CULTURAL ACCESS

The demand for services for persons from non-English speaking backgrounds and / or from the Aboriginal Community has not been evident in the Upper Lachlan Shire.
11. PRIVATE WORKS

Section 428 (2) (k)

In accordance with Section 67, of the Local Government Act 1993, a Council may, by agreement with the owner or occupier of any private land, carry out on the land any kind of work that may lawfully be carried out on the land. Examples of the kind of work that a Council might carry out under this section include: paving, road construction, water and sewer connections and kerb and gutter.

Upper Lachlan Shire Council has implemented a Private Works (Projects and Plant Hire) Policy to regulate and stipulate the requirements for the undertaking of private works within the Upper Lachlan Shire Council area. The policy is designed to protect public funds and the integrity, security and reputation of the Council and its Staff and maintain a high level of services to the community.

Upper Lachlan Shire Council carries out work on private land in accordance with plant hire and labour rates established by Council when setting the Fees and Charges, in 2007/2008 the total of such work was $598,102. There was one major private works contract commenced by Upper Lachlan Shire Council for Transgrid. The private work contract includes the reconstruction and upgrade of the Bannaby and Hanworth Roads, in the vicinity of Taralga.

Council has a policy of providing a subsidy to community based or charitable organisations in respect of plant hire. All costs incurred by Council in respect of labour and materials are charged against the organisation concerned.
12. AMOUNTS ATTRIBUTED OR GRANTED UNDER SECTION 356
Section 428 (2) (I)

Section 356, of the Local Government Act 1993, permits Councils to resolve to contribute money or grant financial assistance to persons as a means of exercising Council functions. Council has established a Section 356 - Financial Assistance Policy and allocates funding annually in Council’s Management Plan for financial assistance / contributions to community, sporting and charity organisations.
The following is the list of Council Section 356 Contributions for 2007/2008:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crookwell AP &amp; H Society (Rates)</td>
<td>2,166</td>
</tr>
<tr>
<td>Southern Tablelands Rural Counselling Service</td>
<td>6,650</td>
</tr>
<tr>
<td>Southern Tablelands Regional Arts Council (STARTS)</td>
<td>1,816</td>
</tr>
<tr>
<td>Gunning &amp; District Community Health Service Subsidy</td>
<td>10,000</td>
</tr>
<tr>
<td>South East Regional Academy of Sport (SERAS)</td>
<td>1,850</td>
</tr>
<tr>
<td>Australia Day Committee</td>
<td>500</td>
</tr>
<tr>
<td>Taralga AP &amp; H Society</td>
<td>1,250</td>
</tr>
<tr>
<td>Taralga Australia Day Rodeo</td>
<td>1,250</td>
</tr>
<tr>
<td>Crookwell Neighbourhood Centre (Rates)</td>
<td>601</td>
</tr>
<tr>
<td>St Vincent De Paul (Rates &amp; Waste Charges)</td>
<td>470</td>
</tr>
<tr>
<td>Middle Arm Hall Progress Association (Rates)</td>
<td>352</td>
</tr>
<tr>
<td>Golspie Hall (Rates)</td>
<td>276</td>
</tr>
<tr>
<td>Narrawa Hall (Rates)</td>
<td>292</td>
</tr>
<tr>
<td>Dalton Hall Committee</td>
<td>1,000</td>
</tr>
<tr>
<td>Collector Hall</td>
<td>1,367</td>
</tr>
<tr>
<td>Crookwell CWA (Rates)</td>
<td>521</td>
</tr>
<tr>
<td>Gunning CWA (Rates)</td>
<td>429</td>
</tr>
<tr>
<td>Bigga Golf Club (Rates)</td>
<td>1,992</td>
</tr>
<tr>
<td>Taralga Golf Club (Rates)</td>
<td>1,141</td>
</tr>
<tr>
<td>Binda Recreation Reserve Trust</td>
<td>540</td>
</tr>
<tr>
<td>Crookwell Frail Aged (Rates)</td>
<td>4,063</td>
</tr>
<tr>
<td>Taralga Medical Clinic (Rates and Donation)</td>
<td>683</td>
</tr>
<tr>
<td>Taralga Public School</td>
<td>2,000</td>
</tr>
<tr>
<td>Taralga Small Schools Sports Day</td>
<td>150</td>
</tr>
<tr>
<td>Goulburn &amp; District Education Foundation</td>
<td>2,000</td>
</tr>
<tr>
<td>Gunning Pre-School (Rates/Hall Hire)</td>
<td>616</td>
</tr>
<tr>
<td>Taralga Historical Society</td>
<td>491</td>
</tr>
<tr>
<td>Crookwell Services Club – Memorial Park Project</td>
<td>700</td>
</tr>
<tr>
<td>Crookwell Historical Society</td>
<td>500</td>
</tr>
<tr>
<td>Taralga Playgroup</td>
<td>1,000</td>
</tr>
<tr>
<td>Lions Club of Gunning Noticeboard</td>
<td>300</td>
</tr>
<tr>
<td>Canberra Special Children Christmas Party</td>
<td>227</td>
</tr>
<tr>
<td>Zone 27 Pony Club</td>
<td>500</td>
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<tr>
<td>Sydney Children’s Hospital</td>
<td>50</td>
</tr>
<tr>
<td>South Care Helicopter</td>
<td>500</td>
</tr>
<tr>
<td>Westpac Lifesaver Rescue Helicopter</td>
<td>500</td>
</tr>
<tr>
<td>Mr N Toole – Hockey Trip</td>
<td>100</td>
</tr>
<tr>
<td>Mr A Dooley – Hockey Trip</td>
<td>100</td>
</tr>
<tr>
<td>Miss E Smith – Hockey Festival South Africa</td>
<td>333</td>
</tr>
<tr>
<td>Miss K White – Hockey Festival South Africa</td>
<td>333</td>
</tr>
<tr>
<td>Mr A Palmer – Hockey Festival South Africa</td>
<td>333</td>
</tr>
<tr>
<td>Taralga Rugby Union Football Club – Breast Cancer fundraiser</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 50,442</strong></td>
</tr>
</tbody>
</table>
13. HUMAN RESOURCES ACTIVITIES
Section 428 (2) (m)

Human resources encompasses a broad range of responsibilities which impact on Council’s ability to operate efficiently and effectively, having regard to employment law, best practice, workplace relations, remuneration management, occupational health and safety. Human resources initiatives also include corporate training and development for employees and to meet the business needs of Council. In accordance with the State and Federal Industrial Relations legislation, Council supports a consultative process between management, employees and union representatives.

Human resources’ goal is to continue to provide strategic advice and professional assistance ensuring the attainment of business goals and objectives. Human resources aims to maximise the potential of Council’s employees through shared goals, consultation and participation in the decision making processes, and working in an environment free from all forms of discrimination as is best practice and required by relevant State and Federal legislation.

The Upper Lachlan Shire Council human resources section endeavours to see that organisational people activities are carried out within a clear and concise framework of policies, procedures and service standards helping to achieve the goal of best practice. The human resources policies and procedures are continually subject to review in consultation with relevant stakeholders and through consultative mechanisms.

Human Resource Strategic Plan

The Upper Lachlan Shire Council presented its initial Human Resource Strategic Plan in 2007. The plan has been formulated in accordance with the requirements of the Local Government Act 1993. The Upper Lachlan Shire Council’s aim is to provide services and facilities to enhance the quality of life and economic viability within the Council. The Council supports persons from diverse social, economical and cultural backgrounds.

The Upper Lachlan Shire Council - Human Resources Strategic Plan supports the achievement of objectives in the Upper Lachlan Shire Council Management Plan by focusing attention on the important people issues within the Council. The plan provides a strategic approach, which supports managers and employees to effectively utilise the Council’s human talent to achieve the goals of the Council and individual employees.

Staffing accounts for a significant component of the Council’s operating budget and therefore, a strategic approach to the management of people at Upper Lachlan Shire Council is critical. The Council’s future success depends upon the skills, energy and commitment of its employees. Consequently, the Council must attract, develop and retain employees of the highest quality and provide a working environment that will enable employees to maximise their contribution to the achievement of the Council’s Mission, Values and Vision and align the Council’s productive culture and organisational structure with its business strategy.

Effective utilisation of the Council’s human resources is of paramount importance if the Council is to gain benefits from its industrial arrangements and supporting human resources policies. These offer a framework to improve the Council’s performance through efficiency, flexibility and responsiveness, and a productive, high quality workforce; while ensuring that the Council conducts its affairs efficiently, and in a manner which emphasises educational, social and financial responsibility.
Recruitment and Selection

In conjunction with the Consultative Committee and in accordance with relevant legislation, the Council has developed and implemented protocols and procedures for the recruitment and selection of employees that will complement organisational performance and ensure compliance with EEO principles. Protocols are subject to review within agreed timeframes to ensure currency and efficacy.

With the continued retirement of many of our long-term employees the Human Resource section had to investigate, develop and implement new recruitment strategies for the organisation. One of the main strategies was to review the current procedures to attempt to attract quality staff to the organisation.

Recruitment and selection of quality staff within the rural region and skill availability as vacancies occurred saw the Council employ many extremely knowledgeable, professional and qualified staff in all three Council Departments throughout the year.

Positions advertised externally in 2007/2008 included:-
- Director of Works and Operations
- Manager of Works and Operations
- Trainee Finance and Administration Officer
- Three Trainees in Certificate III in Civil Construction
- Works Superintendent Crookwell
- Waste Facilities Controller
- Three Plant Operators – Truck Drivers
- Garbage Collection Operator
- Recycle Collection Operator
- Administration Officer - Gunning

The 2007/2008 Performance Reviews

Annual performance reviews were carried out for all employees and the Council salary system was maintained in line with the Local Government (State) Award (NAPSA) movements and the Australian Fair Pay Commission’s (AFPC) wage setting decision. Position Descriptions were reviewed and evaluated in line with changes in terms of responsibilities, accountabilities and new duties.

The annual performance appraisals for Council employees continue to play an important part in the Council organisational structure with employees gaining the skills required to progress through to higher positions and allows the organisation to identify future leaders. This process also identifies training needs for the organisation.
Policy and Procedure Review and Development

Upper Lachlan Shire Council constantly reviews its policies and procedures throughout the year to keep up to date with legislative changes and best practice initiatives. The revised and new policies included:-
  - Call Back Policy
  - Review of Code of Conduct
  - Corporate Uniform Policy
  - Councillor Training and Development Plan Policy
  - Internal Reporting - Protected Disclosures Policy
  - Private Use of Council Motor Vehicles Policy
  - Smoking in the Workplace
  - Time in Lieu of Overtime

Industrial Relations

As part of Council’s obligations there needed to be clear guidelines placed so as employees were informed on all relevant Industrial Relation changes that affects their employment.

On 13 February 2008, the Rudd Government tabled the Workplace Relations Amendment (Transition to Forward with Fairness) Act 2008 into Parliament. The objective of the Act is to amend the Workplace Relations Act 1996 to give effect to the transitional arrangements required for the dismantling of Work Choices and the commencement of a new workplace relations system on 1 January 2010.

The implications of the Act for Local Government in NSW are outlined below:-

- Local Government has not been excluded from coverage of the Workplace Relations Act 1996 (Cth). This means that Councils which are constitutional corporations remain bound to the provisions of the Act this includes, but is not limited to:
  - the terms and conditions of the Notional Agreement Preserving the Local Government (State) Award 2004 (NAPSA);
  - the unfair dismissal provisions of the Act;
  - the record keeping requirements of the Act; and
  - the freedom of association provisions.

- NAPSA’s will remain on foot until 31 December 2009.

- Similarly, rates of pay will continue to be regulated by the preserved APCS and variations resulting from minimum wage determinations by the AFPC.
Human Resources Training Plan

Upper Lachlan Shire Council’s Staff Training Plan is primarily designed to satisfy and maintain its needs for a workplace which has the knowledge, skills and potential necessary for the effective and efficient functioning of the organisation. This policy is designed to assist Council to develop the competency of its people and to develop a more highly skilled and flexible workforce. Competency is defined as the employee’s skills, knowledge and attitudes and the fit of those to the requirements of the job.

OBJECTIVES:

* To encourage employees in their personal and professional development and to assist them where necessary to maintain high levels of competence in their respective positions and vocations.
* To provide development opportunities via a range of sources including training conducted by recognised private providers, training/coaching in specific skills areas provided by designated staff, on the job training by managers and team leaders, and approved tertiary studies.
* To provide assistance to employees where a course of study can be demonstrated to enhance their competence, and is of benefit to the Council’s service provision, and the employee’s ability to fulfil their position requirements.
* To facilitate the development of a Training Plan that will match training and development processes to the current and future skill requirements of Council and the career development needs of employees.
* To ensure that expenditure in training matters is used in a cost effective manner.
* To comply with Local Government (State) Award (now known as Notional Agreement Preserving the Local Government (State) Award or NAPSA) and other legislative and regulative provisions related to Council.

Training and Development

The comprehensive learning and development strategy continued to be implemented within Council through the provisions of a wide range of training activities. Demand had increased significantly for occupational health and safety training and certification, following the release of the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001.

Training plans are developed and reviewed every twelve months following the annual performance reviews.

With Council’s hard work in establishing a comprehensive Training Plan for all Council Staff as well as Councillors, the following courses were undertaken throughout the year:-

- Grader Operator Training
- Strategic Alliance Network Conference
- Code of Conduct Training
- Information Technology/Computer Courses
- Confined Space refresher
- RTA Traffic Control Level 1 and 2
- Engineers’ Seminar
- First Aid
In 2007/2008 total staff training costs were $213,630 this includes the employees’ time, salaries and training course fees. The training costs excluding salaries and wages totalled $134,511. Also, there were staff recruitment expenses incurred that totalled $12,139, which included medical examinations, advertising and interview expenses; however, this amount excludes staff salaries and wages expenses.
Equal Employment Opportunity is ensuring that there is no direct discrimination, indirect discrimination or harassment against anyone in the workplace. All persons do have an equal right and fair opportunities when applying for a position in the workplace or whilst employed by Council. By the implementation of an EEO Policy and Programme, a more productive workplace will develop and this will result in a better service to the community.

The purposes of Council’s EEO Policy is to ensure that:

- The best available person is selected for each position.
- The right people are trained in the correct and most appropriate functions.
- The most suitable/best person is promoted.
- Every employee is developed to reach their full potential no matter what sex, age, race and so on.
- Every employee is able to work productively in a non-threatening and non-harassing environment.

The goal of an EEO Programme is to ensure that for any position the best available person is selected. In other words, a person’s race, sex, marital status, membership of an ethnic or migrant group or physical, intellectual or psychiatric impairment or homosexuality, etc., should not reduce his / her chance of employment or promotion or access to employment benefits.

In practical terms, a commitment to EEO means that Staff selection must be accurate, fair, accountable and systematic and promotions should be based solely on merit. Decisions about Staff selection must be made on job-related criteria and should not render Council, as the responsible employer, to charges of unlawful discrimination.

EEO Plans have been developed to ensure adequate training and exposure is given to all Staff to ensure they are aware of EEO principles and the Council's adopted policy. Council continues to place great emphasis on its Equal Employment Opportunity Management Plan to ascertain its relevance in relation to Council's operations.

Throughout the year, Council continued to implement EEO Policies. The EEO Management Plan was made available for to all Staff Members for their scrutiny and comment. All newly appointed Council employees are provided with a copy of Council's EEO Management Plan to enable them to be fully aware of the principles and guidelines that Council has adopted as part of their induction procedure.

Also, all Staff members have been provided with a copy of Upper Lachlan Shire’s adopted Code of Conduct Policy.

Upper Lachlan Shire Council’s has adopted an Equal Employment Opportunity Management Plan and an Equal Employment and Anti-Discrimination Policy which states the following:-
EEO PROGRAM ACTIVITIES

EEO Policy Statement

1. Objective

To demonstrate management and organisational commitment to EEO, ensure there is an understanding of EEO principles, and keep Staff informed about the EEO Management Plan.

2. Strategies

To ensure there is organisational commitment to EEO and an understanding of EEO principles by all employees.

3. Target Group

All existing and prospective employees.

4. Actions

4.1 Review the policy statement to ensure it contains the following:-

a) a positive commitment by Council to implementing the EEO program and incorporating EEO principles into all Council operations;
b) brief explanation about EEO and the positive benefits EEO will bring to Council as an organisation and to all Council Staff;
c) a brief statement about the Anti-Discrimination Act and the responsibility of Council to ensure a discrimination-free workplace;
d) a brief outline of the EEO Management Plan and proposed activities including:
   e) its aims and summary of objectives
   f) priority strategies in various areas eg. recruitment, training, etc.
   g) a clear statement of responsibility of all managers/supervisors in preventing discrimination and promoting EEO;
   h) the Council resolution adopting the EEO Policy and Management Plan;
   i) endorsement of the General Manager and Mayor.

4.2 Gain management and Staff commitment.

4.3 Seek union/s agreement.

4.4 Submit EEO Policy to Council for adoption.

4.5 Keep employees involved and updated on EEO issues by distribution through the following channels:-
   a) memo/circular or with pay advice/packets,
b) notice boards,
c) Shire newsletter,
d) include in personnel manual/induction booklets,
e) include in Staff induction and training courses.

4.6 Inform local residents in pamphlets, distribute with rate notices/in library, local press, etc.

5. Responsibility:

General Manager
Directors
Managers/Supervisors
Human Resource Coordinator
Media Officer

6. Performance Evaluation:

6.1 Check policy statement to ensure:
   a) it uses appropriate, non-discriminatory language,
   b) displays a positive commitment,
   c) has endorsement of the General Manager,
   d) is translated into languages other than English, if and when appropriate,
   e) remains current.

6.2 Ensure policy statement is distributed to all employees.

6.3 Review policy statement annually.

7. Performance Standard:

7.1 EEO Policy includes specification of responsibility, commitment to EEO current strategies and objectives.

7.2 Allocation of roles and responsibilities at all levels as well as the incorporation of these responsibilities in position descriptions.

7.3 EEO policy publicised and distributed regularly.

8. Performance Target:

8.1 EEO policy publicised and distributed to all Staff.
Council employee appreciation ceremonies
15. DELEGATIONS TO EXTERNAL BODIES
Section 428 (2) (o)

The following external bodies were delegated functions by Council during 2007/2008:

**Bigga Memorial Hall Committee**
*Functions of the Committee:* The care, control and management of the Bigga Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Binda Hall Committee**
*Functions of the Committee:* The care control and management of the Binda Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Tuena Hall and Recreation Area Committee**
*Functions of the Committee:* The care control and management of the Tuena Hall and Recreation Area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Taralga War Memorial Hall Committee**
*Functions of the Committee:* The care, control, management and organisation of the Taralga War Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.

**Crookwell Memorial Hall Committee**
*Functions of the Committee:* The care, control and management of the Crookwell Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council. The Committee will manage the hall complex for a five year period commencing 1 September 2008 in accordance with the Plan of Management arrangement with Council.

**Upper Lachlan Tourist Association**
*Functions of the Committee:* The care control and management of the tourist function of the Upper Lachlan area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Crookwell Country Festival Committee**
*Functions of the Committee:* The care, control, management and organisation of the annual Crookwell Country Festival in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.

**Crookwell Arts Council**
*Functions of the Committee:* The care, control, management and organisation of the Crookwell Arts Council in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.
Upper Lachlan Economic Advancement and Development (ULEAD)

**Functions of the Committee:** To consider and initiate economic development strategies for the Upper Lachlan Shire, to act as an umbrella group for other organisations in the Shire with the group’s aims being:

- To work closely with shire staff and council, especially the Environment and Planning Department.
- To develop and pursue strategies to improve the services, infrastructure and lifestyle of the shire.
- To increase the job opportunities in the shire by helping existing businesses to be successful and expand.
- To increase the population of the shire in a controlled manner by promoting the residential qualities, relaxed lifestyle and attractiveness of the area.
- To build on our rural strengths.
- To identify, plan and attract professionals, businesses and light industry to the shire.

Community Technology Centre (CTC)

**Functions of the Committee:** The care, control, management and organisation of the Community Technology Centres in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.

Upper Lachlan Access Committee

**Functions of the Committee:** Provide input to Council on access issues and to assist with the ongoing development of the Disability Action Plan.

Gunning Courthouse Management Committee

**Functions of the Committee:** The care, control, management and organisation of the Old Gunning Courthouse Centre in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.

Gunning Golf Club Management Committee

**Functions of the Committee:** The care, control, management and organisation of the Gunning Golf Club in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.

Gunning Tennis Courts Management Committee

**Functions of the Committee:** The care, control, management and organisation of the Gunning Tennis Courts in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.

Sporting Fields Committee

**Functions of the Committee:** To advise Council on matters involving the use, maintenance and improvement of sporting fields throughout the Upper Lachlan Shire.

Crookwell & District Historical Society

**Functions of the Committee:** The care control and management of the history of the Crookwell portion of the area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.
Gunning & District Historical Society

**Functions of the Committee:** The care control and management of the history of the Gunning portion of the area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Bigga Recreation Area Committee

**Functions of the Committee:** The care control and management of the Bigga Recreation Area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Binda Cemetery Committee

**Functions of the Committee:** The care control and management of the Binda Cemetery in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Stonequarry Cemetery Committee

**Functions of the Committee:** The care control and management of the Stonequarry Cemetery in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Collector Pumpkin Festival

**Functions of the Committee:** The care, control, management and organisation of the Collector Pumpkin Festival in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council.

Australia Day Committee

**Functions of the Committee:** The Committee will be responsible for the co-ordination of the official Australia Day celebrations across the Upper Lachlan Shire in accordance with Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council. The Committee will organise the Ambassador and provide recommendations to Council on the annual Australia Day Awards.
16. NOXIOUS WEEDS REPORT

Under the Noxious Weeds Act 1993, Council has the responsibility, as the Local Control Authority, to control declared noxious weeds on lands under its jurisdiction and to also ensure that landowners within our area carry out their responsibility to control noxious weeds on land they own or occupy.

During 2007-2008, Council’s Noxious Weeds Section implemented a weed control program to control noxious weeds on roadsides, reserves and parks that are under Council’s control. Both Council’s Staff and weed control contractors conducted this control work, which aimed to control noxious weeds to the standards specified in Council’s Class 4 weed management plans.

During the year, Weed Officers were available in each of Council’s three offices to provide advice to landholders and regular information articles were placed in local papers and Council’s Newsletter.

Weed Officers conducted a private property inspection program which relied heavily on the local experience of the inspectors to target specific weed problem areas. During the year, 783 property inspections were conducted with a range of actions taken to ensure weed control work was carried out.
17. CONTROLLING INTEREST IN COMPANIES
Section 428 (2) (p)

Upper Lachlan Shire Council does not hold a controlling interest in any company.

18. PARTNERSHIPS, CO-OPERATIVES OR JOINT VENTURES
Section 428 (2) (q)

Partnerships, co-operatives or other joint ventures to which Council was a party in 2007/2008 are as follows:-

1) Memorandum of Understanding for Shared Services – comprises Goulburn Mulwaree, Palerang and Upper Lachlan Shire Councils.
2) Southern Tablelands Regional Library Service - comprised Upper Lachlan Shire, Yass Valley and Goulburn Mulwaree Councils.
3) Southern Tablelands Community Transport Service - comprises Upper Lachlan Shire and Goulburn Mulwaree Councils.
4) Southern Tablelands Rural Counselling Service includes a number of local Councils.
5) Southern Tablelands Regional Arts Council - comprises Upper Lachlan Shire and Goulburn Mulwaree Councils.
6) Road Safety Officer Program shared employment partnership with Yass Valley Council.
7) Capital Country Regional Tourism.
8) Grabine State Recreation Area Trust.
9) Southern Tablelands and South Coast Regional Noxious Plant Committee.
10) Tablelands Way Committee – joint tourism venture with Oberon, Lithgow, Mid Western and Goulburn Mulwaree Councils.

19. RATES AND CHARGES ABANDONED
Section 428 (2) (r) and Clause 132 of Local Government (General) Regulation 2005

During the 2007/2008 financial year an amount of $1,672.97 for rates and charges (exclusive of Pensioners) were written off.

Council provided rate relief to pensioners during the financial year totalling $186,281.44, including the following break up: -

General Purpose Pension Abandonment $89,954.33
Water Supply Pension Abandonment $30,600.79
Sewerage Services Pension Abandonment $25,804.85
Domestic Waste Pension Abandonment $39,921.47
20. COMPANION ANIMALS

Companion Animals Act and Clause 217 (1) (f) of Local Government (General) Regulation 2005

Activities relating to enforcing and ensuring compliance with the Companion Animals Act and Regulations included collection and lodgement of data relating to pound activities and dog attacks and also various community education activities. Council has developed and adopted a local Companion Animals Management Plan to improve outcomes in the area of companion animal’s management in the Upper Lachlan local government area. Council has also installed a readily accessible temporary holding pen at the Crookwell pound for straying cats and dogs.

The 2007/2008 Upper Lachlan Shire Council pound data collection return showed that 14 dogs and 2 cats had been seized and transferred to Council’s pound facility. Also, 1 dog had been surrendered by an owner. From the 17 animals seized; 10 were euthanased, 6 were released to the owners and 1 was released to a new owner.

Upper Lachlan Shire Council expended $57,075.30 on animal control activities in 2007/2008. Council has a full-time employee who undertakes the animal control functions and enforcement.
LOCAL GOVERNMENT (GENERAL) REGULATION 2005 – CLAUSE 217 (1)

a) OVERSEAS VISITS FUNDED BY COUNCIL

During the 2007/2008 financial year there were no overseas visits undertaken by Councillors, Council employees or other persons on behalf of Upper Lachlan Shire Council.

c) ACTIVITIES FOR CHILDREN

Council has continued its programme to expand the provision of modern playground equipment in the parks and gardens area of Council's operations. Council is gradually replacing older equipment with modern safer items. Existing play equipment and playground facilities are regularly inspected in order to provide safe areas for children and to reduce Council’s level of risk.

In conjunction with various Community Organisations, Council is continuing to provide barbeque areas in its parks and gardens together with additional shaded areas that enable families and children to access these areas on a frequent basis.

The Council provides two Branch Library services for the community as part of the Southern Tablelands Regional Library Service. Currently Council employs one full-time and three permanent part-time Branch Librarians together with a casual assistant. This year, Council installed a number of public access computers to enhance the services already offered at the Library.

Council indirectly supports children by way of donations to schools, such as rates rebates to the various schools, the Neighbourhood Centre and the like. Council has acted as an overseeing agent in connection with the Youth Week Grants to ensure proper accountability of funds spent. Council also has a substantial commitment to sporting fields upkeep and maintenance, which has a large level of participation of children.

Coleman Park, Crookwell

Goodhew Park, Taralga
d) ACCESS AND EQUITY ACTIVITY SUMMARY

i. SOCIAL AND COMMUNITY PLAN
Following on from Council’s contractor, Upper Lachlan Shire Council formed a new partnership with Greater Southern Area Health Service to complete its Social and Community Plan. Council is committed to developing at least one social or community plan every 5 years to assist Council to take into account the needs of its community and provide or advocate for appropriate and accessible services and facilities for the benefit of its community. Council then considers the findings of this social plan when formulating its annual Management Plan.

Council is pleased to have completed its first Shire wide Social and Community Plan since amalgamation occurred in 2004. The Social Plan includes demographic information about the population of the LGA in addition to looking at the needs of people with disabilities, people from culturally and linguistically diverse backgrounds, Aboriginal people, children, young people, women, and older people as required. Council also included men, mental health and wellbeing, the farming community and transport as issues and groups examined.

A copy of the current Social and Community Plan and /or its executive summary is available for viewing at Council’s offices, on Council’s website and can be purchased at the Council Chambers.

A Cultural Plan and Crime Prevention Plan are not yet completed, however these will be anticipated to be worked within the Social and Community Plan with the next review.

Please see the complete copy of Council’s Social and Community Plan is provided as Annexure Document “C” at the end of the Annual Report.

e) COMPETITIVE NEUTRALITY

The pricing principles and requirements of competitive neutrality have been applied by Upper Lachlan Shire Council for the three Category 2 businesses; Water Supply, Sewerage Service and Domestic Waste Management service.

ii. CATEGORY 1 BUSINESS ACTIVITIES

Under the principle of competitive neutrality, Council does not have any Category 1 businesses that meet the specific requirements of competitive neutrality and consequently have no performance comparison requirements.

iii. CATEGORY 2 BUSINESS ACTIVITIES

As at 30 June 2008, Council has three Category 2 businesses, namely the Water Supply, Sewerage Service and Domestic Waste Management service for the Upper Lachlan Shire Council area. The Water Supply business unit operates for the following towns; Crookwell, Gunning, Dalton and Taralga. The Sewerage service operates in the following towns; Crookwell, Gunning and Taralga. The Domestic Waste service is Shire wide to all towns and villages on the designated collection route.
Details of the three Category 2 businesses performances can be found in Council’s Special Purpose Financial Reports and are presented at the end of this report.

iv. CATEGORY 2 COMPETITIVE NEUTRALITY PRICING

Council has established a Complaints Management Policy to deal with Competitive Neutrality complaints. The Complaints Management Policy is available to the public in the main customer service area of Council's Administration Offices in Gunning and Crookwell, is included in Council’s Policy Register and is available on Council’s website. The policy states the objectives and intent of handling customer complaints in an efficient and effective manner and includes an application form for registering and dealing with all customer complaints within set response timeframes.

v. CATEGORY 2 PERFORMANCE COMPARISON

Throughout 2007/2008, Upper Lachlan Shire Council did not receive any competitive neutrality complaints in relation to its Category 2 businesses operations.
f) STORMWATER MANAGEMENT SERVICES

Stormwater drainage maintenance and construction is carried out according to the needs and resources available and allocated by Council’s Works Division. Council’s Management Plan states that all town and village stormwater drainage works including the cleaning, clearing and maintaining is to be completed in accordance with the Management Plan budget allocation.

Council levied a Stormwater Management Charge for the specific purpose of improving the existing stormwater and drainage infrastructure. The annual charge is levied in accordance with the Local Government (General) Amendment (Stormwater) Regulation 2006, under Section 496A, of the Local Government Act 1993. The charge is applicable to all urban land within a city, town or village that is categorised as residential and business, excluding vacant land.

The first phase of expenditure from the stormwater levy is for the creation of Stormwater Management Plans for the four towns on which the annual charge is levied; those towns are Collector, Crookwell, Gunning and Taralga. The income raised by the annual charge in 2007/2008 totalled $41,525.

The budgeted stormwater management levy expenditure allocation was $40,000; this allocation was exclusively for the creation of the Stormwater Management Plans for the towns. These plans are currently being designed and the money from the stormwater levy is in an externally restricted reserve fund that currently totals $46,513.

Council also maintains stormwater operational expenditure exclusive from the stormwater levy. The stormwater operating budget expenditure allocation was $28,000 and actual expenditure totalled $30,873.25.
FREEDOM OF INFORMATION ACT STATISTICS

Section 68 of the Freedom of Information Act 1989, Clause 10 of the Local Government (General) Regulation 2005 and Premiers Memorandum No. 93-4

During 2007/2008, Upper Lachlan Shire Council received one request under the Freedom of Information Act 1989. The application for access to information was received from the following:-


In comparison, during 2006/2007 Council received no requests under the Freedom of Information Act 1989.

PRIVACY AND PERSONAL INFORMATION ACT 1998

Section 33 (3)

The Privacy Code of Practice for Local Government has been approved by the Attorney General and was made by Order published in the Government Gazette on 30 June 2000. The code took effect from 1 July 2000.

By virtue of Section 32, of the Privacy and Personal Information Protection Act 1998 (PPIP Act), Council must comply with any Privacy Code of Practice that applies to it. Council, if it considers it necessary, obtains a statutory declaration from any person requesting information that is classed as private or personal under the Ministerial Order, and specify the purpose that such information will be used.

The Privacy and Personal Information Protection Act 1998, provides for the protection of personal information, and for the protection of privacy of individuals generally. The Plan sets out the various information protection principles, training, induction and internal review procedures by which Council manages any private and personal information it holds. Council is also bound by the Privacy Code of Practice for Local Government.

Upper Lachlan Shire Council resolved to adopt the model Privacy Management Plan (without amendment) supplied by the Department of Local Government and to implement the plan from 1 July 2004. The Privacy Management Plan is generally reviewed on an annual basis by Council and was last reviewed and adopted by Council on 22 November 2007 with minimal alterations. Council has, and will continue in the future, to comply with the requirements of the PPIP Act.

CONDUCT REVIEW

Section 33 (5)

Upper Lachlan Shire Council has not had to review any contravention and / or other contrary conduct by Council or Council employees in relation to the Privacy Code of Practice, or disclosure of personal information kept in a public register.

ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

Section 93 (G) (5)

Upper Lachlan Shire Council has not entered into any Planning Agreement at the present time.