

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 JUNE 2021

PRESENT: Mayor J Stafford (Chairperson), Cr P Culhane, Cr J Searl, Cr D O'Brien, Cr P Kensit, Cr J Wheelwright, Cr B McCormack, Ms C Worthy (General Manager), Mr A Croke (Director Finance and Administration), Mr V Straw (Manager of Environment & Planning), Mr G Lacey (Director of Infrastructure), Miss K Dewar (Executive Assistant) and Mr C Gordon (Media Officer)

THE MAYOR DECLARED THE MEETING OPEN AT 09:02am

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

Mayor Stafford advised that the meeting is being webcast live and audio recorded in accordance with Council Code of Meeting Practice.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Nil

Mayor Stafford congratulated Emily Chalker on her selection in the Hockeyroos team for Tokyo 2021 Olympic Games.

Mayor Stafford read a statement and observed a minutes silence to commemorate the passing of Kelvin Gay, a previous employee of the Works Department at Council.

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SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1 **RESOLVED** by Cr Searl and Cr McCormack
80/21

That the minutes of the Ordinary Council Meeting held on 20 May 2021 be adopted.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1 **MAYORAL MINUTE**
81/21 **RESOLVED** by Mayor Stafford and Cr Searl

That Council receive and note the activities attended by the Mayor for May and June 2021.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Mayor Stafford announced Regional community strategic plan (CSP) development community drop in sessions to be held on 7 and 8 July 2021 with Projectura and directed members of the public to head to Council's have your say webpage. <https://haveyoursayupperlachlan.com.au/>

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SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Crookwell Taralga Aged Care Board member Gary Kadwell & General Manager Jeanette Brooks – presentation on aged care and Viewhaven.

Councillor Paul Culhane – Rail Trail Committee Member.

Councillor Culhane advised the community they could view the presentation at the below link or on Council’s website.

Link to presentation

[https://www.upperlachlan.nsw.gov.au/sites/upperlachlan/files/public/Rail%20Trail%20Presentation %20June%202021.pdf](https://www.upperlachlan.nsw.gov.au/sites/upperlachlan/files/public/Rail%20Trail%20Presentation%20June%202021.pdf)

Link to Article

<https://www.railtrails.org.au/2021/897-local-economy-thrives-since-the-opening-of-the-tumbarumba-to-rosewood-rail-trail>

Watch on YOUTUBE here:

<https://www.youtube.com/watch?v=6zpA31E1oFo>

At 9:56am Councillor Brian McCormack left the chamber.

At 9:59am Councillor McCormack returned to the Chamber and took part in the meeting.

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SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE FOR THE MONTH OF MAY/JUNE 2021
82/21 RESOLVED by Cr Searl and Cr Wheelwright

That Item 8.1 - [Correspondence/Information] listed below be received:

1. Office of Local Government – Circular 21-07 Commencement of Local Government Amendment Act 2021 - 27 May 2021
2. Office of Local Government - Circular 21-08 The development of template social media and Councillor staff interaction policies - initial consultation - 28 May 2021
3. Letter from Upper Lachlan Shire Council to Transgrid – Re Humelink follow up on Bannister Community - 31 May 2021

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

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SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTHS OF MAY 2021
83/21 RESOLVED by Cr Searl and Cr McCormack

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEMS 10.2-10.9 INFORMATION ONLY ITEMS

84/21 RESOLVED by Cr Searl and Cr Wheelwright

1. Council receives and notes items 10.2-10.9 as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 PROPOSED ROAD NAME IN SUBDIVISION - HOLBOROW ROAD CROOKWELL

85/21 **RESOLVED** by Cr Searl and Cr Kensit

1. Council adopt the name Leonard Place for newly formed cul-de-sac created by a new 9 lot subdivision in Holborow Street Crookwell.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEM 11.2 STRATEGIC PLANNING UPDATE

86/21 **RESOLVED** by Cr Searl and Cr Culhane

1. Council note the status of strategic planning within the Shire.
2. A workshop be organised to outline the Masterplanning Process.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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ITEM 11.3 **RYE PARK WIND FARM MODIFICATIONS**
87/21 **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council agree to the change in the voluntary planning agreement from a payment of \$2500 per turbine to an annualised sum of \$40,000 total.

An amendment was made to the resolution:

1. Council agree to the change in the voluntary planning agreement from a payment of \$2500 per turbine to an annualised sum of \$40,000 total, plus CPI annualised increase.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

At 10:30am Council took a short break.

At 10:41am Council meeting resumed.

SECTION 12: INFRASTRUCTURE DEPARTMENT

ITEM 12.1 **REVIEW OF ASSET MANAGEMENT POLICY**
88/21 **RESOLVED** by Cr Searl and Cr Culhane

1. Council adopts the reviewed Asset Management Policy.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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| | |
|---|--------------------------------|
| POLICY:- | |
| Policy Title: | ASSET MANAGEMENT POLICY |
| File reference: | F10/618-03 |
| Date Policy was adopted by Council initially: | 15 October 2009 |
| Resolution Number: | 418/09 |
| Other Review Dates: | 21 March 2013 |
| Resolution Number: | 31/13 |
| Current Policy adopted by Council: | 17 June 2021 |
| Resolution Number: | 88/21 |
| Next Policy Review Date: | 2024 |

| | |
|---|-----|
| PROCEDURES/GUIDELINES:- | |
| Date procedure/guideline was developed; | N/A |
| Procedure/guideline reference number: | N/A |

| | |
|--|----------------------------|
| RESPONSIBILITY:- | |
| Draft Policy Developed by: | Director of Infrastructure |
| Committee/s (if any) consulted in the development of this policy:: | |
| Responsibility for implementation: | Director of Infrastructure |
| Responsibility for review of Policy: | Director of Infrastructure |

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BACKGROUND AND CONTEXT

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

The major characteristics of an asset are:

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

Council's major assets are categorised as follows:

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

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

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

SCOPE

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

POLICY STATEMENT

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

Upper Lachlan Shire Council currently owns, controls, maintains and is responsible for substantial number of asset classes including property, buildings, plant and equipment, roads, bridges, footpaths, drainage, recreation facilities, waste management facilities, parks and reserves, aerodrome, car parks, caravan parks,

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water and sewerage assets. These assets make up the social and economic infrastructure that enables the provision of services to the community and businesses, playing a vital role in the local economy and on quality of life. Asset management is a tool that facilitates corporate accountability and impacts on all areas of service planning and delivery.

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

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

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

Council's Community Strategic Plan sets the desired services, and levels of service, that Council will provide to the community. The asset management process determines the life cycle cost and funding requirements of the target service levels for current and future generations. The long-term financial plan is the mechanism by which the funding requirements of the asset management plan and other corporate objectives in the Community Strategic Plan are tested and implemented.

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

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

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

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BEST PRACTICE

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

1. *Understanding Customer Expectations*

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

2. *Asset Planning and Budgeting*

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

3. *Asset Operations and Management*

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

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4. Management of Risk

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

5. Asset Accounting and Costing

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

6. Asset Management Plans

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

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ROLES AND RESPONSIBILITIES

The responsibilities and relationships associated with Asset Management are:

The Council

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

Executive Management Group

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

Senior Management

- To monitor and review the implementation of the Asset Management Policy and Asset Management Strategy.
- To represent the key asset management functions, e.g. Infrastructure Planning, Maintenance and Construction, Finance, Community Engagement and direct service provision such as Recreation and Community Services.
- To monitor the development and implementation of the Asset Management Practices Improvement Strategy.
- To provide guidance to develop long term (whole of life) Asset Management Plans for major asset groups.
- To ensure the community needs and expectations are considered in the development of Asset Management Plans.
- Maintain Asset registers and condition reporting systems for Council.
- To review the performance of asset management programs such as maintenance programs and capital works programs.
- Ensure efficient and effective use of Council funds and optimising “life cycle” cost of all assets.
- Promote and raise awareness of asset management to the Council, staff, key stake-holders and the community.
- To provide advice on City structure plans, land use planning and major (subdivision) developments, and
- To evaluate and prioritise Capital Works projects on Council-owned and controlled land and recommend the annual and 10 year program to the Executive Management Group.

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Asset / Risk Coordinator

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

ASSET MANAGEMENT FRAMEWORK

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

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

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

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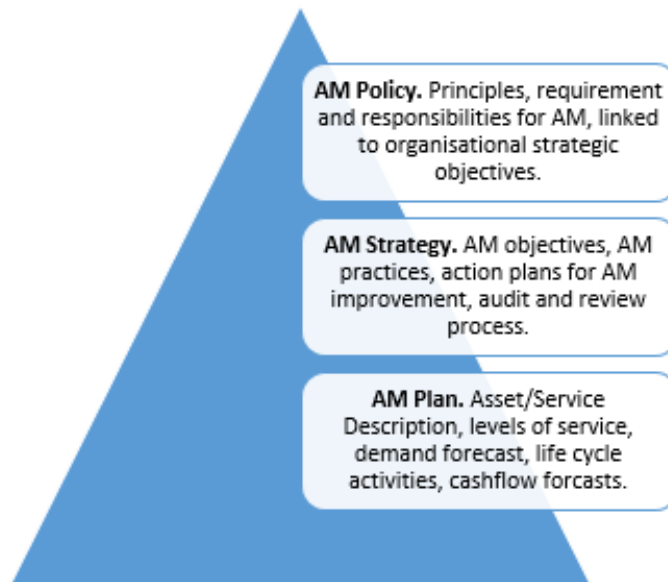


Figure 1 [The Asset Management Framework](#)

GUIDING PRINCIPLES FOR ASSET MANAGEMENT DECISIONS

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

1. *Level of Service*

- (a) In accordance with its long term Asset Management and Financial Plans, Council will provide quality infrastructure assets that support service levels that are appropriate, accessible, responsive and sustainable to the community.
- (b) Consult with the community and key stakeholders on determining Levels of Service and asset service standards.

2. *Demand Forecasting*

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

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3. *Life Cycle Planning*

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

4. *Risk Management*

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

5. *Financial Management*

- (a) The amount of renewal funding required to maintain minimum service levels will be reflected in Council's 10 Year Long Term Financial Plan.
- (b) The provision of funding for new projects will only be considered after renewal requirements are identified and considered.
- (c) Prior to consideration of any major new works, renewal or up-grade to an asset, a critical review, based on demonstrated service needs will be undertaken and the "whole of life" costs of that asset will be reflected in Council's 10 Year Financial Plan.
- (d) Decisions today impact on future generations.
- (e) Accounting procedures will follow Council's current Accounting Policy and Procedure, this is subject to change following revaluation of asset classes. For currency, refer to the Annual Review within the Financial Statements.

DEFINITIONS

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

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

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

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

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

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

Capital Expansion – Providing a new asset – e.g. extending a footpath to an area where the footpath did not exist or was classified as “natural earth”.

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

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

Infrastructure Asset – Infrastructure assets are typically large, interconnected networks or portfolios of composite assets, comprising components and sub-components that are usually renewed or replaced individually to continue to provide

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the required level of service from the network. Some examples are roads, footpaths and cycle ways, water and sewerage reticulation infrastructure, bridges and municipal buildings.

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

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

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

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

REFERENCES

NSW Local Government Act 1993 (as amended)
NSW Local Government Regulation (as amended)
Australian Accounting Standards
Civil Liability Act 2002
WHS Act 2011
WHS Regulation
International Infrastructure Management Manual
ISO 30000:2009 Risk Management Principles
ULSC Procurement Policy
ULSC Infrastructure Plan

VARIATION

Council reserves the right to vary or revoke this policy.

ATTACHMENT

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

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SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 INTEGRATED PLANNING AND REPORTING - ADOPTION OF 2021/2022 COUNCIL PLANS

89/21 **RESOLVED** by Cr Searl and Cr McCormack

1. Council, in accordance with Sections 8A-8C and Sections 403-406, of the Local Government Act 1993 resolve to adopt the following Strategic Plans:-
 1. Operational Plan 2021/2022;
 2. Delivery Program 2021/2022 – 2024/2025;
 3. Long Term Financial Plan 2021-2030;
 4. Infrastructure Plan 2021-2030; and
 5. Workforce Plan 2021/2022 – 2024/2025.
2. Council approves expenditure and votes money according to the integrated financial budget contained within Council's 2021/2022 Operational Plan.
3. Council make the Revenue Policy, including Fees and Charges, and operational and capital budget as outlined in the 2021/2022 Operational Plan.
4. Council in accordance with Section 506, of the Local Government Act 1993, and the Office of Local Government advice, and in accordance with the Independent Pricing and Regulatory Tribunal of NSW determination, hereby adopt a 2% permissible Ordinary (General) Rates Increase for 2021/2022.
5. Council in accordance with Section 566 (3), of the Local Government Act 1993, hereby resolves that the Interest Rate to apply to all overdue Rates and Charges be calculated at the maximum permissible Interest Rate of 6% per annum, calculated on a daily basis, as determined by the Office of Local Government.
6. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0017754 for Farmland Rating Category inclusive of a Base Amount of \$500.00 per Assessment being 26% of the total amount payable for land categorised as Farmland, for the year 2021/2022.

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7. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0028050 for the Residential Rating Category inclusive of a Base Amount of \$250.00 per Assessment being 41% of the total amount payable for land categorised as Residential, for the year 2021/2022.
8. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0021580 for the Residential – Non Urban Rating Category inclusive of a Base Amount of \$250.00 per Assessment being 34% of the total amount payable for land categorised as Residential – Non Urban, for the year 2021/2022.
9. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.00717800 for the Business – Crookwell Rating Category inclusive of a Base Amount of \$250.00 per Assessment being 26% of the total amount payable for land categorised as Business - Crookwell, for the year 2021/2022.
10. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0053150 for the Business – Gunning Rating Category inclusive of the Base Amount of \$250.00 per Assessment being 35% of the total amount payable for land categorised as Business – Gunning for the year 2021/2022.
11. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0044820 for the Business – Taralga Rating Category inclusive of the Base Amount of \$250.00 per Assessment being 34% of the total amount payable for land categorised as Business – Taralga for the year 2021/2022.
12. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0206300 for the Business – General Rating Category inclusive of the Base Amount of \$250.00 per Assessment being 5% of the total amount payable for land categorised as Business – General for the year 2021/2022.
13. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0085800 for the Mining Rating Category inclusive of

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the Base Amount of \$250.00 per Assessment being 12% of the total amount payable for land categorised as Mining for the year 2021/2022.

14. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Water Supply Annual Charge subject to a Water Access Fee of \$486.00 and a Water Availability Charge of \$486.00, for the year 2021/2022.
15. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Water Supply Annual Charge subject to a Water Access Fee of \$486.00 and a Water Availability Charge of \$486.00, for the year 2021/2022.
16. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Dalton Water Supply Annual Charge subject to a Water Access Fee of \$486.00 and a Water Availability Charge of \$486.00, for the year 2021/2022.
17. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Water Supply Annual Charge subject to a Water Access Fee of \$486.00 and a Water Availability Charge of \$486.00, for the year 2021/2022.
18. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Access Charge of \$861.00 per Assessment categorised as Residential Occupied and an Access Charge of \$565.00 for Residential Unoccupied, for the year 2021/2022.
19. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of \$861.00, a Sewerage Discharge Factor of 0.77 and a Usage Charge of \$3.37, for the year 2021/2022.
20. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of \$861.00, a Sewerage Discharge Factor of 0.50 and a Usage Charge \$3.37, for the year 2021/2022.

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21. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of \$861.00, a Sewerage Discharge Factor of 0.60 and a Usage Charge of \$3.37, for the year 2021/2022.
22. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Access Charge of \$861.00 per Assessment categorised as Residential Occupied and an Access Charge of \$565.00 for Residential Unoccupied, for the year 2021/2022.
23. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of \$861.00, a Sewerage Discharge Factor of 0.60 and a Usage Charge of \$3.37, for the year 2021/2022.
24. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of \$861.00, a Sewerage Discharge Factor of 0.77 and a Usage Charge of \$3.37, for the year 2021/2022.
25. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of \$861.00, a Sewerage Discharge Factor of 0.50 and a Usage Charge of \$3.37, for the year 2021/2022.
26. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Access Charge of \$861.00 per Assessment categorised as Residential Occupied and an Access Charge of \$565.00 for Residential Unoccupied, for the year 2021/2022.
27. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of \$861.00, a

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Sewerage Discharge Factor of 0.77 and a Usage Charge of \$3.37, for the year 2021/2022.

28. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of \$861.00, a Sewerage Discharge Factor of 0.60 and a Usage Charge of \$3.37, for the year 2021/2022.
29. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of \$861.00, a Sewerage Discharge Factor of 0.50 and a Usage Charge of \$3.37, for the year 2021/2022.
30. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496, Council make a shire wide Domestic Waste Management Service Charge of \$549.00 per service for the year 2021/2022.
31. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496, Council make a shire wide Domestic Waste Management Availability Charge of \$201.00 per Rateable Assessment. This annual charge is for each vacant property that is categorised as Residential and is in the pickup service area, for the year 2021/2022.
32. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 501, Council make a Commercial Waste Service Charge of \$650.00 per service for each rateable Assessment categorised as Business – Gunning, Business – Taralga and Business – Crookwell, for the year 2021/2022.
33. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1) and 501, Council make a Commercial Waste Availability Charge of \$201.00 per Assessment for Rateable Assessments categorised as Business – Gunning, Business – Taralga and Business – Crookwell, for the year 2021/2022.
34. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1) and 501, Council make a Rural Waste Annual Charge of \$221.10 per Rateable Assessment categorised as Farmland, Residential – Non Urban, and Residential, for properties that do

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not have a Domestic Waste Management Charge and do not have a Domestic Waste Management Availability Charge for the year 2021/2022.

35. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496A, Council make a Stormwater Management Annual Charge for the towns of Taralga, Crookwell, Gunning and Collector of \$25.00 per Rateable Assessment categorised as Residential, for the year 2021/2022.
36. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496A, Council make a Stormwater Management Annual Charge for the towns of Taralga, Crookwell, Gunning, and Collector of \$50.00 per Rateable Assessment categorised as Business – Gunning, Business – Taralga, and Business – Crookwell, for the year 2021/2022.
37. Under the Local Government Act 1993, pursuant to Section 502, Council make a Water Supply User Pay Consumption Charge for the towns of Taralga, Crookwell, Gunning and Dalton. The charge Tariff 1 - \$3.37 per kilolitre consumed up to a maximum of 200 kilolitres and charge for Tariff 2 - \$4.46 per kilolitre consumed above 200 kilolitres, for the year 2021/2022.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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ITEM 13.2 **MAYORAL AND COUNCILLORS' REMUNERATION - LOCAL GOVERNMENT REMUNERATION TRIBUNAL**

90/21 **RESOLVED** by Cr Searl and Cr McCormack

1. Council notes the determination of annual fees by the Local Government Remuneration Tribunal for Councillors and Mayors and resolves to set a Rural category fee structure for the period 2021/2022 being, Councillors Annual Fee of \$12,400 and a Mayoral Fee of \$27,060.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEM 13.3 **REVIEW OF RECRUITMENT AND SELECTION POLICY**

91/21 **RESOLVED** by Cr Searl and Cr O'Brien

1. Council adopts the reviewed Recruitment and Selection Policy.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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| | |
|---|---|
| POLICY: | |
| Policy Title: | Recruitment and Selection Policy |
| File Reference: | |
| Date Policy was adopted by Council initially: | 24 August 2006 |
| Resolution Number: | 238/06 |
| Other Review Dates: | 19 February 2009; 19 August 2010; 19 June 2014 and 16 June 2016 |
| Resolution Number: | 46/09; 318/10; 29/14 and 170/16 |
| Current Policy adopted by Council: | 17 June 2021 |
| Resolution Number: | 91/21 |
| Next Policy Review Date: | 2024 |

| | |
|---|-----|
| PROCEDURES/GUIDELINES: | |
| Date procedure/guideline was developed: | N/A |
| Procedure/guideline reference number: | N/A |

| | |
|---|------------------------|
| RESPONSIBILITY: | |
| Draft Policy developed by: | Human Resources |
| Committee/s (if any) consulted in the development of this Policy: | Consultative Committee |
| Responsibility for implementation: | Human Resources |
| Responsibility for review of Policy: | Human Resources |

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OBJECTIVE

Upper Lachlan Shire Council (Council) is committed to attracting, recruiting and selecting highly skilled people in a timely and cost effective manner to enable the successful delivery of Council's strategic objectives and operational plans.

Council seeks to provide a transparent, consistent and impartial recruitment and selection framework in accordance with the requirements of the position and consistent with Council's Policies, Values, Equal Employment Opportunity (EEO), Merit Selection (Merit) and Confidentiality.

POLICY

This policy relates to internal and external recruitment and selection of all permanent, temporary, casual and seasonal positions other than those designated as Senior Staff positions under the provisions of the Local Government Act (NSW).

This policy does not relate or apply to the recruitment and selection of external agency employees or contractors.

Confidentiality

All information relating to the recruitment and selection processes must be kept strictly confidential and those staff involved in recruitment activities will take all reasonable steps to maintain confidentiality and respect the privacy of applicants. Any breaches of confidentiality in the recruitment process may constitute a breach of the Code of Conduct and may lead to disciplinary or legal action.

Merit

The principle of appointment by merit will be applied in accordance with Section 349 of the Local Government Act (NSW) where applicants are selected for appointment on the basis of their ability to best perform the duties of a position, having regard to the selection criteria and a fair selection process.

Equal Employment Opportunity

Council is committed to the development of a culture that promotes Equal Employment Opportunity (EEO) principles in the workplace. As an organisation, Council is strongly committed to:

- Providing a workplace free from discrimination, harassment and victimisation.
- Eliminating and ensuring the continued absence of discrimination and harassment in employment on the grounds of sex, pregnancy, race or ethno-religious background, marital status, disability, homosexuality, transgender and age.

Recruitment and Selection Method

The most appropriate method of recruitment will be chosen to ensure the timely and effective use of resources and the appointment of the person/s with skills, knowledge and experience to best perform the duties of the position. The relevant Hiring Manager, in consultation with the Human Resources unit, will determine the recruitment method that best fits the nature of the vacancy.

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RESPONSIBILITIES

| Council Employee | Responsibility |
|--|---|
| General Manager | <ul style="list-style-type: none">• Approve the governance framework (policy and procedure) that promotes and champions the intent and objectives of a recruitment, selection, appointment and onboarding process that is transparent and consistent;• Approve the establishment and recruitment of all new positions.• Endorse recommendations for appointment. |
| Hiring Manager / Directors / Managers / Supervisors | <ul style="list-style-type: none">• Follow all recruitment guidelines as outlined in this policy and the recruitment and selection procedure.• Support, manage and consistently apply this policy and its associated procedure within their area.• Conduct a professional, consistent and impartial recruitment and selection process.• Apply common sense and sound judgement, follow EEO and Merit when providing feedback and comparing views with other panel members. |
| Selection Panel | <ul style="list-style-type: none">• Follow all recruitment guidelines as outlined in this policy and the recruitment and selection procedure.• Maintain the integrity of the recruitment and selection process.• Apply common sense and sound judgement, follow EEO and Merit when providing feedback and comparing views with other panel members. |
| Human Resources | <ul style="list-style-type: none">• Ensure the position and its responsibilities sit within Council's established Organisation Structure.• Ensure all recruitment guidelines as outlined in this policy and the recruitment and selection procedure are followed.• Provide relevant support as requested by Hiring Manager, Director or General Manager.• Provide information, guidance and support to all internal and external candidates involved in the recruitment, selection, appointment and onboarding process• Administer the process with respect to record keeping.• Report to management on recruitment, selection and probation statistics and outcomes |

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LEGISLATION

All recruitment procedures and processes will comply with all relevant Local, State and Commonwealth legislation, awards and Council policies, processes and procedures. These include (but are not limited to):-

- Anti-Discrimination Act (NSW) 1977
- Equal Employment Opportunity Act 1987
- Disability Discrimination Act 1992
- Local Government Act, (1993) Section 349
- Local Government (General) Regulations 2005
- Local Government (State) Award 2020
- Industrial Relations Act 1996
- State Records Act 1998
- Child Protection (Prohibited Employment) Act 1998
- Privacy and Personal Information Protection Act 1998
- Government Information (Public Access) Act 2009
- Council's Code of Conduct
- Council's Equal Employment Opportunity Management Plan
- Council's Anti-Discrimination Policy
- Council's Recruitment and Selection Procedures

Ownership and Approval

| Responsibility | Role |
|-----------------------|--|
| Author | Human Resources |
| Owner | Manager Human Resources |
| Approver | Director of Finance and Administration |

Variation

Council reserves the right to vary or revoke this policy in accordance with changes to Legislation, Awards, Council Policies and Procedures.

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SECTION 14: GENERAL MANAGER

ITEM 14.1 COUNCIL OFFICE - REVISED STAFF LOCATIONS

92/21 **RESOLVED** by Cr Searl and Cr Kensit

1. Council receive and note the report as information.
2. Council approve the transfer of \$100,000 from the Building and Infrastructure Improvements internally restricted cash reserve to procure a demountable office for utilisation by Council for temporary staff working accommodation in Crookwell.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl and J Wheelwright

Councillors who voted against:- Cr J Stafford

SECTION 15: LATE REPORTS

Nil

SECTION 16: REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

Nil

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - REIDS FLAT ROAD

93/21 **RESOLVED** by Cr Culhane and Cr O'Brien

"That the Upper Lachlan Shire Council seek an updated costing for the sealed "capping" of Boiler Hill on Reids Flat Road".

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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SECTION 18: QUESTIONS WITH NOTICE

Nil

CLOSED COUNCIL ITEMS

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

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

94/21 **RESOLVED** by Cr Searl and Cr McCormack

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

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Council closed its meeting at 11:13am. Live streaming to the public, staff and press ceased.

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95/21 **RESOLVED** by Cr Searl and Cr O'Brien

That Council move out of closed Council and into open Council.

- CARRIED

Open Council resumed at 11:47am

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 STAFFING MATTERS

96/21 **RESOLVED** by Cr Searl and Cr McCormack

1. Council receive and note the report as information.
2. Council extend the General Managers contract by a further 2 years.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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ITEM 19.2 **CROOKWELL AERODROME DEVELOPMENT PROPOSAL**
97/21 **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council approve the lease of Crookwell Aerodrome for a 25 year lease period to Advanced Aero Components Pty Ltd (AAC), who will carry out all works for managing the airfield.
2. Council resolves to construct a sealed access road from Kialla Road to the main manufacturing hanger site and renew main access gates
3. Council waive the lease fee for the first year with Advanced Aero Components Pty Ltd (AAC).

An amendment was made to the motion.

1. Council approve the lease of Crookwell Aerodrome for a 25 year lease period to Advanced Aero Components Pty Ltd (AAC), who will carry out all works for managing the airfield.
2. Council resolves to construct a sealed access road from Kialla Road to the main manufacturing hanger site and renew main access gates
3. Council waive the lease fee for the first year with Advanced Aero Components Pty Ltd (AAC).
4. Advanced Aero Components Pty Ltd (AAC) to pay a lease fee of \$15,000 per annum for the first 5 years, with the lease fee to be reviewed and incrementally increased as business expands.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

THE MEETING CLOSED AT 11:47am

Minutes confirmed 15 JULY 2021

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Mayor