



BUSINESS PAPER

ORDINARY MEETING

Thursday 15 August 2019
6:00PM
Council Chambers

TABLELANDS REGIONAL COUNCIL'S VISION

To build and maintain sustainable communities while retaining the region's natural beauty.

COUNCIL'S MISSION

To provide services and facilities to enhance the quality of life and economic viability within the Council area.

COUNCIL'S AIMS

To perform services in a cost efficient, effective and friendly manner in order to achieve Council's Mission in meeting the annual objectives and performance targets of the principal activities Council undertakes on behalf of the community.

NOTICE OF MEETING

9 August 2019

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 15 August 2019** in the **Council Chambers** commencing at **6:00PM**.

Your presence is requested.

Yours faithfully



Andrew Croke
Acting General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Traditional Custodians of this Land. I would also like to pay respect to the Elders past and present, of the Wiradjuri Nation, and extend that respect to other Aboriginals present.

1	NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING	
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	Nil	
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UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

I wish to apply for leave of absence from the Council Meeting to be held on

Date:

I will be absent for the following reason/s:

.....
.....
.....

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

- A conflict of interest is a clash between private interest and public duty. There are two types of conflict:
 1. Pecuniary – regulated by the *Local Government Act* and Office of Local Government and,
 2. Non-pecuniary – regulated by Codes of Conduct and policy, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

IDENTIFYING PROBLEMS

- 1st Do I have private interest affected by a matter I am officially involved in?
- 2nd Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interest conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Upper Lachlan Shire Council	(02) 4830 1000	council@upperlachlan.nsw.gov.au	www.upperlachlan.nsw.gov.au
ICAC	(02)8281 5999 Toll Free 1800463909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	(02) 4428 4100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	(02) 9286 1000 Toll Free 1800451524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

PURSUANT TO PART 4 PECUNIARY INTEREST IN THE CODE OF CONDUCT
(THE DISCLOSURE AND MANAGEMENT OF A PECUNIARY INTEREST IS PRESCRIBED UNDER THE
CODE OF CONDUCT FOR LOCAL COUNCILS IN NEW SOUTH WALES)

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

Name of Meeting: Ordinary Meeting of Council

Date of Meeting:

Page Number:

Item Number:

Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at an Ordinary Meeting of the Council *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interest

Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)

Relationship of identified land to councillor
[Tick or cross one box.]

- ☐ The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).
- ☐ An associated person of the councillor has an interest in the land.
- ☐ An associated company or body of the councillor has an interest in the land.

Matter giving rise to pecuniary interest¹

Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land)²

[Tick or cross one box]

- ☐ The identified land.
- ☐ Land that adjoins or is adjacent to or is in proximity to the identified land.

Current zone/planning control

Proposed change of zone/planning control

Effect of proposed change of zone/planning control on councillor or associated person
(tick box that applies)

☐ Appreciable financial gain

☐ Appreciable financial loss

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

**PURSUANT TO PART 5 NON PECUNIARY INTEREST IN THE CODE OF CONDUCT
(THE DISCLOSURE AND MANAGEMENT OF A NON PECUNIARY INTEREST IS PRESCRIBED UNDER THE
CODE OF CONDUCT FOR LOCAL COUNCILS IN NEW SOUTH WALES)**

To the General Manager

I, _____

Declare a Conflict of Interest, being a NON-PECUNIARY Interest.

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

As a result of my non-pecuniary interest, my involvement in the meeting will be as follows:

☐ **Option A** – Make a declaration, stay in the Chamber, participate in the debate, and vote.

☐ **Option B** – Make a declaration, stay in the Chamber, participate in the debate, but not vote.

☐ **Option C** – Make a declaration, stay in the Chamber, participate in the debate, but leave the Chamber for the vote.

☐ **Option D** – Make a declaration, stay in the Chamber, not participate in the debate, but vote.

☐ **Option E** – Make a declaration, stay in the Chamber, not participate in the debate and not vote.

☐ **Option F** – Make a declaration, do not participate in the debate, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Signature

Date

5 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

5.1	Minutes of the Ordinary Meeting of Council of 18 July 2019.....	12
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 18 JULY 2019

PRESENT: Mayor J Stafford (Chairperson), Clr P Culhane, Clr P Kensit, Clr B McCormack, Clr R Opie, Clr D O'Brien, Clr R Cummins, Clr J Searl, Clr J Wheelwright, Mr A Croke (Acting General Manager), Mr D Cooper (Acting Director Finance and Administration), Mr M Shah (Director of Infrastructure), Mrs T Dodson (Director of Environment & Planning), Ms D Crosbie (Media Officer), Ms S Pearman (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

Mayor Stafford advised that the Council Meeting is being webcast 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

Clr Culhane declared a Pecuniary Interest in Item 10.7 Crookwell AP&H Society Showground Upgrade Project – Stronger Country Communities Fund Round 1 as he is Treasurer of the Crookwell AP&H Society will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Clr McCormack declared a Pecuniary Interest in Item 12.2 Changes to Bridge Replacement capital works program 2019/2020 as he is an owner of a transport company and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Clr McCormack declared a Pecuniary Interest in Item 18.2 Questions with Notice Council Road Bridges as he is an owner of a transport company and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

UPPER LACHLAN SHIRE COUNCIL
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SECTION 5: CONFIRMATION OF MINUTES

165/19 **RESOLVED** by Clr Searl and Clr McCormack

That the minutes of the Ordinary Council Meeting held on 20 June 2019 be adopted.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1 MAYORAL MINUTE

166/19 **RESOLVED** by Mayor Stafford and Clr Searl

That Council receive and note the activities attended by the Mayor for June 2019 and July 2019.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

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SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF JULY 2019
167/19 RESOLVED by Clr Searl and Clr O'Brien

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

1. Tuena Hall and Recreation Area Committee – Peelwood Road – Request for letter to be tabled at Council Meeting.
2. Gunning and District Historical Society – Report to Council on the use of the Pye Cottage Precinct and Buildings.
3. Independent Pricing & Regulatory Tribunal (IPART) – Local Government Reports – Consultation 2019.
4. Office of Local Government (OLG) - Council Circular 19-11 - Release of IPART Reports into Rating and Compliance Matters for Consultation.
5. Office of Local Government (OLG) Council Circular 19-10 – Consultation on webcasting guidelines.
6. Office of Local Government (OLG) - Council Circular 19-12 - Consultation by IPART on recommended reforms to Local Government election costs and extension of the deadline for Councils to make a decision on the administration of their election.
7. Office of Local Government (OLG) - Council Circular 19-13 - The development of template Social Media and Councillor/Staff Interaction Policies - initial consultation.
8. Essential Energy – Workforce Reductions.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

UPPER LACHLAN SHIRE COUNCIL
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SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTH OF JUNE 2019
168/19 RESOLVED by Clr Searl and Clr Culhane

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.2 MONTHLY WEEDS ACTIVITIES REPORT
169/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 10.3 **BUILDING BETTER REGIONS - WOMBEYAN CAVES ROAD**
170/19 **RESOLVED** by Clr Searl and Clr Culhane

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.6 **RATES AND CHARGES OUTSTANDING FOR THE MONTH OF**
171/19 **JUNE 2019**
RESOLVED by Clr Searl and Clr O'Brien

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

Clr Culhane left the chamber in accordance with his declaration the time being 6.31pm.

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**ITEM 10.7 CROOKWELL AP&H SOCIETY SHOWGROUND UPGRADE
PROJECT - STRONGER COUNTRY COMMUNITIES FUND ROUND
1**

172/19 RESOLVED by Clr Searl and Clr O'Brien

1. Council receive and note the report as information.

- CARRIED

Councillors who voted for:- Clrs P Kensit, B McCormack, R
Opie, D O'Brien, R Cummins, J
Searl, J Stafford and J
Wheelwright

Councillors who voted against:- Nil

Abstained:- Clr P Culhane

Clr Culhane returned to the chamber the time being 6.33pm.

ITEM 10.8 LIBRARY SERVICES 4TH QUARTER REPORT 2018/2019

173/19 RESOLVED by Clr Searl and Clr O'Brien

1. Council receive and note the library services report as information.
2. Council congratulate library staff on their excellent service.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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ITEM 10.9
174/19

GRANTS REPORT

RESOLVED by Clr Searl and Clr Cummins

1. Council receive and note the report as information.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEM 10.11
175/19

ACTION SUMMARY - COUNCIL DECISIONS

RESOLVED by Clr Wheelwright and Clr Culhane

1. Council receive and note the report as information.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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**ITEMS 10.4,
10.5 and 10.10
176/19**

INFORMATION ONLY ITEMS

RESOLVED by Cllr Searl and Cllr McCormack

1. Items 10.4, 10.5 and 10.10 be received and noted.

- CARRIED

Councillors who voted for:-

Cllrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 PLANNING PROPOSAL FOR REZONING OF LAND AT COLLECTOR

177/19 RESOLVED by Cllr Searl and Cllr Cummins

1. Council prepare a planning proposal seeking a Gateway Determination to amend the Upper Lachlan Local Environmental Plan 2010 by changing the zoning and lot sizes in Zoning Map LZN006 and Lot Size Map LSZ006;
2. Council request the Department of Planning and Environment to authorise Council to exercise delegation of plan-making functions in accordance with the Environmental Planning and Assessment Act 1979; and
3. The applicant and consultant be advised of Council decision in this matter.

- CARRIED

Councillors who voted for:-

Cllrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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SECTION 12: INFRASTRUCTURE DEPARTMENT

ITEM 12.1 PROPOSED ROAD CLOSURE SECTION OF IRON MINE ROAD, CROOKWELL

178/19 RESOLVED by Clr Searl and Clr Cummins

1. Council approves the closure of the disused sections of Iron Mine Road, Crookwell, as a public road pursuant to Division 3 – Closing of Council Public Roads by Council of the Roads Act 1993 and noting the roads are identified as Lot 2 to Lot 5 inclusive on the map prepared by Surveyor Flood dated 12 May 2015.
2. Council offer Lot 4 to Glen McDonald and Lot 1, 2, 3 and 5 to Amanda Kadwell as an adjacent landowner as compensation.

- CARRIED

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

Councillors who voted against:- Nil

Clr McCormack left the Chamber in accordance with his declaration the time being 6.58pm.

ITEM 12.2 CHANGES TO BRIDGE REPLACEMENT CAPITAL WORKS PROGRAM 2019/2020

A motion was moved by Clr Cummins and Clr Opie that:

1. Council approve \$1.93 million to be funded from loan borrowings for the replacement of Bigga Road timber bridge over Kangaroo Creek in 2019/2020;
2. Council removes loan funding of \$340,000 for No. 1 Julong Road Timber Bridge over Crookwell River project which was allocated in the Council's 2019/2020 Operational Plan;
3. Council obtain permission from Office of Local Government to increase the borrowing limit by an additional \$1.59 million.

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4. Council reallocates \$129,500 from the 2019/2020 budgeted funding of \$1,133,046 for unsealed local roads re-sheeting to fund the total repair costs for bridges as detailed in the "2019 Analysis and Condition Assessment of Bridges Upper Lachlan Shire Council Draft Level 2 by Pitt & Sherry".

- MOTION LOST

Councillors who voted for:- Clrs R Cummins and R Opie

Councillors who voted against:- Clrs P Culhane, P Kensit, D O'Brien, J Searl, J Stafford and J Wheelwright

Abstained:- Clr B McCormack

A further motion was moved by Clr Kensit and Clr Searl that:

1. Council approve \$1.93 million to be funded from loan borrowings for the replacement of Bigga Road timber bridge over Kangaroo Creek in 2019/2020;
2. Council removes loan funding of \$340,000 for No. 1 Julong Road Timber Bridge over Crookwell River project which was allocated in the Council's 2019/2020 Operational Plan;
3. Council obtain permission from Office of Local Government to increase the borrowing limit by an additional \$1.59 million.
4. Council commits to ensuring that a further \$129,500 is available for bridge maintenance works in 2019/2020 Operational Plan to fund repair costs for bridges as detailed in the 2019 Analysis and Condition Assessment of Bridges Upper Lachlan Shire Council Draft Level 2 by Pitt & Sherry.

On being put to the Meeting the Motion was Carried

179/19

RESOLVED by Clr Kensit and Clr Searl

1. Council approve \$1.93 million to be funded from loan borrowings for the replacement of Bigga Road timber bridge over Kangaroo Creek in 2019/2020;

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2. Council removes loan funding of \$340,000 for No. 1 Julong Road Timber Bridge over Crookwell River project which was allocated in the Council's 2019/2020 Operational Plan;
3. Council obtain permission from Office of Local Government to increase the borrowing limit by an additional \$1.59 million.
4. Council commits to ensuring that a further \$129,500 is available for bridge maintenance works in 2019/2020 Operational Plan to fund repair costs for bridges as detailed in the 2019 Analysis and Condition Assessment of Bridges Upper Lachlan Shire Council Draft Level 2 by Pitt & Sherry.

- CARRIED

Councillors who voted for:- Clrs P Culhane, P Kensit, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Abstained:- Clr B McCormack

Clr McCormack returned to the Chamber the time being 7.40 pm.

ITEM 12.3
180/19

BUS SHELTER GRANTS

RESOLVED by Clr Searl and Clr Culhane

1. Council apply for a Country Passenger Transport Infrastructure Grants (CPTIG) for one bus shelter in both Gunning and Dalton;
2. Council allocate \$20,000 to fund the balance of the bus shelter projects from the Streetscape Project if the grant application is successful.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 DELIVERY PROGRAM BI-ANNUAL REVIEW 2018/2019
181/19 RESOLVED by Clr Searl and Clr O'Brien

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the six month period ended 30 June 2019.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 13.2 NEW BORROWINGS – 2018/2019
182/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council note the acceptance by the General Manager, under delegation of authority, of the Commonwealth Bank of Australia finance for a loan of \$1,000,000 at the fixed interest rate of 2.87% to be repaid (principal and interest) over a period of 10 years.

- CARRIED

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

Councillors who voted against:- Nil

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SECTION 14: GENERAL MANAGER

ITEM 14.1 STRONGER COUNTRY COMMUNITIES FUND - ROUND 3
183/19 RESOLVED by Clr Searl and Clr O'Brien

1. Council endorses an application to the Stronger Country Communities Fund Round 3 for construction of a new amenities block in Gunning Showground.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 14.2 REVIEW OF USE OF COUNCIL'S LOGO AND SEAL POLICY
184/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council adopts the reviewed Use of Council's Logo and Seal Policy.

- CARRIED

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

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Use of Council's Logo and Seal Policy
File reference:	F10/618-09
Date Policy was adopted by Council initially:	24 August 2006
Resolution Number:	223/06
Other Review Dates:	19 May 2011, 20 March 2014
Resolution Number:	70/14
Current Policy adopted by Council:	18 July 2019
Resolution Number:	184/19
Next Policy Review Date:	2023

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

RESPONSIBILITY:-	
Policy Developed by:	General Manger
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

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OBJECTIVE

To ensure that Council retains control over the use of its Logo and Seal with consistent and quality controlled branding.

COUNCIL SEAL POLICY STATEMENT

The Local Government Act 1993, Section 22 (1) (b) and the Interpretation Act 1987, Part 8 Section 50 (1) (b) apply to statutory bodies and state that Council shall have a Seal. The affixing / use of Council's Seal is for the sole purpose of Upper Lachlan Shire Council and only to be used for authentication of official documentation and legal documentation, in conjunction with the Resolution of Council and signed by the Mayor and General Manager on the relevant official and / or legal documentation.

Council will not grant permission for any other organisation or individual/s to use Upper Lachlan Shire Council's Seal.

The Local Government Act 1993, Section 683, states that a document requiring authentication by the Council may be sufficiently authenticated without the Seal of Council if signed by the General Manager.

COUNCIL LOGO POLICY STATEMENT

This policy sets out the terms and conditions that Council uses the Upper Lachlan Shire Council Logo on all Council documentation, signage, advertising and promotional material, with the exception of legal documents where the Common Seal of Council is used under the Resolution of Council.

- The use of Council's Logo by private enterprises / commercial organisations is only permitted where some advantage could accrue to Council. The approval in writing by Council's General Manager shall be required to each case the use of the Logo is requested.
- That Council permits an organisation / individual to use their Logo if it relates to conducting an event or project towards which Council has approved financial or in-kind support by way of a Section 356 contribution, donation or other sponsorship.
- That Council permits advertising agencies and/or newspapers to use its Logo if it relates to Upper Lachlan Shire Council business, i.e. press releases, public notices and job advertisements.
- That Council permits the joint use of its Logo when usage relates to Council approved Alliances or Joint-Partnerships, i.e. South East Regional Organisation of Councils, Central West Regional Organisation of Councils, Southern Tablelands Library Co-operative and various Road Safety Programs.

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- If an organisation obtains permission to use Upper Lachlan Shire Council's Logo the following conditions will apply:
 1. The Logo remains the property of Upper Lachlan Shire Council and can only be used on Council approved materials and publications;
 2. The Logo must not be used in conjunction with any merchandise, fundraising appeal or activity, or any product, without prior written approval of Council;
 3. The Logo must be reproduced without alteration or modification. There is to be no manipulation of individual elements, including colour, in any way. The elements of design and text are integral components to Council's Logo and must not be deleted or modified in any form.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993
- Local Government (General Regulation) 2005
- Government Information (Public Access) Act 2009
- Interpretation Act 1987
- State Records Act 1998
- Environmental Planning and Assessment (EPA) Act 1979
- Code of Conduct Policy and Procedure
- Code of Business Practice
- Code of Meeting Practice
- Statement of Ethical Principles
- Government Information (Public Access) Policy
- Purchasing and Acquisition of Goods and Services Policy
- NSW Ombudsman - Good Conduct and Administrative Practice (Guidelines for State and Local Government) June 2006 and
- ICAC publication "No Excuse for Misuse, preventing the misuse of council resources".

VARIATION

Council reserves the right to vary or revoke this policy.

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ITEM 14.3 REVIEW OF COUNCIL'S CULTURAL POLICY
185/19 RESOLVED by Cllr Searl and Cllr Wheelwright

1. Council adopts the reviewed Cultural Policy.

- CARRIED

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Cultural Policy
File Reference:	F10/618-03
Date Policy was adopted by Council initially:	20 May 2010
Resolution Number:	195/10
Other Review Dates:	21 March 2013
Resolution Number:	70/13
Current Policy adopted by Council:	18 July 2019
Resolution Number:	185/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	

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Procedure/guideline reference number:	
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RESPONSIBILITY:-	
Draft Policy developed by:	General Manager
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

Policy Objective

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

Cultural Policy

That Council:-

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

Relevant Legislation and Council Policies

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

- Local Government Act 1993;
- Local Government (General) Regulation 2005;

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- Government Information (Public Access) Act (GIPA) 2009;
- State Records Act 1998;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Act Regulations 2000;
- Council Social and Community Plan 2013-2018;
- Council Cultural Plan 2017-2020;
- Council Code of Conduct;
- Council Code of Meeting Practice;
- Council Code of Business Practice;
- Council Community Enhancement Policy;
- Council Public Access Policy;
- Council GIPA Policy;
- Council Gathering Information Policy;
- Council Service Delivery Policy; and
- Council Complaints Policy and Procedure.

Variation

Council reserves the right to vary or revoke this policy.

SECTION 15: LATE REPORTS

Nil

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

ITEM 16.1 REPORTS FOR THE MONTH OF JULY 2019

186/19 RESOLVED by Clr Searl and Clr Wheelwright

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

1. Tony Foley Memorial Gunning and District Community Centre Committee – Minutes from Meeting held 6 June 2019.
2. Breadalbane Hall 355 Committee – Minutes from Meeting held 14 April 2019.
3. Crookwell District Art Gallery – Minutes from Meeting held 30 May 2019.
4. Audit, Risk and Improvement Committee – Minutes from Meeting held 19 June 2019.

Moved by Clr Culhane and Clr Searl that:

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Items 4.1 to 4.4, and 5.1 listed below of the Audit, Risk and Improvement Committee minutes from meeting held 19 June 2019 be adopted.

Item 4.1 Council Investment Portfolio to 31 May 2019

That the report on Council's investment portfolio is received and information noted.

Item 4.2 Review of Investments Strategy

That the report is received and the revised Council Investment Strategy is as follows:

- No change to the prudent administration of investment portfolio held in term deposits and call account. Investment maturities will continue to be subject to Council's cash flow requirements; and
- Comply with Council's Investment Policy.

Item 4.3 Review of Investment Policy

Council adopt the reviewed Investment Policy.

Item 4.4 Audit Office NSW – Presentation of Annual Engagement Plan for Upper Lachlan Shire Council.

The Audit Office of NSW Annual Engagement Plan including the Agreement of Terms for the external audit of Upper Lachlan Shire Council for the year ending 30 June 2019 is endorsed.

Item 5.1 Chairpersons Presentation

Information noted as discussed.

Foreshadowed Amendment was moved by Cllr Cummins and Cllr Opie that:

1. The General Manager prepares a report to Council detailing the options available to Council to prepare business cases for the establishment of:
 - Aged Housing & Aged Independent Living
 - Waste to Energy Facility
 - Transport Hubwithin the Shire, which will provide a continuum financial benefit to Council.

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The Amendment was not accepted by the Mayor and ruled out of order in accordance with Clause 9.13 and Clause 10.11 of the Code of Meeting Practice.

1. A motion of dissent was moved relating to the Amendment being ruled out of order by the Mayor. Moved Clr Cummins and Clr Opie.

The Mayor suspended the business before the meeting and put the motion of dissent to the meeting.

The motion was put to the meeting and was lost.

- LOST

Councillors who voted for:- Clrs R Opie and R Cummins

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

187/19

RESOLVED by Clr Culhane and Clr Searl that:

Items 4.1 to 4.4 listed below of the Audit, Risk and Improvement Committee minutes from meeting held 19 June 2019 be adopted.

Item 4.1 Council Investment Portfolio to 31 May 2019

That the report on Council's investment portfolio is received and information noted.

Item 4.2 Review of Investments Strategy

That the report is received and the revised Council Investment Strategy is as follows:

- No change to the prudent administration of investment portfolio held in term deposits and call account. Investment maturities will continue to be subject to Council's cash flow requirements; and
- Comply with Council's Investment Policy.

Item 4.3 Review of Investment Policy

Council adopt the reviewed Investment Policy.

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POLICY:-	
Policy Title:	Investment Policy
File Reference:	F10/618-03
Date Policy was adopted by Council initially:	28 April 2005
Resolution Number:	111/05
Other Review Dates:	22 March 2007, 27 September 2007, 16 June 2009, 22 September 2010, 8 March 2011, 15 December 2011 and 19 December 2013, 15 October 2015 and 20 July 2017
Resolution Number:	84/07, 280/07, 258/09, 407/10, 104/11, 489/11, 413/13, 303/15 and 226/17
Current Policy adopted by Council:	18 July 2019
Resolution Number:	187/19
Next Policy Review Date:	2021

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

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration

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Committee/s (if any) consulted in the development of this Policy:	Audit, Risk and Improvement Committee
Responsibility for implementation:	Manager of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVES

To provide a framework for the investing of Council's funds at the most favourable market rate of interest available at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration shall be given to the preservation of capital, liquidity, and the return on investment. Objectives include:-

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters. In setting these limits Council is determining the general level of risk that is acceptable for public monies managed for the Upper Lachlan Shire community;
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due; and
- To establish a framework for monitoring the investments and comparing performance to appropriate benchmarks. Investments are expected to achieve a rate of return in line with the Council's risk tolerance.

POLICY STATEMENT

An Investment Policy is a governing document that guides a Council's investment process including; risk philosophy, investment strategy, and investment objectives and expectations.

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It is essential that a policy be adopted to promote good governance and prudent decision making, incorporating the provisions of *Section 625, of the Local Government Act 1993*, the Local Government Regulations, and the Ministerial Investment Order.

LEGISLATIVE REQUIREMENTS

The following legislation, Council policies, and other documents relevant to the operation of this policy include:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order dated 12 January 2011;
- Local Government Code of Accounting Practice and Financial Reporting Guidelines;
- Government Information (Public Access) Act 2009;
- State Records Act 1998;
- Australian Accounting Standards;
- Council's Internal Controls and Procedures Manual; and
- Office of Local Government (OLG) Circulars.

DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Council Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

The Council Officers with delegated authority to invest funds on the behalf of the Council are the General Manager, the Director of Finance and Administration and the Manager of Finance and Administration.

PRUDENT PERSON STANDARD

Councils have a fiduciary responsibility when investing. The investment will be managed with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons. As trustees of public monies, officers are to manage Council's investment portfolios

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to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

For any Term Deposits, the Council Officer shall obtain not less than two (2) quotations from authorised institutions whenever an investment is proposed.

ETHICS AND CONFLICTS OF INTEREST

Council Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

The Council Audit, Risk and Improvement Committee members and the independent investment advisors are required to declare that they have no actual or perceived conflicts of interest.

APPROVED INVESTMENTS

New investments are limited to those allowed by the most current Ministerial Investment Order and include:-

- a) Any public funds or securities issued by or guaranteed by, the Commonwealth, any state of the Commonwealth or a Territory;
- b) Any debentures or securities issued by a Council (within the meaning of the Local Government Act 1993 (NSW));
- c) Interest bearing deposits with, or any debentures or bonds issued by an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)). But excluding subordinated debt obligations;
- d) Any bill of exchange which has a maturity date of not more than 200days, and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority; (< 200 days duration), guaranteed by an authorised deposit-taking institution;
- e) A deposit with the New South Wales Treasury Corporation or Investments Hour-Glass Investment facility of the New South Wales Treasury Corporation.

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All investments instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Note: All investments must be denominated in Australian Dollars.

PROHIBITED INVESTMENTS

All investments outside the Ministerial Investment Order guidelines are prohibited.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

RISK MANAGEMENT GUIDELINES

When exercising the power of investment Councils should consider, but not be limited by, the risk of capital or income loss, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, anticipated market changes and interest rate movements, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment (*from Ministerial Investment Order 12 January 2011*).

Investments obtained are to be considered in light of the following key criteria:-

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification of Financial Institution – the requirement to place investments in a broad range of institutions so as not to be over exposed to a particular organisation within the investment market and to reduce credit risk;
- Credit Risk - the risk that an investment that Council has made fails to pay the interest and/or repay the principal of an investment;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period; and

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- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

INVESTMENT STRATEGY

An Investment Strategy will run in conjunction with the Investment Policy. The Investment Strategy will be reviewed by the Audit, Risk and Improvement Committee of Council.

The Investment Strategy will outline:-

- Council's cash flow expectations;
- To identify the most appropriate mix of investment classes for the next reporting period;
- Optimal target allocation of investment types, credit rating exposure and term to maturity exposure; and
- Appropriateness of overall investment types for Council's portfolio; i.e. term deposit and call accounts.

INVESTMENT ADVISOR

If an investment advisor is engaged they must be approved by Council and licensed by the Australian Securities and Investment Commission (ASIC). The NSW Government has provided a waiver to certain provisions within OLG's Investment Policy Guidelines to allow councils to engage NSW Treasury Corporation (TCorp) in the provision of investment advice.

The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended. The investment advisor may recommend the most appropriate product within the terms and conditions of the Investment Policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

MEASUREMENT AND DIVERSIFICATION

The investment return for the portfolio is to be reviewed on a monthly basis and reported to Council by the Responsible Accounting Officer and / or delegate.

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The features of an investment security are to be consistent with the time horizon, risk and liquidity parameters of Council as set out in its Investment Strategy. The maximum percentage that may be held with a financial institution is 25% of Council's total investment portfolio at a point in time.

The investment portfolio is to be invested within the following term to maturity constraints. The Council Investment Portfolio Term to Maturity targets are:-

Investment Portfolio	Maximum
Portfolio %	At Call 15%
Portfolio %	< 3 Months 40%
Portfolio %	> 3 Months < 1 Year 60%
Portfolio %	> 1 Year < 3 Years 25%
Portfolio %	> 3 Years < 5 Years 10%
Portfolio %	> 5 Years 0%

CREDIT QUALITY

Due to significant developments in the range and complexity of available investments in recent years, credit ratings cannot be considered a consistent indicator of risk across different investment types.

BENCHMARKING

Performance benchmarks are to be provided for comparative purposes only. The benchmark is not an investment return target. The rate of return on Council investments will be dependent on Council's risk tolerance.

The 90 day ASX BBSW Rate is considered an appropriate benchmark for this purpose.

REPORTING AND REVIEWING OF INVESTMENTS

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register, which shall be available for public viewing.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register. The documentary evidence must provide Council legal title to the investment.

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All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of interest returns, maturity date and changes in market value. Any material deterioration in investment portfolio is to be reported to Council at the next available Council Ordinary Meeting

This Investment Policy will be reviewed by the Audit, Risk and Improvement Committee of Council or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council Resolution.

VARIATION

Council reserves the right to vary or revoke this policy.

APPENDIX A

Ministerial Investment Order date 12 January 2011 issued under the *Section 625, of the Local Government Act 1993*.

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Appendix A

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER
(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

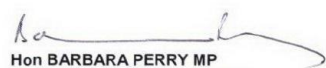
All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government

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Item 4.4 Audit Office NSW – Presentation of Annual Engagement Plan for Upper Lachlan Shire Council.

The Audit Office of NSW Annual Engagement Plan including the Agreement of Terms for the external audit of Upper Lachlan Shire Council for the year ending 30 June 2019 is endorsed.

- CARRIED

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

Councillors who voted against:- Nil

5. Kiamma Creek Landcare Group (KCLG) – Annual Meeting – Chairman's Report 2019.
6. Gullen Range Wind Farm (GRWF) Community Fund S355 Community Committee – Minutes from Meeting held 19 June 2019.

188/19

RESOLVED by Clr Searl and Clr McCormack that:

Item 5 listed below of the Gullen Range Wind Farm Community Fund Section 355 Committee of the minutes from meeting held 19 June 2019 be adopted.

Prioritisation of Project Submissions for 2019/2020 – Funding \$72,427.00

That the projects listed below be awarded funds as follows:

	Project	Amount
1	Crookwell Services Men's Bowling Club – Replacement of scoreboards	\$6,682.50
2	Upper Lachlan Landcare – Youth connection and engagement project	\$5,940.00
3	Kiamma Creek (Pat Cullen) Reserve – Heritage rock wall entrance off Laggan Road	\$10,000.00
4	CWA Crookwell Evening Branch – Purchase of portable pergola	\$700.00

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5	Crookwell Car Club – Purchase of defibrillator	\$2,145.00
6	Taralga/Crookwell Aged Care – Viewhaven Lodge resident footpath	\$5,390.00
7	Crookwell Barbell Club – purchase of gym equipment	\$7,975.00
8	Crookwell Golf Club – Automated watering system for greens and tees	\$9,900.00
9	Bannister Hall – completion of kitchen and disabled toilet facilities	\$23,694.50
	Total	\$72,427.00

- CARRIED

Councillors who voted for:-

Clrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

7. Gunning Shire Hall and Showground Advisory Committee – Minutes from Meeting held 3 June 2019.

189/19

RESOLVED by Clr Searl and Clr Kensit that:

That the recommendations listed below from the Gunning Shire Hall and Showground Advisory Committee from the minutes from meeting held 3 June 2019 be adopted:

1. Council notes that on the grounds of improved safety the following improvements are needed at the Showground:
 - Fencing the existing dressage area 60 20m with a 10 x 20m holding yard at one end
 - Installation of a gate between the Campdraft arena and the corner of the sheep yard to give the Pony Club a secure area for gear check and tying up of ponies.
2. Council confirm that MBK United Soccer Club be given official approval to conduct games at the Showground.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien,

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R Cummins, J Searl, J Stafford
and J Wheelwright

Councillors who voted against:- Nil

A motion was moved by Clr Searl and Clr Wheelwright that:

1. Council provide 'in-principle support' for any future funding application relating to fencing and grounds improvements at the Gunning Showground as outlined in recommendation 1 above.

On being put to the meeting the motion was carried.

190/19

RESOLVED by Searl and Wheelwright

That Council provide 'in-principle support' for any future funding application relating to fencing and grounds improvements at the Gunning Showground as outlined in recommendation 1 above.

- CARRIED

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

Councillors who voted against:- Nil

8. Taralga Wind Farm Community Fund S355 Community Committee – Minutes from Meeting held 2 July 2019.

191/19

RESOLVED by Clr McCormack and Clr Searl that:

Item 5 listed below of the Gullen Range Wind Farm Community Fund Section 355 Committee of the minutes from meeting held 19 June 2019 be adopted.

Item 5 Prioritisation of Project Submissions for 2019/2020 – Funding \$130,900.00

That the projects listed below be awarded funds as follows:

	Project	Amount
1	Taralga Playgroup – Play equipment upgrade	\$2,000.00

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2	Taralga Historical Society Inc – Concrete floor of machinery shed at Museum	\$5,779.95
3	Taralga Golf Club – purchase of new 55HP tractor with turf tires	\$24,591.65
4	Taralga Sports Club – Medical emergency defibrillator	\$3,350.00
5	Taralga & District Progress Association – Playground equipment – Goodhew Park	\$45,989.90
6	Crookwell/Taralga Aged Care – 4 AC units – Sunset Lodge Units	\$8,000.00
7	Taralga Stonequarry Cemetery – Unmarked graves – Stonequarry Cemetery	\$19,000.00
8	Taralga 200 Committee – Taste of Taralga Festival	\$8,000.00
9	Taralga Rugby Union Club – Permanent seating	\$14,186.20
	Total	\$130,897.70

- CARRIED

Councillors who voted for:-

Clrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

9. Gunning Arts Festival Committee – Minutes from Meeting held 25 June 2019.

192/19

RESOLVED by Clr Searl and Clr Kensit that:

1. Council receive and note the Minutes of the Gunning Arts Festival Committee Meeting held 25 June 2019 and accept Michael Coley as a member of the committee and accept the resignations of Margarita Georgiadis and Lyn Cram as a consequence of possible conflicts of interest.
2. That Margarita Georgiadis and Max Cullen be appointed Patrons of the Gunning Arts Festival.

- CARRIED

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

Councillors who voted against:- Nil

10. Collector Oval Committee – Minutes from Special Meeting held 25 March 2019.

- CARRIED

SECTION 17: NOTICES OF MOTION

ITEM 17.1 CROOKWELL MAIN STREET PEDESTRIAN CROSSING

193/19

RESOLVED by Clr Culhane and Clr Searl

That the Upper Lachlan Shire Council take the following actions regarding the Crookwell main street pedestrian crossing:-

1. Instruct the Director of Infrastructure to investigate and provide a costing for the installation of a warning light system at either side of the crossing that is sensor activated.
2. Notwithstanding the above action that Council hopes to implement expeditiously, the Director of Infrastructure continue to pursue funding from the State Government on behalf of RMS for any other long term solution that will strengthen the safety standard of the crossing.

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 17.2 SPORTSPERSON OF THE YEAR AWARDS

194/19

RESOLVED by Clr O'Brien and Clr McCormack

1. That the Upper Lachlan Shire Council initiates an annual award for Sportsperson of the Year and Junior Sportsperson of the Year.
2. The Australia Day Committee Charter be amended to reflect the new award categories.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 QUESTION WITH NOTICE - 355 COMMITTEES

Refer to the Business Paper for 18 July 2019 Council Meeting for the General Managers comments.

Clr McCormack left the Chamber in accordance with his declaration the time being 8.26pm.

ITEM 18.2 QUESTION WITH NOTICE - COUNCIL'S ROAD BRIDGES

Refer to the Business Paper for 18 July 2019 Council Meeting for the General Managers comments.

Clr McCormack returned to the chamber the time being 8.28 pm.

ITEM 18.3 QUESTION WITH NOTICE - YEAR 200 CELEBRATIONS

Refer to the Business Paper for 18 July 2019 Council Meeting for the General Managers comments.

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CLOSED COUNCIL ITEMS

Mayor Stafford announced that the meeting would now be moving into Closed Session and read the statement below

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) (c) and (d(i)) 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:

195/19 **RESOLVED** by Clr Searl and Clr O'Brien

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) (c) and (d(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:- Clrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Council closed its meeting at 8.33pm and the public, staff and press left the chambers.

*The meeting adjourned for a short break the time being 8.33pm
The meeting resumed the time being 8.40pm*

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196/19 **RESOLVED** by Clr McCormack and Clr Wheelwright

That Council move out of Closed Council and into Open Council.

- CARRIED

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

Councillors who voted against:- Nil

Open Council resumed at 9.15 pm.

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 QUESTION WITH NOTICE - FORMER SALEYARDS SITE, LOT 3 DP1112816, LAGGAN ROAD CROOKWELL

Refer to the Business Paper – Agenda Closed Session for 18 July 2019 Council Meeting.

ITEM 19.2 TENDER ASSESSMENT - RE-ENERGISING THE COLLECTOR COMMUNITY PROJECT

Moved by Clr Searl and Clr McCormack that:

1. Council accept the contract and engage River Park Constructions to construct the footpaths, build and install the footbridge and install the sheltered picnic settings under the "Re-energising the Collector Community" project scope described in Separable Portions 1, 2, 3 and 4 based on quoted price of \$175,928.27 (Ex. GST).

An amendment was moved by Clr Cummins and Clr Searl that:

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1. Council negotiate and accept the contract and engage River Park Constructions to construct the footpaths, build and install the footbridge and install the sheltered picnic settings under the "Re-energising the Collector Community" project scope described in Separable Portions 1, 2, 3, 4 and 5 based on quoted price of \$213,376.27 (Ex. GST).
2. Council approach the Collector Pumpkin Festival Committee to provide a financial contribution towards portion 5 of the project.
3. That Council fund any project funding shortfall through suitable funding sources including Section 94 Development Contributions.

On being put to the Meeting the Amendment was carried.

197/19

RESOLVED by Cllr Cummins and Cllr Searl that:

1. Council negotiate and accept the contract and engage River Park Constructions to construct the footpaths, build and install the footbridge and install the sheltered picnic settings under the "Re-energising the Collector Community" project scope described in Separable Portions 1, 2, 3, 4 and 5 based on quoted price of \$213,376.27 (Ex. GST).
2. Council approach the Collector Pumpkin Festival Committee to provide a financial contribution towards portion 5 of the project.
3. That Council fund any project funding shortfall through suitable funding sources including Section 94 Development Contributions.

- CARRIED

Councillors who voted for:-

Cllrs P Culhane, P Kensit, B McCormack, R Opie, D O'Brien, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

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THE MEETING CLOSED AT 9.15pm

Minutes confirmed 15 AUGUST 2019

.....
Mayor

6 MAYORAL MINUTES

The following item is submitted for consideration -

6.1	Mayoral Minute	54
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Mayoral Minutes - 15 August 2019

ITEM 6.1 Mayoral Minute

FILE REFERENCE I19/494

JULY 2019

24 July	Opening of Goodhew Park, Taralga
25 July	2GN interview
31 July	Community and Civic Centre Presentation in Crookwell

AUGUST 2019

1 August	2GN interview
2 August	Country Mayors Meeting in Sydney
5 August	Canberra Region Joint Organisation Board Meeting
6 August	Public Community Information Meeting at Bigga
7 August	Meeting with McArthur Pty Ltd
8 August	2GN interview
15 August	2GN interview
15 August	Ordinary Council Meeting in Crookwell

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence items for the month of August 2019	56
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Correspondence - 15 August 2019

ITEM 8.1

Correspondence items for the month of August 2019

RECOMMENDATION:

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

1. Peelwood Road Safety Development Association – Timber Bridges Load Limits.
2. Hon. Shelley Hancock MP, Minister for Local Government - Amendments to the Local Government Act 1993.
3. Office of Local Government (OLG) – Council Circular 19-14 – Amendments to Local Government Act 1993.
4. Samantha Stephens - Letter of Thanks – Taralga Toilet Facilities for Travellers.
5. Greg Warren MP - Interim Leader of the Opposition Hon Penny Sharpe MLC - Changes to Fire and Emergency Services Levy Contributions.
6. NSW Government, Hon. John Barilaro MP - \$4.2 Billion Snowy Hydro Legacy Fund.
7. Moree Plains Shire Council - Media Release - Country Mayors demand accountability from Essential Energy CEO over proposed rural job cuts.

ATTACHMENTS

1. ↓	Peelwood Road Safety Development Association - Roads Customer Service Request - Timber Bridge Load Limits	Attachment
2. ↓	Hon Shelley Hancock MP - Amendments to the Local Government Act 1993	Attachment
3. ↓	Office of Local Government (OLG) - Council Circular 19-14 - Amendments to Local Government Act 1993	Attachment
4. ↓	Samantha Stephens - Letter of Thanks - Toilet Facilities for Travellers	Attachment
5. ↓	Greg Warren MP - Interim Leader of the Opposition Hon Penny Sharpe MLC - Changes to Fire & Emergency Services Levy Contributions	Attachment
6. ↓	NSW Government The Hon John Barilaro MP - \$4.2 Billion Snowy Hydro Legacy Fund	Attachment
7. ↓	Moree Plains Shire Council - Media Release - Country Mayors demand accountability from Essential Energy CEO over proposed rural job cuts	Attachment

Upper Lachlan Shire Council
44 Spring Street
CROOKWELL NSW 2583
E:council@upperlachlan.nsw.gov.au

RE: Bridge Load Limits

Dear Councillors

Councils decision to restrict access to the Northern Regions of the Upper Lachlan Shire is a cause for considerable concern for businesses, resident's dependent on the reliable and unfettered connectivity within and around the region. Individually the decision has the potential to cause excessive distress in the Peelwood region of the shire and beyond for reasons of:

- The load limit imposed,
- Lack of notice
- No consultation with residents,
- Jeopardising the financial viability of primary producers leading to possible insolvency.

The region as is well known is drought affected. Businesses and Primary producers have been struggling to remain viable because of the impact of the drought. Thus the actions of Council is a precipitous, unwelcome and unhelpful action in an already stressed environment.

More worryingly is Councils apparent inaction to the

1. TCorp report of March 2013 commissioned by Department of Premier and Cabinet have recognized Upper Lachlan Shire has a large back log of Infrastructure Maintenance which could be funded by additional borrowings
2. TCorp indicated that Upper Lachlan Shire has the capacity to and capability for prudent additional borrows to fund the back log of asset maintenance.

At its kindest Councils inaction appears inept bordering on irresponsible given the weight of evidence calling for corrective action leading to the current unacceptable predicament.

Peelwood Road Safety Development Association (PRSDA) is totally aware of the safety issues on Peelwood, Kangaloolah and feeder roads. The Association, local businesses and individuals as well as a petition to requesting upgrades to the Peelwood Road have been actively pursued over the last decade and the last 5 years in particular. Councils response that that the Peelwood road and its tributaries do not meet any of the NSW State grants for country roads. This appears to be at odds with the State Governments commitment to seal Country Roads.

The imposed limits affect 3 of the timber bridges in Peelwood Region with the landholders on Kangaloolah Road caught between the 2 Peelwood Road bridges and the Diamond Creek

Bridge at Binda. If there is a fire or accident on Kangaloolah Road no Rural Fire Service vehicles will be able to attend as they cannot cross the 6-tonne limit at the unnamed Peelwood Road Bridge or the 10-tonne limit on the Peelwood Bridge. From the Binda end the trucks cannot cross the 4-tonne limit on the Diamond Creek Bridge. The same for Cooksvale Road with a 6-tonne limit which is the access to the Isabelle & Sharwood Fire trails.

Primary Producers are now unable to move stock on and off farm for sale or agistment, cannot access fodder and water nor move their equipment between properties. We need to be preparing our paddocks now for spring plantings. Contractors cannot bring in equipment, suppliers cannot bring in grain and fertiliser, building equipment cannot be transported, this action affects far more businesses than just the landholders.

Mr Mursaleen Shah informed the PRSDA that the Council is now having the concrete causeways and bridges assessed. Over and above the issue of timber bridge load limits any restrictions on causeways and other bridges are issues that have the potential to adversely affect the negative impact already generated by the Timber Bridge restrictions.

From the articles in the Crookwell Gazette it appears that the Council and Councillors have no immediate plan on how they are funding the \$1.71 million upgrade and replacements required. That is only for the timber bridges, no mention of the concrete bridges and causeways.

The State and Federal Governments have funding available under the Fixing Country Bridges and Bridges Renewal Programs. As our representatives the council needs to be demanding the money to complete the works now not waiting for the next round of grants to open. PRSDA is contacting our State and Federal members to stress our concern at this dire situation and requesting their support for an expedient solution.

Actions Required:

1. Representatives of PRSDA to address the full Council meeting on the 15th of August 2019 regarding the impact of the timber bridge road limits
2. Council representatives including Councillors and Engineers attend a community meeting in Peelwood to discuss the planned repair and replacement of bridges and the travel logistics while this is occurring
3. Council to provide a timeframe of when work will be completed on the identified timber bridges
4. Council to inform residents of any concrete bridges and causeways where limits may be imposed and a timeframe for when they will be repaired or replaced.

Your prompt response to these actions is appreciated.

PRSDA requests that this correspondence is included in the Council Business papers.

Yours sincerely

Narelle Bulmer
President
Peelwood Road Safety Development Association
30.7.2019

From: [NSW Gov No Reply](#)
To: [Upper Lachlan Shire Council](#)
Subject: Recent amendments to the Local Government Act 1993
Date: Wednesday, 10 July 2019 3:41:56 PM
Attachments: [image001.png](#)
[image002.png](#)



Dear Cllr Stafford

I am writing to advise you about important amendments recently made to the *Local Government Act 1993* (the Act) through a Bill that I had the pleasure to introduce on behalf of the NSW Government.

The NSW Government remains committed to a strong, transparent and accountable system of local government that supports councils to serve local communities across the State. With that in mind, I introduced a package of common sense measures to amend the Act, which were passed by the NSW Parliament on 19 June 2019 and subsequently came into effect on 25 June 2019.

The amended Act provides practical, sensible solutions to a number of long standing issues facing councils. Importantly, it also reflects my personal commitment to working collaboratively with councils on important matters, and to cut red tape for councils, local businesses and the broader community wherever possible.

Importantly for those councils formed in 2016, changes to the Act enable me to provide those councils that need it with a further 12 months to have important conversations with their communities about rates harmonisation. This will not prevent those councils that are ready to harmonise from doing so and, where appropriate, from applying to the Independent Pricing and Regulatory Tribunal (IPART) to seek a Special Rates Variation. The Office of Local Government (OLG) will provide relevant councils with further information about the next steps in this process.

I am also pleased to advise that the cut-off date for councils to make a decision on the administration of elections in 2020, and to require councils that do not enter into an arrangement with the Electoral Commissioner to engage an electoral services provider to administer elections, have been extended. OLG has provided information about the new elections provisions through a Circular to Councils.

A further set of measures will make procurement easier for councils. These changes increase the tendering threshold, below which councils do not have to undertake a competitive tendering process, for most goods and services from

\$150,000 to \$250,000. Following stakeholder consultation, the threshold for contracts involving services provided by council employees at the time of entering the contract remains at \$150,000. In addition, Councils can procure the services of pre-qualified disability employment organisations approved under the *Public Works and Procurement Act 1912*, without having to go to tender. To further support councils, I also intend to enable councils to access the *National Prequalification System for Civil Construction (Roads and Bridges) Contracts* by regulation in future, after further consultation.

Finally, amendments to the Act have been made which will enable changes that will cut red tape and save time and cost for local councils and communities. These measures will commence by proclamation in future, once supporting regulations are prepared with the benefit of further sector consultation. These changes include:

- enabling councils to voluntarily delegate regulatory functions to another council or to joint organisations (JOs) of which they are not a member, with the approval of that council or JO. JOs will also be able to sub-delegate regulatory functions to committees of their Board, as well as to their Executive Officer;
- enabling a scheme to be prescribed for mutual recognition of council approvals issued under section 68 of the Act for regulatory activities; and
- providing sensible exemptions to regulatory requirements, such as public notice of fees, in relation to certain commercial activities. This is designed to prevent councils from being commercially disadvantaged in contractual negotiations.

OLG has issued a Circular to Councils that provides an overview of the new legislative provisions. I encourage you to draw the attention of your fellow councillors and staff to available information about these changes as soon as possible.

I look forward to continuing to work with the local government sector to ensure that communities across the State are well served by their local council.

Yours sincerely



Shelley Hancock MP
Minister for Local Government

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Office of
Local Government

Circular to Councils

Circular Details	Circular No 19-14 / 10 July 2019 / A652389
Previous Circular	19-12 – <i>Consultation by IPART on recommended reforms to local government election costs and extension of the deadline for councils to make a decision on the administration of their elections</i>
Who should read this	Councillors / General Managers
Contact	Policy/Governance Teams / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Recent amendments to the *Local Government Act 1993*

What's new or changing

- The *Local Government Amendment Act 2019* was assented to on 24 June 2019 and a number of provisions came into effect on 25 June 2019.
- This has amended the *Local Government Act 1993*, including:
 - enabling the Minister to extend the rates path freeze for an additional 12 months for those councils formed in 2016 that need more time to consult with communities about rating harmonisation; and
 - extending the 'cut-off date' for councils to make a decision on the administration of elections in 2020, and to require councils that do not enter into an arrangement with the Electoral Commissioner to engage an electoral services provider to administer elections (See *Circular 19-12*).
- Further changes have also come into effect, or will come into effect in future by proclamation, as indicated below.

What this will mean for your council

- Councils have until 1 October 2019 to resolve to enter into arrangements with the Electoral Commissioner, or an electoral services provider, to administer the 2020 ordinary council elections, and have until 1 January 2020 to enter into these arrangements (**commenced**).
- Councils formed in 2016 will have their rate path freeze extended until 1 July 2021, unless they resolve to apply to the Minister to vary the existing rates path freeze determination and the determination is varied (**commenced**).
- The tendering threshold, below which councils do not have to undertake a competitive tendering process, has been increased to \$250,000. However, the threshold for contracts involving services provided by council employees at the time of entering the contract remains at \$150,000 (**commenced**).
- The *Public Interest Disclosures Act 1994* has been amended with the intention of allowing councils to report on their obligations under that Act in their own annual reports under the *Local Government Act 1993*, rather than by the current requirement to table a special report in Parliament (**commenced**). Councils should also note that further changes to relevant legislation and regulations will be made to facilitate this.
- Councils can procure the services of pre-qualified disability employment organisations approved under the *Public Works and Procurement Act 1912*, without having to go to tender (**commenced**).

- Councils should also note that the Minister intends to enable, by a future regulation, councils to access the *National Prequalification System for Civil Construction (Roads and Bridges) Contracts* after further consultation.
- Councils are able to delegate regulatory functions to another council, and to joint organisations of which they are not a member, with approval of that council or joint organisation. Further, joint organisations will be able to sub-delegate regulatory functions to their committees, in addition to their Executive Officer **(commences by proclamation)**.
- Regulations are able to be made to exempt councils from the need to publicly notify fees relating to certain defined commercial activities and from the need to determine those fees based on an adopted pricing methodology. This will ensure councils are not placed at unfair disadvantage during commercial negotiations **(commences by proclamation)**.
- Regulations are able to be made to prescribe a scheme for mutual recognition of council approvals for regulatory activities issued under section 68 of the Act **(commences by proclamation)**.

Key points

- The Office of Local Government (OLG) has provided a separate Circular to Councils about the new provisions in relation to elections (See *Circular 19-12*).
- New councils that need it will be able to seek more time to consult with local communities about rating harmonisation. OLG will write to all new councils shortly about what this means for them and next steps.
- OLG will consult further with local government before preparing regulations to support amendments that commence by proclamation. This includes potential regulations about sharing regulatory services, mutual recognition of approvals and exemptions from regulatory requirements for certain commercial activities.

Where to go for further information

- Further information can be found on OLG's website www.olg.nsw.gov.au.
- A copy of the amendment Act may be found on the NSW Legislation website www.legislation.nsw.gov.au.
- For further information, contact OLG's Governance Team (elections and procurement) and Policy Team (all other matters) on 02 4428 4100.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

Office of Local Government | Department of Planning, Industry and Environment
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046

From: [Samantha Stephens](#)
To: [Upper Lachlan Shire Council](#)
Subject: Compliment on toilet facilities
Date: Tuesday, 23 July 2019 10:30:03 AM

Good morning

I just wanted to drop you a line to say thank you for providing such great toilet facilities for travellers.

We are regular travellers between Bathurst/Goulburn/Narooma and stopped there on Friday and again on Sunday of last week for a "pit stop". The new amenities block in the park was so very clean and had paper towels to wipe our hands!!

We also used the temporary public toilets in the Memorial Hall when the park toilets were under construction and found them to be very clean also.

We always stop in Taralga now knowing there are great facilities and extend that stop to purchase a meal or coffee and snacks so it is a win/win for everybody.

Kind regards

Samantha Stephens

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Greg Warren MP

SHADOW MINISTER FOR LOCAL GOVERNMENT
SHADOW MINISTER FOR VETERANS
SHADOW MINISTER FOR WESTERN SYDNEY
MEMBER FOR CAMPBELLTOWN

Clr John Stafford
Mayor
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Dear Clr Stafford,

UPPER LACHLAN SHIRE COUNCIL

GUNNING OFFICE

25 JUL 2019

File No:

I write in response to your letter to the then Interim Leader of the Opposition, the Hon Penny Sharpe MLC, dated 22 May 2019 in relation to the NSW Government's recent changes to the Fire and Emergency Services Levy contributions from local councils. The Leader of the Opposition, Jodi McKay MP, has asked me to respond on behalf of the NSW Labor Opposition.

The way in which the NSW Government has handled changes to the Fire and Emergency Services Levy has been nothing short of a debacle.

To announce enormous increases in the contributions to be paid by councils across NSW with no consultation and, in many cases, after councils had already finalised and adopted their budgets for the 2019-20 financial year, is unacceptable by any measure.

Local ratepayers and communities should not have to suffer higher rates or cuts to local services and facilities because of the NSW Government's incompetence. The NSW Labor Opposition believes that, at a bare minimum, this decision should be deferred, and a more thorough proposal developed before the 2020-21 financial year, in consultation with local councils.

Unfortunately, this is just the latest example of the NSW Government cost-shifting onto local councils. The 2018 Cost Shifting Survey conducted by Local Government NSW estimated that the NSW Government annually shifts \$820 million worth of costs onto councils – a figure which will now likely increase with councils being forced to pay an additional \$19 million towards the Fire and Emergency Services Levy.

I intend to raise this matter in Parliament when it resumes at the end of this month, and I will keep all councils updated of any progress or developments in relation to this issue.

Thank you again for your correspondence.

Yours sincerely,

Greg Warren MP
Shadow Minister for Local Government
Shadow Minister for Veterans
Shadow Minister for Western Sydney
~~Member for Campbelltown~~

22 JUL 2019

OFFICE: Shop 3, 72 Queen St, Campbelltown 2560

PHONE: (02) 4625 3344 EMAIL: Campbelltown@parliament.nsw.gov.au



The Hon. John Barilaro MP

Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

Cr John Stafford
Mayor
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

UPPER LACHLAN SHIRE COUNCIL	Ref: A2826597
GUNNING OFFICE	
- 5 AUG 2019	
File No:	

Dear Mayor

I am writing to you with an update about the \$4.2 billion Snowy Hydro Legacy Fund.

As you may be aware, the NSW Government established this Fund to provide regional NSW with 100 per cent of our proceeds from the Snowy Hydro transaction.

This Fund is a once-in-a-generation opportunity to unlock billions for large-scale, transformative regional infrastructure projects. Five priority areas have been established to guide our investment:

1. Water security for regional NSW;
2. Banishing mobile blackspots and boosting internet connectivity;
3. Faster and better rail;
4. Improving regional freight networks; and
5. Creating new business and industry precincts to drive jobs and investment.

I am pleased to advise since the announcement of these priority areas in 2018, the NSW Government has begun work on the first initial investments.

The 2019-20 Budget confirmed work will commence immediately to address water security in the Lachlan Valley, starting with investigations to raise Wyangala Dam wall. We have also fast-tracked Regional Water Strategies for every catchment across the state. These plans will identify the dams, pipelines and weirs suitable to receive Snowy Hydro Legacy Fund investment.

The first allocation of funding has also been made for the \$400 million Regional Digital Connectivity Program, which will ensure families, businesses and emergency services will have access to reliable mobile phone, internet and data services.

The Wagga Wagga and Parkes "Special Activation Precincts" are also well on their way to establishment, with community forums and consultative planning progressing. On 28 June, we created the Regional Growth NSW Development Corporation, to deliver the Special Activation Precincts program. This body has the explicit aim of slashing red and green tape for investors and businesses interested in setting up in regional NSW and delivering the infrastructure required to get these precincts up and running.

Transport for NSW will soon deliver a report to Government on international airfreight hub options in regional NSW. This report will consider every regional airport in the state. This means NSW farmers are one step closer to getting fresh produce to their valued international customers faster.

Level 20, 52 Martin Place, Sydney NSW 2000
Phone: (61 2) 8574 5150 Fax: (61 2) 9339 5558 Email: office@deputypremier.nsw.gov.au

Much of the work described in this letter is being undertaken in close consultation with councils and other regional stakeholders. An important distinction between the Snowy Hydro Legacy Fund and other regional infrastructure programs is that the size and scale necessitates the NSW Government playing a leadership role in identifying and delivering projects.

The Regional Growth Fund continues to be the vehicle for smaller scale community and economic regional infrastructure projects. It received a \$100 million recharge to invest in more, much-needed, community infrastructure in the 2019-20 Budget, taking the total amount available for communities across regional NSW to a record \$1.7 billion.

I invite you to subscribe to the Snowy Hydro Legacy Fund e-newsletter for regular updates by visiting www.nsw.gov.au/snowyhydrofund. Please find enclosed a 'Frequently Asked Questions' document that provides more information about the mechanics of the Fund. Your local contact for questions about the Snowy Hydro Legacy Fund and Regional Growth Fund is Mrs Wendy Tuckerman MP, Member for Goulburn.

I look forward to working with you to create a lasting legacy for the people of regional NSW.

Yours sincerely



The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade



Q Can councils or other groups apply for project funding from the Snowy Hydro Legacy Fund?

A The Snowy Hydro Legacy Fund will not involve application-based funding for infrastructure projects.

One of the differences between the Snowy Hydro Legacy Fund and other NSW Government infrastructure funds is that the Snowy Hydro Legacy Fund will be invested in nation-building projects that are generally costlier and more complex, and have wider benefits for regional NSW. This is why the NSW Government is taking a leadership role in directing the investment of the fund.

The government's 20-Year Economic Vision for Regional NSW is the blueprint for how the Snowy Hydro Legacy Fund will be invested and is the best guide to future funding decisions.

Q Who do we contact in the NSW Government to propose a project for funding?

A The Snowy Hydro Legacy Fund will not involve application-based funding for infrastructure projects. The first point of contact for councils and Joint Organisations should be their allocated NSW Government Business Development Manager. They can provide advice about the objectives of the fund and the government's priorities for investment.

Q How can councils and Joint Organisations have a say in Snowy Hydro Legacy Fund projects?

A The government is actively engaging with councils and Joint Organisations to contribute to the development of business cases and other studies, and to partner in other aspects of project planning and delivery.

For example, the Parkes Special Activation Precinct business case is under joint development by the NSW Government and Parkes Shire Council. This has proven to be a successful model.

Councils have also been involved in developing a number of NSW Government strategies that will be key in identifying projects for funding from the Snowy Hydro Legacy Fund. These include:

- regional transport strategies
- regional water strategies
- Regional Economic Development Strategies (REDS)

Q Should councils start developing business cases and other plans for the Snowy Hydro Legacy Fund?

A The Snowy Hydro Legacy Fund will not involve application-based funding for infrastructure projects. Councils should consult their allocated NSW Government Business Development Manager before committing funding to project planning activities that are intended to be considered for NSW Government funding. This ensures that proposals are considered within the most appropriate funding program.



Snowy Hydro FAQs for local councils and Joint Organisations

Q Are new funding programs being established under the Snowy Hydro fund?

A The NSW Government announced the following Snowy Hydro Legacy Fund 'investment priorities' aligned with the government's *A 20-Year Economic Vision for Regional NSW*:

1. Water security in priority catchments
2. Rail and road passenger transport connections
3. Improving freight linkages
4. Improving regional digital connectivity
5. Special Activation Precincts for increased business investment

These priorities will guide the selection of projects for funding consideration.

Q How much funding has been allocated to each investment priority?

A Scoping studies are underway for the priority investment areas. These studies will provide an estimate of total delivery costs for each priority area.

Q How does Snowy Hydro funding impact the Regional Growth Fund and other regional infrastructure programs?

A Other NSW Government regional infrastructure funding programs will continue to operate and councils should participate in application and expression of interest processes as advertised. In most cases, local infrastructure proposals will be a better fit for existing economic activation and community infrastructure programs rather than the Snowy Hydro Legacy Fund.

Councils should work with their allocated NSW Government Business Development Manager to determine the most appropriate program for project proposals.

Q How will projects be selected or assessed?

A Projects will be identified by the NSW Government and will be reviewed by regional leadership executives. Project proposals must align with the 20-Year Economic Vision for Regional NSW and other government strategies including the *NSW State Infrastructure Strategy 2018-2038*.

Proposed projects will be assessed under the Snowy Hydro Legacy Fund Guidelines. If a proposal satisfies the criteria, it may be recommended to the Premier and Deputy Premier for formal nomination under the *Snowy Hydro Legacy Fund Act 2018*. Projects must also be approved by the Treasurer.

Q What criteria do projects need to meet for funding?

A Projects will be assessed under the Snowy Hydro Legacy Fund Guidelines. These guidelines confirm the government's priorities, and bring together requirements outlined in the *Snowy Hydro Legacy Fund Act 2018* and other NSW Government policies.

The following will be considered in identifying and approving projects for funding:

- Projects must be large-scale, with significant long-term economic benefits.
- Regional NSW must benefit from the project.
- Projects must be productive infrastructure to improve regional economic development.
- Projects need to align with the 20-Year Economic Vision for Regional NSW and one of the fund's five investment priorities.

Q How is regional NSW defined for the Snowy Hydro Legacy Fund?

A The *Snowy Hydro Legacy Fund Act 2018* defines regional NSW as all areas of the state outside of metropolitan Sydney, Newcastle and Wollongong.

Q What decisions have already been made about funding?

A The government has committed to funding delivery of the following projects:

- \$400 million to enhance mobile and internet connectivity in regional NSW
- \$650 million to improve water security in the Central West, including investigating augmentation of Wyangala dam

The government has also commenced a number of studies to support future investment decisions including:

- business cases and master planning to support Special Activation Precincts in Parkes, Wagga Wagga and other priority locations
- business cases for key pipelines and other projects that will support water security, including Lstock to Glennies Dam pipeline
- regional water strategies to plan for catchment-level investment in water security
- investigating international air freight hubs to connect producers with international markets
- faster rail strategy for NSW

**MEDIA RELEASE****COUNTRY MAYORS DEMAND ACCOUNTABILITY FROM ESSENTIAL ENERGY CEO
OVER PROPOSED RURAL JOB CUTS**

At today's NSW Country Mayors' Association meeting in Sydney, Chair of the Association and Moree Plains Shire Council Mayor Katrina Humphries led discussions in relation to recent public statements made by Essential Energy CEO, John Cleland regarding proposed job cuts by the company in the bush.

"Like my fellow mayors, I was astounded to see that Mr Cleland has written to inform regional councils that Essential Energy would be cutting 182 jobs over the next 10 weeks. In the same letter we received this 'advice', Mr Cleland spoke of the 'employee consultation' conducted as part of the process. In these times, I frankly cannot believe that companies and their senior management can remain so out of touch," said Mayor Humphries

But the Mayor of Moree Plains Shire Council did have praise for her local State Member of Parliament.

"I was however encouraged to see the swift and direct reply from Minister Adam Marshall. I don't think that it's an accident that the Minister for Agriculture and Minister for Western New South Wales got it right. Let's face it, we're looking at two people; one who drives hundreds of kilometres per year, engaging with local communities, listening and understanding their needs, and the other seems to believe that taking 182 jobs from regional families is a sound strategy to 'right size' this state-owned corporation.

"Perhaps Mr Cleland might wish to ride along with Minister Marshall on a few trips. Some good clean country air, a series of discussions with the people and businesses that rely on a consistent level of service from Essential Energy, and a chance to say 'thanks' to those Essential Energy employees, may be a better use of his time.

"Since Mr Cleland's announcement I've had scores of discussions and they always come back to the same three themes; people just can't see the logic, they can't understand how this fits with undertakings made by Premier Gladys Berejiklian relating to regional employment, and they always describe it as heartless in a time of drought.

While Mayor Humphries is aware of the demands of Mr Cleland's role, she queried whether Essential Energy had undertaken adequate consultation to understand the broader implications of their approach.

"Putting people out of work when there is limited alternative local employment opportunities will kill the bush. It's a well-qualified person leaving, taking their families and I can tell you, they don't come back. We are all battling at the moment and if the local businesses in my town are trying their best to keep their staff on for when it rains (and it will!), I cannot for the life of me understand the sense of a big state-owned corporation not doing the same. And that's not even having regard for the expected drop in service we can expect with such a reduction in workforce.

"If Mr Cleland isn't willing to seriously consult the affected regional communities and understand that he is in business of providing a service to all of NSW, then the Country Mayors Association will be moving a motion to support Minister Marshall's calling for Mr Cleland's job."

ENDS

Date of release: 2 August 2019

Authorised by: Mayor Cr Katrina Humphries

Moree Plains Shire Council
PO Box 420, MOREE NSW 2400

Written: 2/08/2019

Page 1 of 1
communications.officer@mpsc.nsw.gov.au

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics for the Month of July 2019	72
10.2	Monthly Weeds Activities Report	79
10.3	Food Inspection and Fire Safety Statements	84
10.4	RMS Road Maintenance Council Contract (RMCC) - Contractor Performance Report Quarter 2	88
10.5	Investments for the month of July 2019	96
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10.8	Action Summary - Council Decisions	104

Information Only - 15 August 2019

ITEM 10.1 **Development Statistics for the Month of July 2019**

FILE REFERENCE **I19/534**

AUTHOR **Economic Development Officer**

ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of July 2019.

RECOMMENDATION That -

1. Council receives and notes the reports as information.

BACKGROUND

A standard monthly report providing Council with a summary of the development control activities that have occurred in the month of July 2019.

REPORT

The following table outlines the type and value of new development.

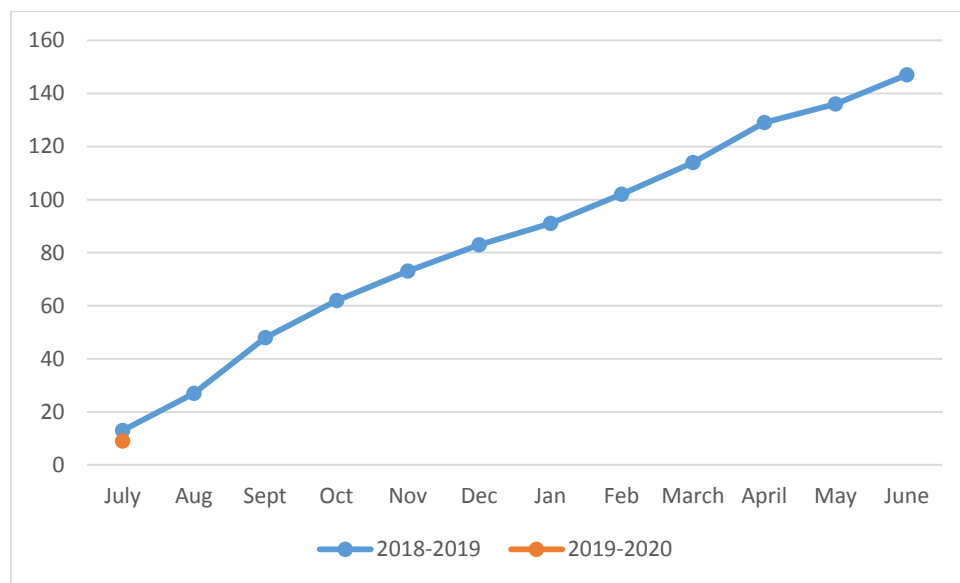
Statistics by Development Type								
Current Year					Last year			
DA Type	July 2019		Year to Date 1/7/2019 to 31/7/2019		June 2018		Year to date 1/7/2018 to 31/7/2018	
	Count	\$Value	Co unt	\$Value	Count	\$Value	Count	\$Value
Commercial	1	\$50,000	1	\$50,000	2	\$1,270,000	2	\$1,270,000
Residential	7	\$1,570,710	7	\$1,570,710	9	\$2,453,050	9	\$2,453,050
Industrial	1	\$795,000	1	\$795,000	0	\$0	0	\$0
Other	0	\$0	0	\$0	1	\$70,000	1	\$70,000
Total	9	\$2,415,710	9	\$2,415,710	12	\$3,793,050	12	\$3,793,050
Subdivision								
Type	Count	Lots	Count	Lots	Coun t	Lots	Count	Lots
Residential	0	0	0	0	0	0	0	0
Rural Residential	0	0	0	0	0	0	0	0
Commercial	0	0	0	0	0	0	0	0

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2019 cont'd**

Industrial	0	0	0	0	0	0	0	0
Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	0	0	1	2	1	2
Modification/Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	1	2	1	2

1. Development Applications

The level of development applications received is detailed in the following graph.



The current level of development activity being assessed is summarised below:

DAs under assessment	DA modifications under assessment	DAs received July 2019	DA modifications received July 2019	DAs determined July 2019	DA modifications determined July 2019
20	2	6	3	18	1

The average determination processing time is for the month of July was 56 days.

Determinations issued 1 July to 31 July 2019 are summarised in the following table:

Determinations Issued between 1 July to 31 July 2019		
DA No.	Proposal	Property
81/2016 (Mod)	Dwelling	45 Goulburn St, Collector Lot 8 DP 1066071
10/2018	Dwelling	2203 Wombeyan Caves Rd Wombeyan Caves Lot 11 DP 1069914

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2019** cont'd

Determinations Issued between 1 July to 31 July 2019		
DA No.	Proposal	Property
113/2018	Subdivision	656 Kangaloolah Rd, Binda Lot 2 DP 1159385 & Lot 2, 3, & 210 DP 753012
13/2019	Alterations & Additions	87 Wade St, Crookwell Lot 12 DP 236804
20/2019	Dwelling	191 Greenridge Rd, Curraweela Lot 3 DP 1221640
31/2019	Dwelling	2362 Gurrundah Rd, Gurrundah Lot 9 DP 1214847
34/2019	Transportable Dwelling	806 Broadway Rd, Jerrawa Lot 2 DP 1076316
36/2019	Dwelling	4 Wombat St, Gunning Lot 2 DP 624979
37/2019	Dwelling	Cuddyong Rd, Peelwood Lot 1 DP 1175745
40/2019	Transportable Dwelling	147 Collector Rd, Gunning Lot 4 DP 1201138
41/2019	Community Event	Copeland St, Gunning Lot 7009 DP 94454
42/2019	Subdivision	56 McIntosh Rd, Crookwell Lot 6 DP 1108500
43/2019	Subdivision	94 Bishop St, Binda Lot 149 DP 753012
45/2019	Dwelling & Garage	6 Walsh St, Taralga Lot 1 DP 816409
47/2019	Garage/Shed	25 St Stephens Rd, Wayo Lot 4 DP 1101272
48/2019	Dwelling	24 Graham Cres, Crookwell Lot 26 DP 1253454
50/2019	Alterations/ Additions	30 East St, Crookwell Lot 4 DP 524712
51/2019	Amenities Building	30 East St, Crookwell Lot 4 DP 524712
52/2019	Signs	2 Robertson St, Crookwell Lot A DP 383923

The Development Applications outstanding as of 30 June 2019 are summarised in the following table:

Development Applications Outstanding on 31 July 2019 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2019** cont'd

		Development Applications Outstanding on 31 July 2019 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
2/2019	17/01/2019	Alterations & Additions	Woodhouselee Rd, Laggan Lot 1, 2, 3, 4 & 5 Sec 9 DP 1698	Awaiting Additional Information
4/2019	17/01/2019	Alterations & Additions	55 Northcott St, Crookwell Lot 8 Sec 8 DP 2383	Neighbour Notification
5/2019	17/2/2019	Alterations & Additions	55 Northcott St Crookwell Lot 8 Sec 8 DP 2383	Under Assessment
32/2019	9/4/2019	Alterations & Additions	943 Collector Rd Breadalbane	Awaiting Additional Information
33/2019	9/4/2019	Dwelling	44 Holloways Rd, Tarlo Lot 1 DP 804128	Under Assessment
35/2019	10/4/2019	Dwelling	9 Diamond Rd Crookwell Lot 1 DP 579446	Awaiting Additional Information
44/2019	21/5/2019	Garage/ Shed	77 Brooklands St, Crookwell Lot 3 DP 576559	Under Assessment
46/20/19	30/5/2019	Change of Use	385 Lost River Rd, Lost River Lot 6 DP 1145749	Under Assessment
49/2019	6/6/2019	Garage/ Shed	1264 Mares Forest Rd, Taralga Lot 104 DP 872300	Under Assessment
53/2019	18/6/2019	Dwelling	26 Graham Cres, Crookwell Lot 28 & 29 DP 1253454	Under Assessment
54/2019	18/6/2019	Swimming Pool/Spa	87 Cowper St, Crookwell Lot 9 Sec 23 DP 1797	Awaiting Additional Information
55/2019	25/6/2019	Transportable Dwelling	157 Dawsons Creek Rd, Crookwell Lot 5 DP 834753	Under Assessment
56/2019	26/6/2019	Shed	7 Brennan St, Collector Lot 2 DP 858276	Under Assessment
57/2019	2/7/2019	Dwelling	19 Dalton Rd, Gunning Lot 1 DP 1024913	Under Assessment
58/2019	11/7/2019	Alterations & Additions	Middle Arm Rd, Roslyn Lot 1 DP 126801	Under Assessment
59/2019	12/7/2019	Dwelling	9 Graham Cres, Crookwell Lot 21 DP 1253454	Referred to Engineering

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2019** cont'd

		Development Applications Outstanding on 31 July 2019 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
60/2019	16/7/2019	Dwelling	48 McDonald St, Crookwell Lot 52 DP 653880	Under Assessment	
48/2018 (Mod)	24/7/2019	Dwelling	171 Craig's Rd, Curraweela Lot 2 DP 1222109	Under Assessment	
61/2019	25/7/2019	Industrial Warehouse	38 McIntosh Rd, Crookwell Lot 11 & 12 DP 1031350	Under Assessment	
62/2019	30/7/2019	Alterations & Additions	Spring St, Crookwell Lot 2 DP 984888	Under Assessment	
105/2018 (Mod)	30/7/2019	Carport/ Awning	5 Crown St, Crookwell Lot 7 DP 231957	Under Assessment	

2. Construction Certificates

Construction Certificates Issued between 1 July to 31 July 2019		
CC No.	Proposal	Property
32/2019	Roof Extension	1678 Brayton Rd, Marulan Lot 201 DP 740019
33/2019	Fence/Wall	1678 Brayton Rd, Marulan Lot 201 DP 740019
36/2019	Swimming Pool/Spa	495 Chapmans Lane, Chatsbury Lot 5 DP 1089684
44/2019	Alterations & Additions	87 Wade St, Crookwell Lot 12 DP 236804
45/2019	Dwelling	45 Goulburn St, Crookwell Lot 8 DP 1066071
48/2019	Dwelling	1762 Towrang Rd, Greenwich Park Lot 22 DP 1095649

Approved by Council	
July 2019	Year to date
6	6

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2019** cont'd**3. Occupation Certificates**

Occupation Certificates Issued between 1 July to 31 July 2019		
OC No.	Proposal	Property

Approved by Council	
July 2019	Year to date
0	0

4. Subdivision Certificates

Subdivision Certificates Issued between 1 July to 31 July 2019		
SC No.	Proposal	Property
7/2019	Road Closing & Widening	267 Bannister Lane, Bannister Lot 1 DP 1174454
8/2019	Road Closing & Widening	Bannister Lane, Bannister Lot 59 DP 750043

Approved by Council	
July 2019	Year to date
2	2

5. Planning Certificates

The number of Planning Certificates issued this financial year is detailed below.

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	347
1 July 2019 to 30 June 2020	54

POLICY IMPACT

Nil

Information Only

DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2019 cont'd

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the reports as information.

ATTACHMENTS

Nil

Information Only - 15 August 2019

ITEM 10.2 Monthly Weeds Activities Report

FILE REFERENCE I19/512

AUTHOR Manager of Regulatory and Biosecurity Services

ISSUE

Providing Council with a summary of weed control activities undertaken throughout the Upper Lachlan Shire Council local government area.

RECOMMENDATION That -

1. Council receive and note the report as information.

REPORT

Biosecurity staff continued to undertake routine property inspections throughout the shire with one hundred and six completed (106). Three (3) Biosecurity directions previously issued have been complied with and as such have been rescinded. Council did not issue any new Directions this reporting period.

Biosecurity Officers will continue to inspect private land and educate land owners in regards to their biosecurity duty, in addition to the continuation of serrated tussock control along Council controlled roads.

Inspections

Weed	Parish	Road or Street	Date	Action	Degree
ST	Gunning	Collector Rd	01/07/19	Routine	1
ST,AL	Gunning	Collector Rd	01/07/19	Routine	1,1
-	Gunning	Collector Rd	01/07/19	Routine	-
-	Gunning	Collector Rd	01/07/19	Routine	-
-	Gunning	Collector Rd	02/07/19	Routine	-
-	Gunning	Collector Rd	02/07/19	Routine	-
ST	Gunning	Collector Rd	02/07/19	Notified	2
ST	Gunning	Dalton Rd	02/07/19	Routine	1
ST	Gunning	Collector Rd	03/07/19	Routine	1
ST	Gunning	Collector Rd	03/07/19	Notified	2
-	Gunning	Gundaroo Rd	03/07/19	Routine	-
ST	Gunning	Gundaroo Rd	05/07/19	Notified	1-2
ST	Gunning	Gundaroo Rd	05/07/19	Routine	1
ST	Gunning	Gundaroo Rd	05/07/19	Routine	1
ST	Gunning	Gundaroo Rd	05/07/19	Routine	1
ST,AL	Gunning	Boureong Dr	08/07/19	Re-	1,1
ST,AL	Gunning	Boureong Dr	08/07/19	Re-Inspect	1,1
AL	Gunning	Boureong Dr	08/07/19	Re-Inspect	-

Information Only**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

AL	Gunning	Boureong Dr	08/07/19	Re-Inspect	2
AL	Gunning	Boureong Dr	08/07/19	Re-Inspect	1
AL	Gunning	Boureong Dr	08/07/19	Re-Inspect	2
ST	Dalton	Darby's Rd	11/07/19	Notified	1
ST	Dalton	Darby's Rd	11/07/19	Notified	2
ST	Dalton	Bush's Ln	11/07/19	Notified	2
ST	Dalton	Walsh's Rd	15/07/19	Routine	1
ST	Mundoonen	Lade Vale Rd	18/07/19	Show Cause	3
ST	Mundoonen	Berrebangalo Ck	22/07/19	Routine	1
ST	Mundoonen	Berrebangalo Ck	22/07/19	Routine	2-3
ST	Mundoonen	Berrebangalo Ck	22/07/19	Notified	2
SJW	Mundoonen	Elms Rd	23/07/19	Routine	1
ST	Mundoonen	Elms Rd	23/07/19	Routine	2
-	Mundoonen	Elms Rd	24/07/19	Routine	-
ST	Mundoonen	Elms Rd	24/07/19	Routine	1
ST	Dalton	Darbys Rd	25/07/19	Routine	1
AL	Gunning	Boureong Dr	25/07/19	Re-Inspect	2
S/T	Cookbundoon	Emerton Rd	27/06/19	Reinspection	2
S/T	Cookbundoon	Tarlo River Rd	27/06/19	Notified	2
S/T	Cookbundoon	Towrang	27/06/19	Notified	2
S/T	Tarlo	Tarlo River Rd	27/06/19	Notified	2
S/T	Pomeroy	Range Rd	10/07/19	Notified	1
S/T	Pomeroy	Range Rd	10/07/19	Notified	1
S/T-ALG	Pomeroy	Range Rd	10/07/19	Notified	2-1
S/T	Eden Forest	Tarlo River Rd	11/07/19	Notified	2
S/T-ALG	Eden Forest	Towrang Rd	11/07/19	Reinspection	1
S/T	Eden Forest	Brayton Rd	11/07/19	Reinspection	2
S/T-ALG	Eden Forest	Gibraltar Rd	11/07/19	Reinspection	3-2
S/T	Pomeroy	Range Rd	17/07/19	Routine	1
-	Pomeroy	Range Rd	17/07/19	Routine	-
S/T-ALG	Pomeroy	Range Rd	17/07/19	Notified	2
S/T	Pomeroy	Pomeroy Rd	17/07/19	Notified	2
S/T	Pomeroy	Range Rd	18/07/19	Routine	1
S/T	Pomeroy	Range Rd	18/07/19	Routine	1
S/T	Pomeroy	Pomeroy Rd	19/07/19	Notified	1
S/T	Pomeroy	Pomeroy Rd	19/07/19	Notified	1
S/T	Pomeroy	Pomeroy Rd	19/07/19	Notified	1
S/T	Pomeroy	Range Rd	23/07/19	Routine	1
S/T	Pomeroy	Range Rd	23/07/19	Notified	2
S/T	Pomeroy	Range Rd	24/07/19	Notified	3
S/T	Pomeroy	Range Rd	24/07/19	Notified	1
S/T	Tarlo	Tarlo River Rd	25/07/19	Reinspection	3
S/T	Tarlo	Towrang Rd	25/07/19	Reinspection	3
S/T	Cookbundoon	Towrang Rd	25/07/19	Reinspection	1
S/T	Eden Forest	Towrang Rd	25/07/19	Reinspection	3
S/T	Eden Forest	Towrang Rd	25/07/19	Reinspection	3
S/T	Eden Forest	Losbey Rd	25/07/19	Reinspection	3
ST	Bouverie	Mares Forest	2/7/19	Routine	2
ST	Bouverie	Mares Forest	2/7/19	Notified	3
ST	Bouverie	Mares Forest	2/7/19	Notified	2

Information Only**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

ST	Bouverie	Mares Forest	2/7/19	Routine	2
ST	Bouverie	Mares Forest	2/7/19	Routine	2
ST	Wiaborough	Wiaborough	2/7/19	Routine	1
ST	Bouverie	Mares Forest	3/7/19	Notified	2
ST	Bouverie	Mares Forest	3/7/19	Routine	1
ST	Bouverie	Mares Forest	3/7/19	Notified	3
ST	Bouverie	Mares Forest	3/7/19	Notified	2
ST	Bouverie	Mares Forest	3/7/19	Routine	1
ST	Bouverie	Mares Forest	4/7/19	Notified	2
ST	Bouverie	Mares Forest	4/7/19	Routine	1
ST BB	Bouverie	Mares Forest	4/7/19	Routine	1 1
ST BB	Bouverie	Mares Forest	4/7/19	Routine	1 1
ST BB	Bouverie	Mares Forest	4/7/19	Notified	2 1
ST	Bouverie	Mares Forest	4/7/19	Routine	1
BB	Keverstone	Salisbury	5/7/19	Notified	2
ALG	Thalaba	Peelwood	10/7/19	Notified	2
ALG	Thalaba	Peelwood	10/7/19	Routine	1
ST	Bouverie	Mares Forest	16/7/19	Routine	2
ST	Bouverie	Mares Forest	16/7/19	Routine	2
ST	Bouverie	Mares Forest	16/7/19	Notified	3
ST	Bouverie	Mares Forest	16/7/19	Routine	1
ST	Bouverie	Mares Forest	16/7/19	Notified	3
ST	Wiaborough	Wombeyan	16/7/19	Notified	3
ST	Bouverie	Mares Forest	17/7/19	Notified	3
ST	Bouverie	Mares Forest	17/7/19	Notified	2
ST	Bouverie	Mares Forest	17/7/19	Routine	1
ST	Bouverie	Mares Forest	17/7/19	Notified	2
ST	Bouverie	Mares Forest	17/7/19	Routine	1
ST	Bouverie	Mares Forest	17/7/19	Notified	3
ST	Bouverie	Mares Forest	23/7/19	Notified	2
ST	Bouverie	Mares Forest	23/7/19	Routine	1
ST	Bouverie	Mares Forest	23/7/19	Notified	3
ST	Dalton	Dalton	24/7/19	Notified	3
ST	Crookwell	Redground	25/7/19	Routine	2
ST	Binda	Binda	25/7/19	Notified	1
ST	Binda	Binda	25/7/19	Routine	1
ST	Binda	Binda	25/7/19	Notified	2

Key for Weed Abbreviations*Weed ID Weed Identification**S/T Serrated Tussock**PC Paterson's Curse**EB English Broom**Go Gorse**BB Blackberry**Nth Nodding Thistle**FW Fireweed**CG Coolatai Grass**SJW St John's Wort**CNG Chilean Needle Grass**ALG African Lovegrass*

Information Only
MONTHLY WEEDS ACTIVITIES REPORT cont'd

Key for Degree of Infestations

1. Scattered Plants
2. Scattered Plants with Isolated Patches
3. Dense Infestations

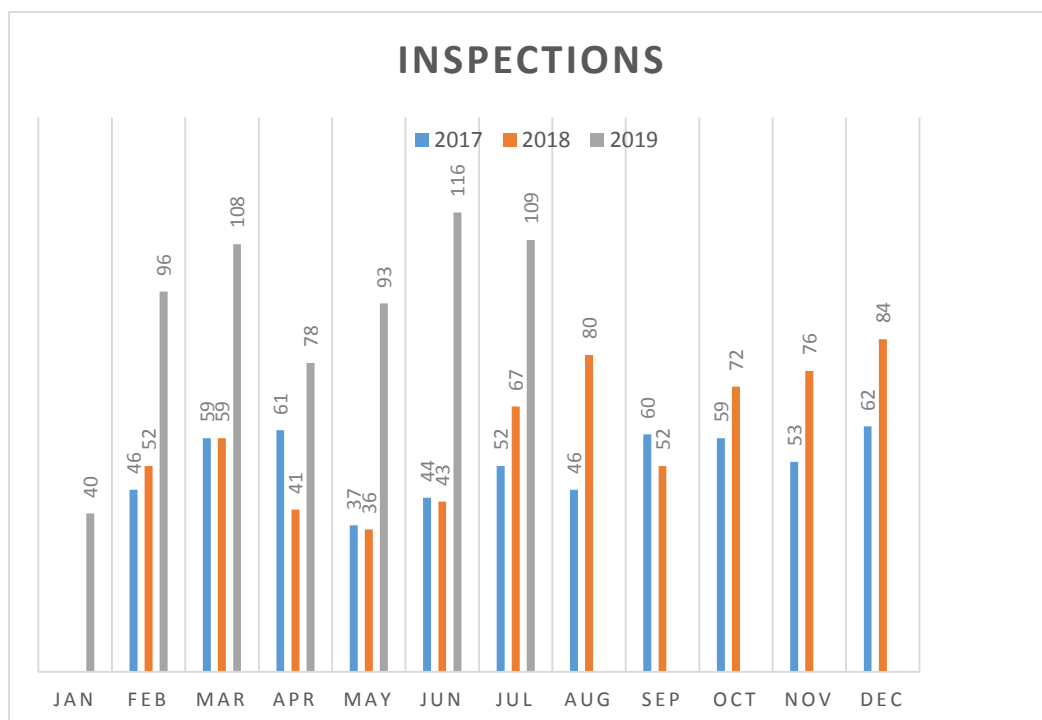
Key for Actions of Inspections

Routine – an inspection where the landowner has either provided adequate information or conducted adequate control work to fulfil their obligations to control weed infestations on their land.

Notified – an inspection where landowners are notified either verbally or by letter that control work is required on specific weed infestations. These inspections generally will require a reinspection.

Reinspection – an inspection that has been conducted to investigate whether adequate control work has been conducted after notification to control weed infestations.

INSPECTION TOTAL



POLICY IMPACT

Nil

OPTIONS

Nil

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 15 August 2019

ITEM 10.3 **Food Inspection and Fire Safety Statements**

FILE REFERENCE **I19/508**

AUTHOR **Director of Environment and Planning**

ISSUE

Provision of a report on the current status of the schedule for food premise inspections and fire safety statement records.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Council Resolution Number 142/19 at the Ordinary Council Meeting held on 20 June 2019 stated:-

“A report be provided to Council on the implementation of the policies (Fire Safety Statement and Food Inspections) and report on the current status of the schedule for food and fire records.”

REPORT

Food Inspections

The Food Premises Compliance and Enforcement Policy was reviewed and adopted by Council under Resolution Number 142/19 on the 20 June 2019. The former policy and recently adopted reviewed policy is in practice.

There are currently 44 permanent Food Premises registered in the Upper Lachlan Shire Council local government area. The food premises are categorised on a risk basis in accordance with NSW Food Authority Partnership guidelines with:-

- 34 High Risk premises
- 6 Medium risk premises
- 4 Low risk premises

Definitions of Risks:

‘High risk’ typically means businesses which:

- *handled and served ready to-eat foods that may contain pathogenic microorganisms and support their growth, and*
- *also had known risk-increasing factors such as:*

Information Only

FOOD INSPECTION AND FIRE SAFETY STATEMENTS cont'd

- *potential for inadequate/in correct temperature control (reheated or hot-held food),*
- *larger scale of operations (employed more than 10 people),*
- *large catering operations (different preparation and serving location), and/or*
- *supplied directly to at-risk customers (child care centres; nursing home caterers).*
- *High risk businesses require at least one programmed inspection per year.*

'Medium risk' typically means businesses which:

- *handled (incl. cooked, thawed) foods that may contain pathogenic microorganisms and support their growth*
- *served ready-to-eat foods that may contain pathogenic microorganisms but not generally support*
- *growth, or unlikely to contain pathogenic microorganisms but may support growth if present*
- *served high - and medium-risk, ready-to-eat foods only portioned before receipt by the customer*
- *were small or medium scale of operations (less than 10 people), and/or*
- *were small or medium scale catering.*
- *Medium risk businesses require at least one programmed inspection per year.*

'Low risk' typically means businesses which:

- *served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present*
- *served pre-packed food only, or*
- *supplied foods that are not ready-to-eat.*
- *Low risk businesses should be inspected in response to incident or complaint only.*

Council engaged in the services of Mr David Hook, of Building and Environmental Services Today (BEST), to undertake the 2018/2019 round of food inspections, which commenced on the 6 May 2019.

Prior to the inspection round Council's Environment and Planning Department sent a letter to all food premises advising the following:-

- That the inspection round will be occurring within the month;
- Providing the contact details of the inspector should they need to arrange for a specific time of an inspection due to limiting hours of operation;
- A copy of the food premise inspection report for the business undertaken in 2018;
- Fact sheets provided by the inspector. This education component is consistent with current NSWFA priorities in the retail sector. This year it was 'Cleaning and Sanitising Fact Sheet';
- The need to supply details of the current appointed Food Safety Supervisor (FSS) and a copy of the 'Guideline to Food Safety Supervisor Requirements' produced by the NSW Food Authority.

Information Only

FOOD INSPECTION AND FIRE SAFETY STATEMENTS cont'd

The results of the 2018/2019 Inspection round area as follows:

- 42 inspections were undertaken between the 6 May 2019 to 10 May 2019;
- Access was not able to be achieved to two premises, one of which has since closed its business.

The Scores on Doors Rating System for the premises resulted in the following outcomes:

- Five stars (0-3 points) – 15 premises
- Four stars (4-8 points) – 17 premises
- Three stars (9-15 points) – 10 premises
- No rating/failed – 0 premises

The 'Scores on Doors' rating system is not mandatory. To date Upper Lachlan Shire Council has not adopted the program.

A summary provided by Mr Hook indicated the following:-

- Performance this year has dropped compared to last year, however the majority of premises (76%) within the Council area performed well and achieved either a four- or five-star rating under Scores on Doors.
- Most food businesses had read the information provided by Council in relation to Cleaning and Sanitising. Storage of raw poultry was at a high standard as a result of the letter sent by Council.
- The inspection outcomes support the continuation of an annual inspection frequency, supplemented by an educational component each inspection round.
- 1 reinspection was recommended. A number of premises are undertaking works without development consent.
- Mr Hook has identified a premise, that Council was not aware of operating, that should be on the inspection program.
- A number of Food Premises had a change of ownership or business names without notification to Council.

Matters for Consideration:-

- Council followed up with 17 Warning Letters being sent to Food Premises drawing their attention to the matters that were raised within the inspection report and the need to provide details of their Food Safety Supervisor.
- 4 reinspections were undertaken by Council, where 90-100% of items as detailed in their initial inspection report were improved or rectified.
- 38 of the Food Premises are required to appoint a Food Safety Supervisor (FSS), however only 23 have a current FSS appointed.
 - Council has sent letters to each of the premises where the FSS has not been appointed or has expired. At the time of the completion of inspections 15 premises had not provided details of the appointment and a copy of their Certificate to Council. Council has since received some information, with details of the FSS outstanding on 12 premises.
 - It is a legal requirement that all businesses that require an FSS keep a copy of the valid, appointed FSS certificate on the premises.
- Council did not receive any complaints requiring investigations regard Food Premises during 1 July 2018 to the 30 June 2019.

Information Only

FOOD INSPECTION AND FIRE SAFETY STATEMENTS cont'd

- Information has been supplied to customers and food business owners or potential owners by way of Fact Sheets developed by the NSW Food Authority and technical advice during 1 July 2018 to the 30 June 2019.

Fire Safety Statements

Council has a Fire Safety Certificate/Statement Register, which contains submitted Fire Safety Certificates. Clause 175 of the *Environmental Planning and Assessment Regulation 2000*, states that: “an annual Fire Safety Statement is a statement issued by or on behalf of the owner of a building...”,

Council generates a monthly report to alert any alleged non-compliance of property owners in complying with the relevant provisions of the *Environmental Planning and Assessment Regulation 2000*.

The results of the 2018/2019 fire safety statement area is as follows:

- 21 Certificate/statements submitted.

POLICY IMPACT

The Food Premises Compliance and Enforcement Policy and Environmental Planning and Assessment Regulation 2000.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Approximately \$7,500 included in adopted 2019/2020 Operational Plan.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 15 August 2019

ITEM 10.4 **RMS Road Maintenance Council Contract (RMCC) - Contractor Performance Report Quarter 2**

FILE REFERENCE **I19/470**

AUTHOR **Manager of Infrastructure Delivery**

ISSUE

Contractor Performance Report (CPR) for RMS Routine Maintenance Council Contract period Quarter 2 of 2019 for the information of Council.

RECOMMENDATION That -

1. That Council receives the report and notes the information.

BACKGROUND

Upper Lachlan Shire Council has been engaged through the single invitation routine maintenance council contract provisions (RMCC) of the NSW Government's Roads and Maritime Services (RMS) since 2008 to maintain Main Road 54 (MR54) from Goulburn (Auburn Street) through to the Abercrombie River (Shire boundary).

This report provides a copy of the most recent feedback on Council's performance under the RMCC contract.

REPORT

Council's routine activities under the RMCC include general surveillance, litter and debris collection, emergency and incident response, guardrail maintenance, sign and guidepost repair, vegetation management, and minor pavement and drainage maintenance.

The RMCC Contract value for the 2018/2019 Financial Year was \$579,558 which directly offsets Council's costs for both on ground works and administration. The RMCC contract amount for the 2019/2020 Financial Year is currently under negotiation however it is anticipated to remain at the same approximate value.

It is Council's performance under the RMCC which provides the basis for prequalification in major road rehabilitation and refurbishment works along MR54 to include Bitumen Re-Sealing; Drainage/Culvert Re-Construction; Heavy Patching; Vegetation Management and Road Re-Construction.

These subordinate yet major projects generate income for Council to assist in sustaining and developing Council's service capabilities and ultimately contributes towards a safer driving environment for the community.

Information Only

RMS ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) - CONTRACTOR PERFORMANCE REPORT QUARTER 2 cont'd

Current Situation

Under the RMCC, Council must meet a range of quality, safety, environmental, and value targets which is reported by the RMS on a quarterly basis. In reviewing the results of the current Contractor Performance Report (CPR) for Quarter 2, ULSC has been able to continue a high level of performance with most ratings in the good to acceptable range.

Details of Councils intention to implement an Integrated Management System to bring it into line with industry best practise was reported to the December 2018 meeting and a further RMS audit report on RMCC was provided to the 18 April 2019 Ordinary Council Meeting in relation to corrective actions to be implemented by senior management.

The Quarter 2 2019 CPR is attached for Councillors information and review and suggest good performance.

POLICY IMPACT

Details of Councils intention to implement a Quality, Safety and Environmental Management System to bring it into line with the rest of industry was reported to the December 2018 meeting.

Council has developed an initial cut of the Council's System (System of Systems) based on the following elements:

1. Quality Assurance (QA) related to Water, Sewer, Roads, K&G, Footpath, Parks based on ISO55000;
2. WHS based on ISO45001 – Initial templates have been developed;
3. Environmental System based on ISO14001 – Templates are being developed;
4. Procurement system is being developed with exploring options;
5. Quarry Management System first cut is completed based on the regulator's requirement taking into account the 21 separate plans;
6. Fleet management system is being investigated;
7. Risk Management is being developed based on ISO31000 and integrated into our other systems.

Item 1 to 7 will be “systems” in their own right, therefore forming System of Systems for Upper Lachlan Shire Council. The records area has been asked to help with record management containers for development and monitoring of the system.

The system will primarily be based on INPUT-OUTPUT gates contain the following:

1. System description;
2. Policy;
3. Process.

By implementing the system development, it will transform the organisation and strengthen corporate governance around the tracked elements contained within System of Systems.

Information Only

RMS ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) - CONTRACTOR PERFORMANCE REPORT QUARTER 2 cont'd

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Long term there will be costs associated with upgrading Council's Quality, Safety and Environmental Management System to an acceptable standard. A preliminary allocation has made in the 2019/2020 Operational Plan for this purpose.

RECOMMENDATION That -

1. That Council receives the report and notes the information.

ATTACHMENTS

1. 	NSW Government Transport Roads & Maritime Services (RMS) - Contract 08.2574.2120 - Roads Maintenance Council Contract (RMCC) Contractor Performance Report - Period Ending 1 July 2019	Attachment
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Transport
Roads & Maritime
Services

SF2019/129536

15/07/2019

Mr Stephen Lloyd
Upper Lachlan Shire Council
44 Spring Street
CROOKWELL NSW 2621

Dear Stephen,

**08.2574.2120 – UPPER LACHLAN SHIRE COUNCIL RMCC
CONTRACTOR PERFORMANCE REPORT**

Attached is a copy of your Contractor Performance Report for the period ending 2019-07-01 00:00:00.

The Contract Manager or Site Representative will discuss this report with you at your next review meeting.
If you have any further queries please contact me on 4221 2529.

Yours sincerely

A handwritten signature in blue ink that reads 'Cgrima' with the date '15/7/19' written below it.

Carly Grima
Project Support Officer
Regional Maintenance Southern



Transport
Roads & Maritime
Services

ROADS AND MARITIME SERVICES

RMS Form No 517 (amended)
Catalogue No. 45062482
(October 2018)

Contractor Performance Report

Single Invitation Maintenance Contract

General Information

Contractor's Name

Upper Lachlan Shire Council

Trading as

ABN 81 011 241 552

Contract No. 08.2574.2120

Equip Contract No.

Contract Description

Upper Lachlan Shire Council RMCC

At Acceptance of Tender

Original Due date for

Contract Period (weeks) 195

Completion 2012-06-29 00:00:00

Date of Acceptance of Tender 03/10/2008

Original Contract Sum

Reason for Report

Progress

Quarter 1



Quarter 2



Quarter 3



Quarter 4



Key Milestones

Defect Correction Period



After construction
or call back



Continuing unsatisfactory
Performance



Termination of Contract



Contract Sum as

Varied at Report Date \$ 580,000.00


Contractor's Performance

	Unsatisfactory	Marginal	Acceptable	Good	Superior	Rating
Collaboration - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Council's relationship with RMS is healthy and respectful. Council staff are always willing to attend meetings and discussion sessions and contribute to satisfactory outcomes. There have been a number of important staff losses recently that have impacted this field, with remaining staff having to cover for the loss.						
Community and Stakeholder Engagement - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Council stakeholder engagement is satisfactory.						
Contract Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council's contract management is good and thorough reviews of submissions and documentation are carried out.						
Environmental Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council has a good understanding of the high standard set by RMS in relation to environmental management. The standard of work reflects the standard expected.						
People Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council's people management is satisfactory						
Quality Management Systems - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Council is yet to submit an up to date ONERMS Management Plan. This issue is ongoing and is yet to be addressed.						
Standard of Work - RMCC - Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
MR54 is maintained to an adequate standard within the limitations of the allocated budget.						



Transport
Roads & Maritime
Services

Standard of Work 2 - RMCC - Minor Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ULSC's standard of work for minor works is good, with safety, quality and environment all receiving focus. The most recent project was a shoulder grade and seal which was delivered well with council's work team putting in a big effort.						
Subcontractor Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council's subcontractor management is adequate. Council could improve upon plant inspections prior to engagement.						
Time Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Council give RMCC projects priority and are always willing to resource these projects appropriately						
Traffic Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Traffic Management is adequate considering the relatively low traffic volumes, particularly west of Crookwell.						
Workplace Health and Safety Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Council treats safety seriously and are continually working towards zero harm. ULSC has a very good safety record on RMCC projects, however are yet to submit their ONERMS safety management plan and COC plan.						
Workplace Relations Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Management of workplace relations appears to be satisfactory in relation to RMCC						
Performance Score	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68%

Transport
Roads & Maritime
Services**Overall Comments** *(Use separate report if necessary)***Reporting Officer***In my opinion:*

Council has performed well in Q2 in maintaining MR54. Council has accepted additional funding to improve a number of assets on MR54 and has successfully completed these projects.

RMS remains concerned with the number of key staff changes lately which may have an unsettling effect on the remaining staff.

Name: Steve Edwards

Report Date: 04/07/2019

Phone: 0438 458 915

Reviewing Officer:*In my opinion:**I concur*The report has been forwarded to the Contractor **Yes** *(All reports are to be forwarded)*Review Officer Name: *R Heffernan*Review Date: *4/7/19*

Review Officer Phone:

Response from Contractor Received and report finalised: **No**

Contractor Rep Name: Stephen Lloyd

Discussion Date:

Contractor Rep Phone:

Approving Officer*In my opinion:**I concur with the above comments*

Name: Richard Heffernan

Report Date: 15/07/2019

Phone: 0411 026 982

Attachments:

Distribution:

1. Contractor's Representative
2. RMS's Representative

Information Only - 15 August 2019

ITEM 10.5 **Investments for the month of July 2019**

FILE REFERENCE **I19/509**

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 July 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Provision of the schedule of the investment portfolio register as at 31 July 2019 for the information of Council.

REPORT

Investments to 31 July 2019

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$500,000	0.95%	N/A	31-07-19	\$1,369.86
Bank of Qld	TD	\$800,000	2.17%	105	04-09-19	\$4,993.97
Bank of Qld	TD	\$700,000	2.50%	182	16-10-19	\$8,726.03
Bank of Qld	TD	\$1,000,000	2.35%	175	06-11-19	\$11,267.12
Bank of Qld	TD	\$500,000	2.00%	189	08-01-20	\$5,178.08
Bank of Qld	TD	\$1,000,000	2.10%	215	29-01-20	\$12,369.86
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,000,000	2.70%	273	14-08-19	\$20,194.52
Bankwest	TD	\$1,500,000	1.95%	90	17-09-19	\$7,212.33
Bankwest	TD	\$500,000	2.15%	140	18-09-19	\$4,123.29
Bankwest	TD	\$1,000,000	1.85%	161	18-12-19	\$8,160.27
Bendigo Bank	TD	\$1,200,000	2.75%	371	21-08-19	\$33,542.47
Bendigo Bank	TD	\$1,000,000	2.10%	119	25-09-19	\$6,846.58

Information Only**INVESTMENTS FOR THE MONTH OF JULY 2019** cont'd

Bendigo Bank	TD	\$800,000	2.15%	121	04-10-19	\$5,701.92
Bendigo Bank	TD	\$1,000,000	2.45%	182	23-10-19	\$12,216.44
CBA	TD	\$1,000,000	2.62%	105	07-08-19	\$7,536.99
CBA	TD	\$1,000,000	2.71%	363	28-08-19	\$26,951.51
CBA	TD	\$1,000,000	1.82%	90	24-09-19	\$4,487.67
CBA	TD	\$1,009,073	1.08%	120	14-11-19	\$3,582.90
CBA	TD	\$1,008,285	1.08%	120	21-11-19	\$3,580.10
IMB	TD	\$500,000	2.60%	147	04-09-19	\$5,235.62
IMB	TD	\$900,000	2.15%	90	10-09-19	\$4,771.23
IMB	TD	\$1,000,000	2.60%	203	02-10-19	\$14,460.27
IMB	TD	\$1,300,000	2.45%	91	30-10-19	\$7,940.68
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
NAB	TD	\$1,000,000	2.40%	90	06-08-19	\$5,917.81
NAB	TD	\$700,000	2.75%	362	11-09-19	\$19,091.78
NAB	TD	\$1,100,000	1.97%	105	09-10-19	\$6,233.84
		\$27,217,358				\$445,784.92

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 JULY 2019**

Interest on Investments Received YTD	\$53,724
Annual budgeted amount for all funds	\$666,600
Percentage of Interest Received YTD	8.06%
Percentage of Year Elapsed	8.49%

BBSW COMPARISON TO 31 JULY 2019

Average market interest rate (90 day BBSW)	1.76%
Average return on all investments	2.38%

The above investments have been made in accordance with Section 625, of the Local Government Act 1993, the Local Government Regulations, the Ministerial Investment Order and the Council's Investment Policy.

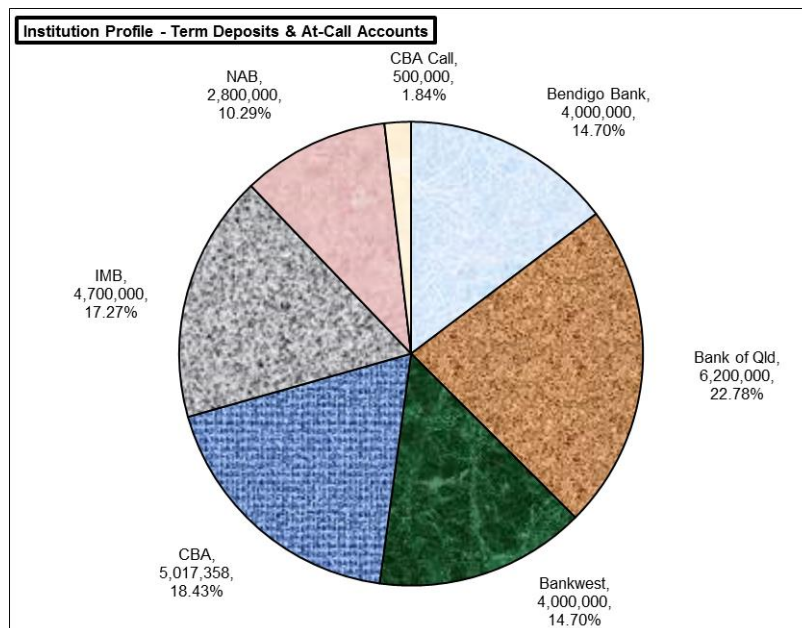
Information Only

INVESTMENTS FOR THE MONTH OF JULY 2019 cont'd

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 JULY 2019

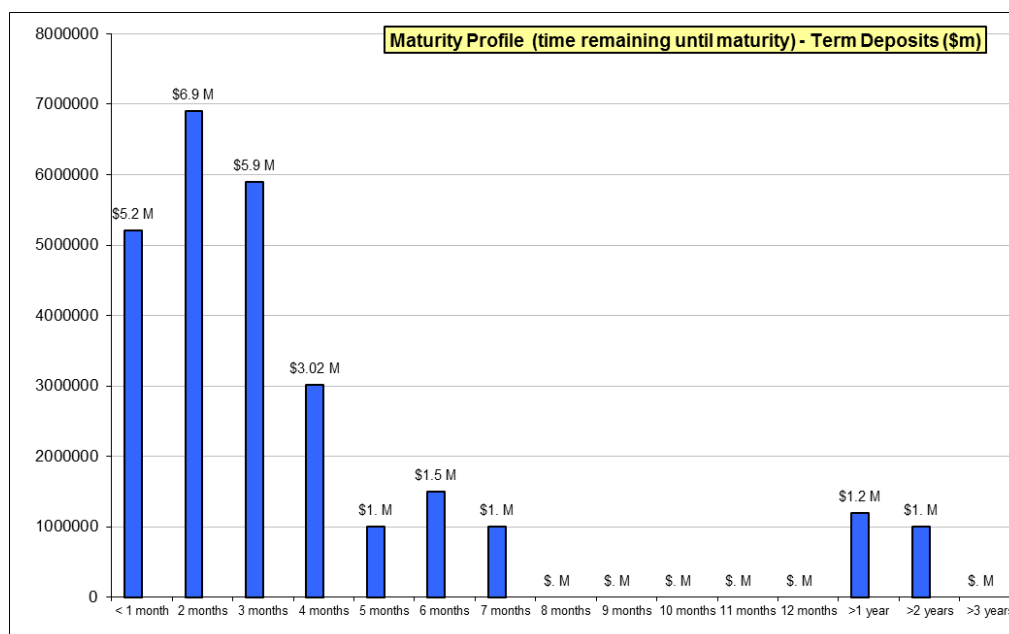
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"The maximum percentage that may be held in term deposits with any one financial institution is 25% of the portfolio, and the maximum to be held in at-call accounts be no more than 15%."



INVESTMENTS - MATURITY PROFILE AS AT 31 JULY 2019

The following chart illustrates the maturity profile of Council's investment portfolio showing the amount of time remaining until current term deposits mature. This demonstrates that Council's investing activities should meet future cash flow requirements.



INVESTMENTS FOR THE MONTH OF JULY 2019 cont'd

TOTAL INVESTMENTS: -

INVESTMENTS BY FUND (INCLUDES RESTRICTED AND UNRESTRICTED CASH): -

General Fund Reserves	\$ 16,979,921.40
Water Supply Fund Reserves	\$ 2,729,485.70
Sewerage Fund Reserves	\$ 4,984,234.20
Domestic Waste Management Fund Reserves	\$ 2,518,125.39
Trust Fund Reserves	\$ 5,591.39

POLICY IMPACT

Investments are in accordance with Council's Investment Policy and Strategy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 15 August 2019

ITEM 10.6 **Bank Balance and Reconciliation - 31 July 2019**

FILE REFERENCE I19/510

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

\$

General Ledger Balance brought forward 01 June 2019	636,516.37
Add: Receipts for July 2019	4,386,564.09
	<u>5,023,080.46</u>
Deduct: Payments for July 2019	3,547,492.76
Balance as at 31 July 2019	<u>1,475,587.70</u>
Balance as per Bank Statement 31 July 2019	1,782,695.82
Add: Outstanding Deposits	7,813.79
	<u>1,790,509.61</u>
Deduct: Unpresented Cheques / EFTs	314,921.91
Balance as at 31 July 2019	<u>1,475,587.70</u>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 15 August 2019

ITEM 10.7 **Rates and Charges Outstanding for the month of July 2019**

FILE REFERENCE I19/511

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 31 July 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 31 July 2019 is detailed.

REPORT

There is an attached report titled "Rate Collection Year 2020" for the 2019/2020 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

Description	31/07/2019	31/07/2018	31/07/2017
Total % Rates and Charges Outstanding	84.73%	88.34%	89.81%
Total \$ Amount Rates and Charges Outstanding	\$10.19million	\$10.16million	\$10.33million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection Year - July 2019	Attachment
----------------------	----------------------------------	------------

Rate Collection 2020 Year

Rating Categories	Levy Raised to date	Rates Received to 1 August 2019	Rates Outstanding to 1 August 2019	% Rates Outstanding 1 August 2019
Farmland	5,062,866.02	672,794.09	4,390,071.93	86.71%
Residential	1,276,776.17	207,580.02	1,069,196.15	83.74%
Rural Residential	696,395.38	117,650.31	578,745.07	83.11%
Business	287,023.35	81,151.49	205,871.86	71.73%
Mining	1,944.11	1,944.11	-	0.00%
Water	930,654.00	170,038.07	760,615.93	81.73%
Sewerage	1,520,446.21	277,579.26	1,242,866.95	81.74%
Domestic & Comm Waste	1,210,007.09	202,172.20	1,007,834.89	83.29%
Rural Waste	660,465.30	98,495.01	561,970.29	85.09%
Storm Water	46,700.00	6,817.36	39,882.64	85.40%
**Arrears	460,396.84	126,887.70	333,509.14	72.44%
Overall Total Rates	12,153,674.47	1,963,109.62	10,190,564.85	83.85%

Prepared by McLennanDate 2/8/19Authorised by DAFDate 6/8/2019

I:\2019-2020\Rates\Recs\%outst_July 31 -2019

ARREARS OF RATES BY CATEGORY**1 August 2019**

Category	Amount Outstanding		% of rates outstanding
Farmland	\$85,655.77		26%
Residential	\$59,869.13		18%
Residential Non Urban	\$22,243.20		7%
Business	\$3,841.63		1%
Mining	\$0.00		0%
Water	\$35,622.04		11%
Sewerage	\$57,573.20		17%
Domestic & Commercial Waste	\$44,897.11		13%
Storm Water	\$1,849.17		1%
Rural Waste	\$21,957.89		7%
Total Amount of Arrears	\$333,509.14		100%

Prepared by M ClementsDate 2/8/19Authorised by DAYDate 2/8/2019

I:\2019-2020\Rates\Recs\Arrears of rates by category July 31 - 2019

Information Only - 15 August 2019

ITEM 10.8 Action Summary - Council Decisions

FILE REFERENCE I19/472

AUTHOR Acting General Manager

ISSUE

Details are provided of action taken with respect to Council decisions.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Details are provided of action taken with respect to Council decisions.

REPORT

Summary sheet from the:-

Council Meeting: 16 August 2018

243/18	Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas.	EDO/GO	As required when suitable grants or funding is made available.
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Council Meeting: 18 October 2018

299/18	Council staff investigates the potential of an area of land west of the Heritage Rail site and north of the Men's Shed within the John Holland railway corridor as an RV Friendly Town overnight parking site and prepare a further report to Council.	DFA	Engineering concept plan and works estimate prepared. Consultation to be undertaken with CMCA and Transport NSW. Report to be provided to 19 September 2019 Council Meeting.
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Council Meeting: 21 March 2019

45/19	The Director of Infrastructure provides a report outlining all the stages to enable the completion of the airport project and timeline.	DOI	Report to be provided to 19 September 2019 Council Meeting.
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Council Meeting: 16 May 2019

119/19	This matter be deferred until an investigation into potential sources of contamination and the processes and procedures within the Crookwell Works Depot that could have adverse impacts on Kiamma Creek is submitted to Council.	DOI	Report to be provided to 17 October 2019 Council Meeting.
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Council Meeting: 20 June 2019

137/19	Council request the Minister of Local Government and the Office of Local Government grant an exemption for all the Councillors in relation to Pecuniary Interests under the Code of Conduct to deal with amendments and all matters associated with the Upper Lachlan Local Environmental Plan (LEP).	GM	OLG response received and included in 15 August 2019 Council Meeting business paper.
139/19	2. When Council receives the outcomes and statistics of the compliance action carried out by the RMS and Police, a further report is submitted to Council by the Director of Infrastructure. 3. A report to be provided back to Council in relation to safety concerns related to the school bus on Wheeo and Peelwood Roads.	DOI	Report to be provided to 19 September 2019 Council Meeting.
142/19	A report be provided to Council on the implementation of the policies (Fire Safety Statement and Food Inspections) and report on the current status of the schedule for food and fire records.	DEP	Report provided to 15 August 2019 Council Meeting.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

143/19	<p>6. Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee.</p> <p>7. Council ensure that the proper processes have been undertaken in compliance with the Local Government Act 1993 and the Environment and Planning Assessment Act 1979 to reclassify the Community Land to Operational Land.</p>	DOI	Report on Items 6-7 to be reported to a future Council Meeting.
144/19	<p>1. Council endorse the public exhibition for the newly constructed footbridge over Kiamma Creek in Pat Cullen Reserve to be named as Dame Mary Gilmore Bridge.</p> <p>2. If no public submissions are received Council proceed with the installation of the associated signage with the proposed name at the bridge approaches.</p>	DOI	Report provided to 15 August 2019 Council Meeting.
149/19	<p>1. That the EDTF recommends with the objective of moving Council from a net energy user to a net energy exporter that the Department of Infrastructure and Environment and Planning prepare a report as to the path forward to prepare business cases for street lighting, all waste management and energy generation.</p> <p>3. That the EDTF recommends the Department of Infrastructure and Environment and Planning prepare a recommendation in the next year 2019/20, detailing urban sustainability initiatives for on-site sewer systems in small villages and provide alternatives to specific tank disposal.</p> <p>4. That the EDTF recommends the Department of Infrastructure and Environment and Planning investigate the opportunity for solar powered cabins at the existing caravan park or alternate locations in Crookwell in conjunction with the Housing Strategy.</p>	DOI/DEP	Report items 1, 3 and 4 were reported to EDTF Committee Meeting on 5 August 2019.
151/19	A report to be provided to Council as to what recommendations have been put forward since September 2018 by the Access Committee and what action has been taken.	DOI	Report to be provided to 19 September 2019 Council Meeting.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

153/19	1. That the Streetscape Committee recommends to Council to purchase the models or types of seats (CPS18-TI-AR), bins (ABEH240-TI) and noticeboards (2PUN122-SM-NB) so that detailed engineering design can be completed and installation progress without further delay. 2. That the Streetscape Committee recommends to Council to fund \$30,000 worth of bus shelters works as a part of the Streetscape project.	DOI	Quotations to be finalised and works to commence in September 2019.
158/19	2. Council adopt, fund and implement the transfer station option for the Crookwell waste management facility. 3. Council proceed with the design and construction stage of the proposed transfer station at the Crookwell waste management facility.	DOI	Report items 2 and 3 - Council has engaged a consultant to manage the project. A trial at the waste transfer station has commenced.
161/19	The potential land sale be deferred to allow further discussions with Crookwell Taralga Aged Care after a Councillor workshop with a presentation from the Director of Environment and Planning on how the expansion of Crookwell Taralga Aged Care facility in Crookwell fits into the proposed Strategic Housing Plan.	GM/DEP	Councillor workshop to be held in November 2019.
163/19	1. That any General Manager's Contract and any General Manager's KPI's be presented to the whole of Council for consideration and approval. 2. That any General Manager's appointment be considered by the whole of Council before being approved.	MAYOR/EA	Mayor to provide KPIs at the 15 August 2019 Council Meeting.
164/19	Council engages the services of a suitable executive recruitment consultant to search for candidates to fill the vacant General Managers position.	MAYOR	Mayor has engaged external recruitment agency.

Council Meeting: 18 July 2019

173/19	1. Council receive and note the library services report as information. 2. Council congratulate library staff on their excellent service.	DFA	Correspondence forwarded on 26 July 2019.
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

177/19	<ol style="list-style-type: none">1. Council prepare a planning proposal seeking a Gateway Determination to amend the Upper Lachlan Local Environmental Plan 2010 by changing the zoning and lot sizes in Zoning Map LZN006 and Lot Size Map LSZ006;2. Council request the Department of Planning and Environment to authorise Council to exercise delegation of plan-making functions in accordance with the Environmental Planning and Assessment Act 1979; and3. The applicant and consultant be advised of Council decision in this matter.	DEP	Correspondence forwarded on 1 August 2019.
178/19	<ol style="list-style-type: none">1. Council approves the closure of the disused sections of Iron Mine Road, Crookwell, as a public road pursuant to Division 3 - Closing of Council Public Roads by Council of the Roads Act 1993, and noting the roads are identified as Lot 2 to Lot 5 inclusive on the map prepared by Surveyor Flood dated 2 May 2015.2. Council offer Lot 4 to Glen McDonald and Lot 1, 2, 3 and 5 to Amanda Kadwell as an adjacent landowner as compensation.	DOI	Correspondence forwarded 6 August 2019 to Robert J McCarthy & Co Solicitors on 6 August 2019.
179/19	<ol style="list-style-type: none">1. Council approve \$1.93 million to be funded from loan borrowings for the replacement of Bigga Road timber bridge over Kangaroo Creek in 2019/2020.2. Council removes loan funding of \$340,000 for No 1 Julong Road timber bridge over Crookwell River project which was allocated in the Council's 2019/2020 Operational Plan;3. Council obtain permission for Office of Local Government to increase the borrowing limit by an additional \$1.59 million.4. Council commits to ensuring that a further \$129,500 is available for bridge maintenance works in 2019/2020 Operational Plan to fund repair costs for bridges as detailed in the 2019 Analysis and Condition Assessment of Bridges Upper Lachlan Shire Council Draft Level 2 by Pitt & Sherry.	DOI/DFA	<p>Correspondence forwarded for increased borrowing limit.</p> <p>Operational Plan budget revotes are updated in Civica Authority.</p>

Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

180/19	<ol style="list-style-type: none">1. Council apply for a Country Passenger Transport Infrastructure Grants (CPTIG) for one bus shelter in both Gunning and Dalton;2. Council allocate \$20,000 to fund the balance of the bus shelter projects from the Streetscape Project if the grant application is successful.	GO/DOI	Grant application will be lodged by closing date 30 September 2019. Operational Plan budget revote is updated in Civica Authority.
183/19	Council endorses an application to the Stronger Country Communities Fund Round 3 for construction of a new amenities block in Gunning Showground.	GO	Grant application will be lodged by closing date of 27 September 2019.
184/19	Council adopts the reviewed Use of Council's Logo and Seal Policy.	EA	Policy placed in Register and on Website 1 August 2019.
185/19	Council adopts the reviewed Cultural Policy.	EA	Policy placed in Register and on Website 1 August 2019.
187/19	Council adopt the reviewed Investment Policy.	EA	Policy placed in Register and on Website 1 August 2019.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

188/19	<p>Gullen Range Wind Farm Community Fund. That the projects listed below be awarded funds as follows:</p> <table><tr><th></th><th>Project</th><th>Amount</th></tr><tr><td>1</td><td>Crookwell Services Men's Bowling Club – Replacement of scoreboards</td><td>\$6,682.50</td></tr><tr><td>2</td><td>Upper Lachlan Landcare – Youth connection and engagement project</td><td>\$5,940.00</td></tr><tr><td>3</td><td>Kiamma Creek (Pat Cullen) Reserve – Heritage rock wall entrance off Laggan Road</td><td>\$10,000.00</td></tr><tr><td>4</td><td>CWA Crookwell Evening Branch – Purchase of portable pergola</td><td>\$700.00</td></tr><tr><td>5</td><td>Crookwell Car Club – Purchase of defibrillator</td><td>\$2,145.00</td></tr><tr><td>6</td><td>Taralga/Crookwell Aged Care – Viewhaven Lodge resident footpath</td><td>\$5,390.00</td></tr><tr><td>7</td><td>Crookwell Barbell Club – purchase of gym equipment</td><td>\$7,975.00</td></tr><tr><td>8</td><td>Crookwell Golf Club – Automated watering system for greens and tees</td><td>\$9,900.00</td></tr><tr><td>9</td><td>Bannister Hall – completion of kitchen and disabled toilet facilities</td><td>\$23,694.50</td></tr><tr><td></td><td>Total</td><td>\$72,427.00</td></tr></table>		Project	Amount	1	Crookwell Services Men's Bowling Club – Replacement of scoreboards	\$6,682.50	2	Upper Lachlan Landcare – Youth connection and engagement project	\$5,940.00	3	Kiamma Creek (Pat Cullen) Reserve – Heritage rock wall entrance off Laggan Road	\$10,000.00	4	CWA Crookwell Evening Branch – Purchase of portable pergola	\$700.00	5	Crookwell Car Club – Purchase of defibrillator	\$2,145.00	6	Taralga/Crookwell Aged Care – Viewhaven Lodge resident footpath	\$5,390.00	7	Crookwell Barbell Club – purchase of gym equipment	\$7,975.00	8	Crookwell Golf Club – Automated watering system for greens and tees	\$9,900.00	9	Bannister Hall – completion of kitchen and disabled toilet facilities	\$23,694.50		Total	\$72,427.00	DEP	Correspondence and funding agreement to be forwarded by 31 August 2019.
	Project	Amount																																		
1	Crookwell Services Men's Bowling Club – Replacement of scoreboards	\$6,682.50																																		
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

189/19	<p>1. Council notes that on the grounds of improved safety the following improvements are needed at the showground:</p> <ul style="list-style-type: none">Fencing the existing dressage area 60 x 20m with a 10 x 20m holding yard at one end.Installation of a gate between the Campdraft arena and the corner of the sheep yard to give the Pony Club a secure area for gear check and tying up of ponies. <p>2. Council confirm the MBK United Soccer Club be given official approval to conduct games at the Showground.</p>	DEP	Correspondence forwarded on 6 August 2019.																					
190/19	Council provide "in principle" support for any future funding application relating to fencing and grounds improvements at the Gunning Showground as outlined in recommendation 1 above.	DEP	Correspondence forwarded on 6 August 2019.																					
191/19	<p>That the projects listed below from the Taralga Wind Farm Community Fund be awarded funds as follows:</p> <table><tr><th></th><th>Project</th><th>Amount</th></tr><tr><td>1</td><td>Taralga Playgroup – Play equipment upgrade</td><td>\$2,000.00</td></tr><tr><td>2</td><td>Taralga Historical Society Inc. – Concrete floor of machinery shed at Museum</td><td>\$5,779.95</td></tr><tr><td>3</td><td>Taralga Golf Club – purchase of ne 55HP tractor with turf tires</td><td>\$24,591.65</td></tr><tr><td>4</td><td>Taralga Sports Club – Medical emergency defibrillator</td><td>\$3,350.00</td></tr><tr><td>5</td><td>Taralga & District Progress Association – Playground equipment – Goodhew Park</td><td>\$45,989.90</td></tr><tr><td>6</td><td>Crookwell/Taralga Aged Care – 4 AC units – Sunset Lodge Units</td><td>\$8,000.00</td></tr></table>		Project	Amount	1	Taralga Playgroup – Play equipment upgrade	\$2,000.00	2	Taralga Historical Society Inc. – Concrete floor of machinery shed at Museum	\$5,779.95	3	Taralga Golf Club – purchase of ne 55HP tractor with turf tires	\$24,591.65	4	Taralga Sports Club – Medical emergency defibrillator	\$3,350.00	5	Taralga & District Progress Association – Playground equipment – Goodhew Park	\$45,989.90	6	Crookwell/Taralga Aged Care – 4 AC units – Sunset Lodge Units	\$8,000.00	DEP	Correspondence and funding agreement to be forwarded by 31 August 2019.
	Project	Amount																						
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Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

	<table><tr><td>7</td><td>Taralga Stonequarry Cemetery – Unmarked graves – Stonequarry Cemetery</td><td>\$19,000.00</td></tr><tr><td>8</td><td>Taralga 200 Committee – Taste of Taralga Festival</td><td>\$8,000.00</td></tr><tr><td>9</td><td>Taralga Rugby Union Club – Permanent seating</td><td>\$14,186.20</td></tr><tr><td></td><td>Total</td><td>\$130,897.70</td></tr></table>	7	Taralga Stonequarry Cemetery – Unmarked graves – Stonequarry Cemetery	\$19,000.00	8	Taralga 200 Committee – Taste of Taralga Festival	\$8,000.00	9	Taralga Rugby Union Club – Permanent seating	\$14,186.20		Total	\$130,897.70		
7	Taralga Stonequarry Cemetery – Unmarked graves – Stonequarry Cemetery	\$19,000.00													
8	Taralga 200 Committee – Taste of Taralga Festival	\$8,000.00													
9	Taralga Rugby Union Club – Permanent seating	\$14,186.20													
	Total	\$130,897.70													
192/19	<ol style="list-style-type: none">1. Council receive and note the Minutes of the Gunning Arts Festival Committee Meeting held 25 June 2019 and accept Michael Coley as a member of the committee and accept the resignations of Margarita Georgiadis and Lyn Cram as a consequence of possible conflicts of interest.2. That Margarita Georgiadis and Max Cullen be appointed Patrons of the Gunning Arts Festival.	GM	Correspondence forwarded on 26 July 2019.												
193/19	<p>That the Upper Lachlan Shire Council take the following actions regarding the Crookwell main street pedestrian crossing:</p> <ol style="list-style-type: none">1. Instruct the Director of Infrastructure to investigate and provide a costing for the installation of a warning light system at either side if the crossing that is sensor activated.2. Notwithstanding the above action that Council hopes to implement expeditiously, the Director of Infrastructure continue to pursue funding from the State Government on behalf of RMS for any other long term solution that will strengthen the safety standard of the crossing.	DOI	Correspondence forwarded on 7 August 2019.												
194/19	<ol style="list-style-type: none">1. That the Upper Lachlan Shire Council initiates an annual award for Sportsperson of the Year and Junior Sportsperson of the Year.2. The Australia Day Committee Charter be amended to reflect the new award categories.	GM/EA	Correspondence forwarded to Australia Day Committee on 26 July 2019.												

Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

197/19	<ol style="list-style-type: none">1. Council negotiate and accept the contract and engage River Park Constructions to construct the footpaths, build and install the footbridge and install the sheltered picnic settings under the 'Re-energising the Collector Community' project scope described in Separable Portions 1, 2, 3, 4 and 5 based on quoted price of \$213,376.27 (Ex GST).2. Council approach the Collector Pumpkin Festival Committee to provide a financial contribution towards portion 5 of the project.3. That Council fund any project funding shortfall through suitable funding sources including Section 94 Development Contributions.	GM/GO	<p>Contract signed on 30 July 2019.</p> <p>Correspondence forwarded to Collector Pumpkin Festival on 26 July 2019.</p>
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POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following item is submitted for consideration -

11.1	Strategic Planning Program 2019-2021	116
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Environment and Planning - 15 August 2019

ITEM 11.1 **Strategic Planning Program 2019-2021**

FILE REFERENCE **I19/523**

AUTHOR **Manager of Environment and Planning**

ISSUE

The NSW Government requires that Council prepare several documents within statutory time frames and others are reaching their review dates.

RECOMMENDATION That -

1. That Council receive and note the information and provide any advice regarding priorities to the Director Environment and Planning.

BACKGROUND

The Council has already received a report relating to the Local Strategic Planning Statements. This report provides a little bit more detail about the timing of the delivery of these documents.

REPORT

This report focuses on the spatial and land use planning provisions of the Council. There are twelve (12) policies that build up into the Council's strategic and development control policy framework. Some of these need to be reviewed while others are new requirements.

The plans are:

- Local Strategic Planning Statements (New compulsory due July 2020)
- Community Participation Plan (New compulsory due November 2019)
- Local Character Statements (New),
- Housing Strategy, (Required before the Review of a Local Environmental Plan),
- Rural Strategy (Not a statutory requirement, informs the Local Environmental Plan),
- Tourism Strategic Plan,
- Economic Strategy,
- Local Environmental Plan, (Required to be reviewed every Five Years),
- Development Control Plan (No Statutory Requirements on Review but must be consistent with LEP),
- Social and Community Plan (Due in 2020).

Each of the statutory plans and other strategic documents builds into a narrative about the current and future planning for Upper Lachlan Shire. The NSW Government requirements for these plans are being reviewed.

The first two reports are well into the research and drafting stage and include a Housing Strategy and a Local Strategic Planning Statement. These reports are statutory requirements and the Local Strategic Planning Statement (LSPS) and is due for completion by July 2020. The project involves reviewing NSW Government policies and the Regional Plan. This document will also feed into the next iteration of regional planning, providing local detail. In the preparation of the plans Council will need to engage with industry representatives, local communities, government departments, and existing research and documentation.

Council is required to prepare a community participation plan by the end of November 2019. Under the Integrated Planning and Reporting requirements of the Local Government Act 1993 Council already has a communication strategy, but this does not comply with the requirements of the Community Participation Plan. The community participation plan addresses how the Council will engage with its local community on spatial planning, while the communications plan addresses how the Council will engage with its community about its governance and delivery process.

The NSW Government has developed a process of engaging with the community to create character statements. Developing local character statements is not compulsory but integrates the desired future character of localities and will include the development of or reiteration of landscape character, heritage character, entrances and desired future building character and form. This document will feed into the Local Environmental Plan.

In parallel with the LSPS and the Housing Strategy, the Council does not have a rural strategy. Council's economic development policy, Tourism Strategic Plan and Social and Community Plan all require review toward the end of 2020.

Because this work all feeds into the review of the LEP: rewriting of the Local Environmental Plan 2010 will commence in August/September 2020.

The Social and Community Plan will require a review of Council's demographic data trends, identification of the higher needs groups in the LGA and industry and community discussion before drafting a new policy and integrating the Strategy with Council's management planning and land use planning frameworks.

The preparation of local character straight statements will require the development of a vision, agreement on landscape outcomes and streetscapes, decisions regarding entrance statements and a review of the roles of heritage and social character.

A separate review of Council's Heritage Register will be required. Some items will be removed, and there are some requests to be added. The NSW Government expects a review of the heritage statements for the preparation of the heritage documentation.

As indicated above the Housing Strategy is well underway including a review of the preliminary draft and an initial editing process in late July 2019. Changes to the demographic analysis, NSW Government and local government policy approach, mapping and development of opportunities for housing were provided to the consultant. The project is on track, with the second stage of community consultation in September/October 2019.

POLICY IMPACT

The program will change all the statutory and supporting spatial planning policy of the Council by the time it is completed.

OPTIONS

Council will have the opportunity to vote at several stages of each document development, consultation, preparation, drafting, research and where required submission to the NSW Government.

Options include, no change, selecting documents and policies for change and modifying policy as issues arise.

FINANCIAL IMPACT OF RECOMMENDATIONS

Council has budgeted for the development of the policy documents (statutory and strategic), however funding has not been made available for the review of the Local Environmental Plan.

RECOMMENDATION That -

1. That Council receive and note the information and provide any advice regarding priorities to the Director Environment and Planning.

ATTACHMENTS

1. ↓	Planning review project plan	In Minutes Attachment
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LEP Review Process Background





















		Person	Status	Timeline
ULSC LEP Review Stage 1		VS	Not commenced	Mar 5 - Dec 11
LEP Prohibited use list		VS	Working on it	Aug 7 - 10
Council Resolution			Working on it	Aug 20 - 23
Gateway			Stuck	-
LEP Review		VS	Not commenced	Mar 5 - Dec 11
LEP Document		HS	Not commenced	Mar 5 - Dec 11
Heritage Provisions		DJ	Not commenced	Mar 5 - Dec 11
Housing Strategy		HS	Not commenced	Mar 5 - Dec 11
Rural Strategy		VS	Working on it	Mar 5 - Dec 11
Tourism		BP	Not commenced	Mar 5 - Dec 11
Community Consultation		VS	Not commenced	Mar 5 - Dec 11
Planning Proposal Hospital		VS	Not commenced	Mar 5 - Dec 11
State Government Discussion			Not commenced	Mar 5 - Dec 11
Economic Strategy		BP	Not commenced	Mar 5 - Dec 11
LEP Mapping GIS		VS	Not commenced	Mar 5 - Dec 11
Gateway Application		VS	Not commenced	Mar 5 - Dec 11

1 2 3

8/2/2019

monday - Rural Strategic Plan

This Week LEP Review (cont.)

		Owner	Priority	Timeline	Status
Agronomic assessment			High		Working on it
Rural Land use mapping			High		Done
Rural policy Development			Medium		Waiting for review
Industry meetings			Medium		Stuck
Council Meeting					
Consultation					Waiting for review
Government Discussions					Waiting for review
Rural Tourism					Waiting for review
Rural Industry value adding					
Documentation					Working on it

<https://upperlachlan-strategic.monday.com/boards/286932046/>

1/1

ULSC LSPS Drafting and Consultation 06 2010

		Person	Status	Timeline	Priority
Demographics			Done	Feb 19 - Jul 30	
Research			Done	Feb 28 - Aug 30	
Drafting			Working on it	Mar 27 - Aug 30	Medium
State Policy Review			Done	Apr 1 - 26	Medium
Exhibition first stage			Done	Jun 4 - 7	
Government Review			Working on it	Jul 16 - Aug 31	Medium
Economics and Gap Analysis			Working on it	Jul 30 - Aug 2	Medium
Urban Settlements			Done	Jul 30 - Sep 13	
DCP Issues			Working on it	Jul 30 - Oct 17	Medium
Council Report			Not commenced	Aug 5 - 15	High
State Government Consultation			Working on it	Aug 12 - Sep 30	High
Council Review			Working on it	Sep 13 - Oct 10	Medium
Editing			Working on it	Oct 1 - 18	Medium
Exhibition second stage			Not commenced	Oct 12 - 31	Low
Industry Discussions			Working on it	Oct 18 - 31	High
Community Consultation			Working on it	Oct 25	Medium
Community Information			Not commenced	Nov 11 - 29	Low
Council adoption			Not commenced	Feb 10 - Mar 19	Low
Task 1 LSPS			Working on it	Jun 19 - Jan 16	Medium



8/2/2019

monday - Community Participation Plan





































Community Participation Plan...	Person	Priority	Timeline	Status	Date	Project	Time Est.
Community Participation Plan	 VS	Medium		Working on it			
Review Council Policy	 VS	Medium		Working on it			
Review existing Plan	 VS	Medium		Working on it			
Draft New or amended Plan	 VS	Medium					
Council adoption for consultation	 VS	Low					
Consult Social and Community ...	 VS	Low					
Edit plan	 VS	Low					
Council Report	 VS	Low					
Council meeting to adopt the pl...	 VS	Low					
							0h sum



8/2/2019

monday - Social and Community Plan

Social and Community Plan December 2019

		Person	Status	Timeline
Review Council Policy			Not Started	
Demographic Data Trends			Not Started	
Identification of Higher Needs Groups			Not Started	
Industry Discussion			Not Started	
Community Discussion			Not Started	
State Government Discussion			Not Started	
Drafting-Policy Integration			Not Started	
Draft Plan			Not Started	
Council adoption for consultation			Not Started	
Exhibition			Not Started	
Amend Plan			Not Started	
Council Report			Not Started	
Community Participation Plan			Not Started	
Council Report			Not Started	
Edit plan			Not Started	
Council Adopt Plan			Not Started	  

<https://upperlachlan-strategic.monday.com/boards/286906686/>

1/2

8/2/2019

monday - Local Character Statements

Local Character Statements

		Owner	Priority	Timeline	Status
Local Character Statements		VS	Medium		Stuck
Character Statements Brief		VS	Medium		Working on it
Engage Consultant			Low		Working on it
Community Consultation		VS	Medium		Not Started
Draft Statements for		DJ	Low		Not Started
Bigga, Taralga, Binda, Tuina, Crookwell, Dalton, Gunning, Grabben Gullen, Collec...		DJ	Low		Not Started
Industry Vision		VS	Low		Not Started
Landscape Outcomes		DJ	Low		Working on it
Street Scapes		DJ	Low		Working on it
Entrance statements		DJ VS	Low		Not Started
Community vision		VS	Low		Not Started
Heritage Review		DJ VS	Low		Working on it
Social Character		DJ VS	Low		Not Started
Community Meetings		DJ VS	Low		Not Started


<https://upperlachlan-strategic.monday.com/boards/286932260>

1/2

8/2/2019

monday - Development Control Plan

Development Control Plan

		Person	Priority	Status	Timeline	Date	Project	Time Est.
Exhibition First Stage		HS	Low	Stuck				
Industry Meetings		HS	Low	Stuck				
Development Control Plan Docu...		VS	Low	Working on it				
Community consultation		VS	Low	Stuck				
Community information		VS	Low	Stuck				
Council Meetings		HS	Low	Working on it				
Community Meetings		VS	Low	Stuck				

0h
sum<https://upperlachlan-strategic.monday.com/boards/286914393>

1/1

12 INFRASTRUCTURE DEPARTMENT

The following items are submitted for consideration -

12.1	Public Submissions for naming footbridge in Pat Cullen Reserve - Kiamma Creek Crookwell	128
12.2	"Walk of Fame" proposal	162
12.3	Updated on Council Local Bridge Load Limits	169
12.4	Submission to name new gymnasium at Memorial Oval Crookwell	175
12.5	Maintenance of Gibraltar Road	178

Infrastructure Department - 15 August 2019

ITEM 12.1 **Public Submissions for naming footbridge in Pat Cullen Reserve - Kiamma Creek Crookwell**

FILE REFERENCE **I19/475**

AUTHOR **Manager Assets and Design**

ISSUE

This report advises of submissions received for the naming of the footbridge over Kiamma Creek in Pat Cullen Reserve, Crookwell.

RECOMMENDATION That –

1. Council make a determination of the naming of the newly constructed footbridge over Kiamma Creek in Pat Cullen Reserve.

BACKGROUND

The new footbridge is located over Kiamma Creek within Pat Cullen Reserve. The old timber footbridge was replaced by a new steel-concrete bridge and currently at final construction stage. The pedestrian footbridge is used by local school students and residents as well as visitors coming to Crookwell.

As part of the footbridge replacement work, Council provided permanent and solar-lit waterside walkway. This recreational pathway will comply with DDA and provide access to ambulant aged care residents in the nearby independent housing and Crookwell Taralga Aged Care facility. Providing the opportunity for community members to gather together, exercise and enjoy the natural ecosystem of Kiamma Creek will help to build a stronger community.

In accordance with the Council Resolution Number 144/19 at the 20 June 2019 Council Meeting public exhibition and advertisement of the proposed naming of the bridge as the Dame Mary Gilmore Bridge was undertaken.

REPORT

Council received 28 submissions (Attachment 1) regarding the naming of the bridge. There are submissions (8) in support of Dame Mary Gilmore Bridge footbridge naming and there are support for numerous other bridge naming suggestions.

It is recommended that Council consider a name that reflects a wider view of the community. Council may wish to consider names of people that are not alive. Council may wish to consider a name that has some relevance to the infrastructure in question.

Infrastructure Department

**PUBLIC SUBMISSIONS FOR NAMING FOOTBRIDGE IN PAT CULLEN RESERVE
- KIAMMA CREEK CROOKWELL cont'd**

The infrastructure is located within the village of Crookwell. It is a bridge connecting the two walking areas on either side.

Please note there is a separate report for the development and naming of a potential “walk of fame” concept and that report may need to be considered in conjunction with this report.

POLICY IMPACT

It is recommended that Council ensure road names conform to the road naming principles outlined in NSW Addressing User Manual. The suggested name shall comply with Council’s Street and Road Naming Policy (Resolution Number 77/19, adopted version 18 April 2019).

OPTIONS

Council to make a determination of an appropriate name for the new footbridge.


FINANCIAL IMPACT OF RECOMMENDATIONS

The installation of a sign is an incidental cost that may be absorbed within the Operational Plan.

RECOMMENDATION That –

1. Council make a determination of the naming of the newly constructed footbridge over Kiamma Creek in Pat Cullen Reserve.

ATTACHMENTS

1. 	Submission - Footbridge - Pat Cullen Reserve	Attachment
--	--	------------

Susie Pearman

From:
Sent: Tuesday, 16 July 2019 1:58 PM
To: Upper Lachlan Shire Council
Subject: New Foot bridge naming

Mr Croke

I feel there are many better name to be given to the footbridge, and to people that have given a lot to this community....Than Dame Mary Gilmore..She left here at 1 year old never to return..
yours Brent Hall

Sent from Mail for Windows 10

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Susie Pearman

From:
Sent: Tuesday, 16 July 2019 5:47 PM
To: Upper Lachlan Shire Council
Subject: Pat Cullen reserve footbridge

Good Evening,

I grew up in Crookwell, my family are still very much a part of Crookwells agriculture. I visit on a very regular basis.. I would like to nominate the footbridge be named after Crookwell,s very own NRMA man The one and only Bob Spackman.

Thank you

Cathryn Turner

Sent from my iPad

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Andrew CROKE,
Acting General Manager,
Upper Lachlan Shire Council,
P.O. Box 42,
GUNNING, NSW, 2581.

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
17 JUL 2019
File No:

Dear Sir,

Proposed naming: Footbridge of Kiamma Creek (Pat Cullen Reserve).

In response to the notice placed in the 'Crookwell Gazette' of the 27 June 2019, I write to express my observations of the process. It is apparent there has been a request put forward to name the new footbridge the 'Dame Mary Gilmore Bridge'.

Initially my thoughts would be that, if Council is of a mind to name the footbridge, some process of public consultation should be engaged, calling for suggestions to be put forward with a view to selecting an appropriate name. I am not suggesting the current process voids that method but it does tend to intimate a pro or anti stance to an already arrived at (naming) decision.

The more appropriate way, I would have thought, was that if Council was open to naming the footbridge, a direct suggestion should be put aside in favour of public input calling for a suitable title/name. A relevant part of any submissions would need to be background information in support of naming ideas. Beyond that initial process some other, further, public display of input could be made from which there may be a satisfactory end result. (There you go that makes everybody happy well, we just know that will never be the case!!!).

I make other observations in relation to the 'Dame Mary Gilmore' proposal. I do not wish to appear at any stage to be 'anti' the cause but I do think it needs to be taken into account that Dame Mary has been memorialised in at least two locations within in the Shire, there is a very strong local Society in her name, there is a very well run and successful local annual festival in her name, we know the \$10 note story, she is memorialised with a plaque at Circular Quay and in or at numerous other locations or events. Just how far do we go in naming items, places or

objects after one person. There needs to be a broader, rather than tunnel, vision of the project. By excluding the present naming proposal and calling for (suitably supported) suggestions I think would go towards a fairer and more 'community based' result.

If public submissions were sought I suggest some surprising and well deserving names would appear, thereby opening up some meaningful discussion. Whether those names be sporting personalities, business people, local entrepreneurs, local community cause drivers, civic leaders or whatever.

I can foresee the Kiamma Reserve area being called upon to support further 'naming' requests into the future, be it for a 'walk', 'pond', 'memorial bench', 'garden'. The general area holds the 'Pat Cullen' name for good reason of his direct and personal connection. As are already in place, there will be future tree 'plantings' with appropriate plaques and the like. So, let's spread the love a little and not 'over recognise' any one particular name.

As an aside, may I also request that, in the placement of plaques, Council decides on a 'standard' to be enforced and adhered to. Something akin to the various plaques in the area of Todkill Park would be the most appropriate, as is the requirement for the lawn cemetery. Some plaques appearing around the area are just a little less than 'professional' in their appearance and I doubt will stand the test of time.

Many of us have had input to the Kiamma Creek area improvements, be that a little or a lot but I think we all look forward to the area maturing over time to be a real showcase of the town.

Yours faithfully,



Brendon RUTTER.

13 July 2019.

Susie Pearman

From:
Sent: Wednesday, 17 July 2019 6:26 PM
To: Upper Lachlan Shire Council
Subject: Naming of the new bridge in Pat Cullen Park

Attention Andrew Croke

Please abandon the idea of naming a very local and much used bridge after someone whose connections to Crookwell appear at best to be very tenuous & short lived.

A couple of suggestions with far more relevance to Crookwell would be :

GOLDEN BALE BRIDGE to celebrate the world famous bales of superfine merino wool produced by the Picker family at Bigga.

SPUD DIGGER'S BRIDGE to recognise the massive past & ongoing local production of both table & seed potatoes.

These industries have been a major employer of local labour in the Crookwell & later Upper Lachlan shires.

We already acknowledge the importance of potatoes to Crookwell with the annual festival.

A logo for the SPUD DIGGER already exists.

If this idea is a popular choice I would be happy to supply a copy of the original artwork for reproduction free of charge.

Jenny Readhead

Sent from my Samsung Galaxy Tab A on the Telstra Mobile Network

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Susie Pearman

From:
Sent: Thursday, 18 July 2019 9:39 AM
To: council@upperlachlan.nsw.gov.au; Upper Lachlan Shire Council
Subject: Re: Name for Bridge

On Thu, 18 Jul 2019 at 9:34 am, Kevin Summerson <geriatricgypsy11@gmail.com> wrote:
Mr Andrew Croke

I have been a frequent visitor to your beautiful town, Crookwell, and the shire for most of my life (now 74) as my father met Lesley Stephenson during WW11 and remained friends for the rest of their lives.

I think the naming of the bridge should be after someone who supported the town and shire through their sporting and community service.

Two names come to mind, Lesley Stephenson, who represented in Australian hockey, tennis and golf as well as running the sports store and a dairy and sheep property at Grabben Gullen.
His daughter Leanne Hearn still lives and works in Crookwell.

The other is Mick Anderson also an Australian hockey player and a Real Estate agent in Crookwell. I believe his wife is still alive and doing community service within the shire.

I hope I haven't been too long winded but I believe the naming honour should go to someone who gave many years of service to your community.

Kind regards
Kevin Summerson

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Susie Pearman

From:
Sent: Thursday, 18 July 2019 2:18 PM
To: Upper Lachlan Shire Council
Subject: walkway name

Attention Andrew Croke.

At the historical society we have a couple of suggestions. One is Dr Thangavelu's son Armer who despite being disabled went to school and grew up here until his death. Another is Dr Velu himself.

We think it should be named after someone, maybe still living, who has done a lot of work in our community. Jacky Anderson. Ellen Seaman, or if you are looking for a passed resident who did a lot for the district, John Keith.

We do not consider Dame Mary Gilmore appropriate as she did not live here and we think that a celebration each year is more than enough.

Jenny Painter
Office Manager

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Susie Pearman

From: Lea Hearn
Sent: Thursday, 18 July 2019 7:09 PM
To: Upper Lachlan Shire Council
Subject: Naming of bridge

ATTENTION ANDREW CROKE

Dear Andrew

In relation to the naming of the footbridge, I would love to see maybe a walk of fame for all Crookwell's representatives. There has been so many representatives over the years at either Australian or State levels, I think it would be lovely to have all their names on plaques etc along the footpath and bridge. Maybe the bridge could be called Crookwell's Sports Walk of Fame or Crookwell's Representatives Bridge or something along that description
Much appreciated Kind regards Leanne Hearn

Sent from my iPhone

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Susie Pearman

From:
Sent: Sunday, 21 July 2019 2:59 PM
To: Upper Lachlan Shire Council
Subject: Regarding the naming of the footbridge

Dear Sir,

Regarding the naming of the footbridge

I would like council to consider naming the bridge after individuals who have contributed directly to Crookwell.

Dame Mary Gilmore didn't live in Crookwell and left the area when she was a baby. She is already recognised in Crookwell with a monument, annual weekend and a local committee whose members keep her memory alive.

It seems to me that Council has muddied the waters by putting a name on the bridge and then asking for feedbacks. If the bridge needed a name then submissions should have been called with all suggestions being considered.

Council's advertisement asks for feedback on the proposed name "The Dame Mary Gilmore Bridge" and doesn't invite submissions for other naming suggestions.

I think a generic names such as the Local Heroes Bridge or Olympians Bridge, our Crookwell people, which would certainly be a talking point among our visitors to this country town or similar, could commemorate the service and achievements of more than one person and could potentially be added to as more local people achieve great things in the future.

Meg Francis
21/7/2019

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Susie Pearman

From:
Sent: Monday, 22 July 2019 2:56 PM
To: Upper Lachlan Shire Council
Subject: Proposed naming footbridge Kiamma Creek

Dear Mr Croke,

Please consider honoring Crookwell volunteers who have worked tirelessly for many years to beautify some of our very visible public areas.

Barry Murphy (Spud) and

Ian McFaul immediately come to mind.

There are also many other volunteers who are worthy of this honour.

I think nominations should be called for, before the bridge is named.

Sincerely, Phyllis Lavery.

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Susie Pearman

From:
Sent: Tuesday, 23 July 2019 10:33 AM
To: Upper Lachlan Shire Council
Subject: Submission to naming of footbridge

I wish to make a submission regarding the proposal to name the new footbridge in honour of Dame Mary Gilmore.

I am opposed to the proposal and would prefer the bridge to be named for someone who quietly served our local community. I would suggest one of our many female volunteers who have so generously and diligently given of their time and service as a more fitting proposal. This would also continue to address the gender imbalance in naming of facilities to recognise and honour people within our society.

I feel that if the bridge is named to honour Dame Mary Gilmore an opportunity will be lost. Our community needs to strongly claim her as our own.

Dame Mary Gilmore's position as a prominent Australian is recognised nationally and internationally. The fact that she was born locally gives me great pleasure. She was not only a poet but was a prominent advocate and worker for marginalised citizens. Naming a bridge which is tucked away in a quiet local reserve does not provide the prominent recognition she deserves.

I feel that a more fitting project should be put forward to honour Dame Mary Gilmore. As a poet she expressed herself artistically. I feel a project in a prominent position and which expresses her poetic abilities, artistic sensibilities, and sense of social justice would be more appropriate. Perhaps the project could incorporate words from her poetry and prose, as well as trees grown from cuttings of the poplar trees planted by her Cameron family at Merryvale to recognise her birth.

Our current Prime Minister is a great great nephew of Dame Mary Gilmore. He has included quotes of her works within his speeches. He has quoted her 1940 words "no foe shall gather our harvest" on a number of occasions. I believe these words should be included in our Memorial Park and that other works could be placed in relevant positions around town.

I trust my submission receives your favourable consideration.

Yours truly,

Vivienne Flanagan

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Susie Pearman

From:
Sent: Tuesday, 23 July 2019 4:29 PM
To: Upper Lachlan Shire Council
Subject: Naming of Footbridge in Pat Cullen Reserve
Attachments: PrimeMinister's letter 5.7.19.jpg

Dear Sir,

As a member of the Upper Lachlan's Dame Mary Gilmore Society, I am writing to support the suggested name for the footbridge in Pat Cullen Reserve as the Dame Mary Gilmore Bridge. (Item 12.3 – Ordinary Meeting - 20 June 2019).

I have many reasons for my support, including the following:

Dame Mary's body of work and her activism improved the lives of women (voting and equality), pensioners (the pension), children (endowment), returned servicemen, the poor, the deprived and Aborigines.

She was a renowned journalist, commentator, writer, poet, schoolteacher, and socialist. She was appointed a Dame of the British Empire in 1937, and is arguably the most famous of people who have been born in this district.

Dame Mary is a distant relation to our Prime Minister, Scott Morrison. I attach a copy of a letter which he has just sent to Maggie Somerville of Melbourne.

Maggie has set many of Dame Mary's poems to music, and the official launch of her CD entitled 'The Forest Prayed' was hosted by our Society in Crookwell on April 6th this year.

If it were to be named the Dame Mary Gilmore Bridge, we suggest that the Prime Minister be invited to officially open it in honour his great-great-Aunt. This would create national interest for our small country town.

Putting such a well-known name on the Footbridge would prompt visitors to the town to say: 'I have a photo of her in my pocket (on a \$10 note) so this must be an important town in the national psyche.'

Please consider:

- a. To select a local person, living or dead, would create favouritism and dissension, especially among the families which have been here for generations.
- b. It is impossible to pit the attributes and achievements of business people, sporting identities and volunteers against each other, each being worthy in different ways.
- c. Thinking 'outside the box' instead of parochially is sometimes a good thing.

Yours faithfully,

Mrs Marion Jordan
17 Elizabeth Street
CROOKWELL 2583

0419 180 542

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July 22, 2019

Mr A Croke
Acting General Manager
Upper Lachlan Shire Council
Spring Street
Crookwell NSW 2583

Dear Mr Croke,

Re: Naming of newly erected footbridge and walkway in the Pat Cullen Reserve.

We would like to suggest that the walkway be named the "Crookwell Walk of Fame" incorporating the Crookwell Bridge of Fame.

The Crookwell Hall of Fame showcases 43 Australian representatives from Crookwell so far, including four Olympians. All our Australian Representatives have been born in Crookwell or spent a large part of their lives in this area. They have learned the basics of their sport or skill in the Shire and many have family still living in Crookwell and surrounding areas.

Our proposal is that a series of plaques featuring photos of the representatives along with a potted biography be mounted along the walkway.

We understand that a letter of support for our proposal has been lodged by the Crookwell Men's Shed committee who are willing to seek funding under their banner to bring our project to fruition subject to Council approval. Preliminary designs for the plaques and stands are underway.

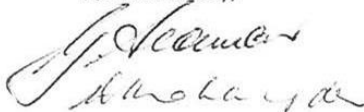
The Crookwell Progress Association also supports our idea and is willing to help us with funding for the Walk of Fame/Bridge of Fame project.

We feel that by naming the footbridge after an individual who has no strong ties to Crookwell limits the opportunity to recognise our local high achievers who have represented Australia both nationally and internationally. The bridge itself could be an opportunity to recognise a number of "famous" residents – not just one who spent the first few months of her life in the shire.

Dame Mary Gilmore has a monument in the vicinity of the Crookwell Railway Station, an annual festival held in her name and the Dame Mary Gilmore Singers perform regularly. She has been widely recognised in the Wagga Wagga area where she lived until she was in her twenties.

We ask that Council gives consideration to our proposal and we welcome the opportunity to discuss our suggestion at your convenience.

Yours sincerely,



Dianne Layden OAM
Greg Seaman OAM
Founding Members of the Crookwell Hall of Fame Committee



July 21, 2019

Mr A Croke
Relieving General Manager
Upper Lachlan Shire Council
Spring Street
Crookwell NSW 2583

Dear Andrew,

Re: Naming of footbridge in Pat Cullen Reserve

On behalf of the Crookwell Progress Association I would like to support the proposal from the Hall of Fame committee to name the footbridge the "Bridge of Fame".

Expanding the project to include the walkway allows recognition of Crookwell's existing Australian Representatives with room to include Crookwell's high achievers in the future.

Naming the bridge after one person or group takes away the opportunity to honour Crookwell residents who have dedicated their lives to farming, health, wool production, education, volunteering and improving our community in various ways.

Plaques could be mounted along both sides of the bridge to honour of these worthy people.

The Crookwell Progress Association is happy to work with the Crookwell Men's Shed to seek funding for the project, depending on Council's approval of the concept.

Yours sincerely,

A handwritten signature in black ink, appearing to read "David Johnson".

David Johnson
President

Mr. Andrew Croke

Acting General Manager
Upper Lachlan Shire Council

July 25th 2019

Dear Andrew,

The proposal to name the new Footbridge at Kiamma Creek the Dame Mary Gilmore Bridge is justified by historical evidence of her lifelong connections to and care for this community.

Dame Mary Gilmore was born at a farm known as Maryvale, located at Roslyn, where her parents lived and worked, and which remains a working farm to this day. Dame Mary's maiden name was Mary Cameron, in 1837 her Cameron Grandparents were among a large group of farming settlers bought to the Richlands district, (near Taralga) from Scotland, by the wool pioneer James McArthur. Mary's Father, Donald Cameron married Mary's Mother, Mary Ann Beattie, who lived on a neighbouring property at Roslyn.

Our Prime Minister, Scott Morrison has acknowledged his family link to Dame Mary Gilmore as she was his great, great Aunt. Due to his family connection, Upper Lachlan Council may wish to consider inviting the Prime Minister to open the Footbridge, which would be a very popular event and bring great credit to the Shire.

It is interesting that Dame Mary Gilmore's Cameron and Beattie descendants live in Crookwell and district to this day. Mr Ian Baxter, of Mt Rae, a foundation member of the historical "Crooked Corner Band", and Mrs Rita Beattie, an excellent cake maker and decorator, are among two of her direct descendants residing in the Shire.

Kiamma Creek originates in the area Mary was born and joins the Crookwell River at the Crookwell caravan park before flowing into the Upper Lachlan River. The Footbridge allows tourists staying at the caravan park, Crookwell's High School students, townsfolk and all visitors to Crookwell, easy access to "Pat Cullen Reserve" where they can enjoy the natural setting, the open space, the native wildlife and have opportunity to reflect and meditate. Dame Mary's poem "Pejar Creek" is a fine example of own her reflections on this area, as it pays tribute to Pejar Creek, which begins near her birthplace, and she writes of the beauty of the rippling water as it meanders through the countryside.

Further evidence of Dame Mary Gilmore's varied involvement in the district was when she attended the 1925 filming of Father Hartigan's "Around the Boree log" at a little bush church, dating from the 1840's, at Middle Arm, close to her birthplace. Two elderly local identities acting in the film that day reminded Dame Mary of her own Cameron and Beattie family relatives who had shared in the pioneering of the area and whose descendants lived in the district then as their descendants still do.

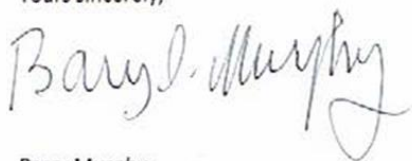
Dame Mary Gilmore had enormous concern for humankind and the environment. Although a pacifist, she was a loyal patriot and a great supporter of our soldiers. She wrote many poems about our soldier's suffering and their heroics in the two world wars. Her 1940 poem "No Foe Shall Gather Our Harvest" was a great public moral booster and exemplifies her strong feelings for the Australian citizens willingness to protect our country from foreign invaders.

Dame Mary Gilmore's important contributions to Australian culture were recognised in her lifetime by The Commonwealth, when it awarded her the British Empire Medal for Literature, which gave her the honorific of Dame. Our current Commonwealth Government continues this recognition by once again renewing her portrait on the new \$10 note. (Along with her poem "No Foe Shall Gather Our Harvest").

Upper Lachlan Shire Council now have an excellent opportunity to pay tribute to their famous local daughter and stimulate tourism. Naming the Footbridge the Dame Mary Gilmore Bridge would renew awareness and pride in our local heritage of Dame Mary's significant connections to the Crookwell district and her literary contributions to our Nation, whilst also acknowledging her care and compassion for people, the environment and her great love of Australia.

For these many reasons I support naming the Footbridge at Kiamma Creek in Dame Mary Gilmore's honour.

Yours sincerely,

A handwritten signature in cursive script that reads "Barry Murphy". The signature is written in dark ink and is positioned above the printed name.

Barry Murphy

Chairman

Kiamma Creek Land Care Group

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
26 JUL 2019
File No:

26. 7. 2019.

TO WHOM IT MAY CONCERN.

I very much support the proposal to name the small bridge over Kaima Creek after Dame Mary Gilmore.

Mary Cameron was born close to Crookwell, i.e. Kaima, and always acknowledged this. We should claim her as our own. A patriot.

Finally this I would suggest naming something "more important" in her honour.

Yours faithfully

Bryan Kennedy CAMS J.P.

 A.M.S.A.	CROOKWELL COMMUNITY MENS'S SHED Inc. 7 Park Street, Crookwell, N.S.W. 2583 A.B.N. 20 788 169 643 Member Number : AMSA101016	
	Payment Details.	
Direct Bank Deposit	Commonwealth Bank Crookwell	
Cheques Made Payable To	Crookwell Community Men's Shed Inc.	

Andrew Croke,

19.07.2019

Acting General Manager

Re; Proposed Naming: Footbridge at Kiamma Creek

The Crookwell Community Men's Shed request Council to reconsider the naming of the new footbridge for the following reasons:-

- (1) An existing Monument and Memorial Garden (opened by John Shaw as Mayor in 2012) was created in honor of Dame Mary Gilmore.
- (2) An annual event is conducted as the Dame Mary Gilmore Festival.
- (3) No other names have been circulated for public comment.
- (4) A proposal for a "Crookwell Walk of Fame" has been prepared and submitted to Council. This identifies the footbridge as a key element in linking the approaches in the proposed Crookwell Walk of Fame and suggests an appropriate name would be the "Bridge of Fame".

(in later years it may be referred to as Crookwell's famous bridge)



Don Southwell,

Secretary.

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
25 JUL 2019
File No:

21 July 2019

Andrew Croke,
Acting General Manager.
Upper Lachlan Shire Council

Re; Proposed Naming: Footbridge at Kiamma Creek.

We, Don and Beryl Southwell, request Council to reconsider the naming of the new footbridge for the following reasons:-

- (1) An existing Monument and Memorial Garden (opened by John Shaw as Mayor in 2012) was created in honor of Dame Mary Gilmore.
- (2) An annual event is conducted as the Dame Mary Gilmore Festival.
- (3) The proposal for a "Crookwell Walk of Fame" has been prepared and submitted to Council. This identifies the footbridge as a key element in linking the approaches to the footbridge in the proposed Crookwell Walk of Fame and suggests an appropriate name would be the "Bridge of Fame". This project could become a major tourist element in celebrating 200 years of the establishment of Crookwell next year as it would identify members of our community that have made major contributions to our Town.

In anticipation of Council giving this matter careful consideration.

Thank You

Don and Beryl Southwell

Beryl Southwell
Don Southwell

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
25 JUL 2019
File No:

From:
To:
Subject: Naming "Dame Mary Gilmore Bridge"
Date: Thursday, 25 July 2019 10:56:34 PM

Sent from my iPad

25th July 2019
1 Irwine Road
Caringbah
N S W 2229

Mr. Andrew Croke
a/g. General Manager
Upper Lachlan Shire Council

Dear Sir,

I am familiar with the town Crookwell & surrounds often visiting friends in the town. I am a fan of Dame Mary Gilmore's work particularly her very loyal support for our Service men & women in her works. My own family has a background of Military Service. My paternal Grandfather (George Frederick Hamilton) was born in Wick Scotland circa 1881 & his three sons served in the AIF during WWII & the youngest later in the BCOF Japan. George Allan Hamilton (the first born) was killed in action February 1942 in the invasion of Singapore Island. Kenneth Charles Hamilton served in two theatres of action in New Guinea & later New Britain. Ian Gordon Hamilton served in Japan with BCOF. Grandfather, George Frederick Hamilton hosted the local Air Raid Wardens HQ for the duration & looked after his wife & two daughters.

My maternal Grandfather (Helmet Intze) was born circa 1889 in Aachen, Germany. He was interned during the 1914/18 conflict after having arrived in Australia 1910. His Welsh born wife was left to raise two little girls while he was incarcerated, later after becoming a citizen he joined the AIF in a non-combatant role for WWII. My Mum was a war widow & my brother & I were Junior Legatees.

Dame Mary Gilmore was an exemplary citizen who had a strong empathy for Service Men/Women & their families in times of war and deserves recognition in the area she came from.

PM Morrison has weighed in recent days which will add support to name the Footbridge at Kiama Creek after this fine lady.

Yours Sincerely
Donald Ross HAMILTON
Senior Executive
Telstra Corporation
(Retired)

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Susie Pearman

From:
Sent: Thursday, 25 July 2019 10:32 AM
To: Upper Lachlan Shire Council
Subject: Naming of the new foot bridge.

The Acting General Manager

Dear sir

I would like to make a suggestion for the naming of the new footbridge

Since moving to Crookwell in 2009 my husband and I have been amazed at the number of great sportsmen and women (including shearing) from this small district who have achieved great things for Australia,.

A wander around the hall at the library where their photographs are hanging shows just how many there are.

What a wonderful idea it would be to call it after them and eventually have a plaque for each one along the track and then new names could be added as time goes by similar to the 'war memorial walk' at Boorowa. What a talking point for visitors and a wonderful attraction to the park. Perhaps Our great 'sports achievers' or something similar.

Yours sincerely

Edith Medway.

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From:
To: [Upper Lachlan Shire Council](#)
Cc: [Juanita Anderson](#)
Subject: Dame Mary Gilmore Bridge
Date: Friday, 26 July 2019 8:30:36 AM

Mr Andrew Croke
Acting General Manager
Upper Lachlan Shire Council
26th July 2019

Dear Andrew,

I would like to add my voice to the growing chorus of support in favour of naming the new footbridge at Kiamma Creek in honour of Dame Mary Gilmore.

Dame Mary Gilmore is a famous Australian who was born on a farm near Roslyn. Her important contributions to Australian life and culture were recognised when she was awarded the British Empire Medal for Literature and honoured with a State funeral when she passed away at aged 97. Our current government recognises this by renewing her portrait on the new \$10 note and by a speech in parliament by Scott Morrison (29/11/2012), now Prime Minister (and related to Mary Gilmore) to mark the 50th anniversary of her death

Ongoing recognition of Dame Mary Gilmore's roots and links with Upper Lachlan Shire can be assured through the naming of this footbridge in her honour.

John Anderson

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UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
29 JUL 2019
File No:

Monday 22nd, July, '19

The General Manager,
Dear Sir,

Both as a resident and ratepayer, and as a member of the Kiamma Creek (Pat Cullen Res.) Land Care group, I strongly support Council's resolution regarding the naming of the new footbridge in the Reserve after Dame Mary Gilmore.

Mary Gilmore spent her early childhood in the Crookwell area, she often re-visited here and called the area her "hearthstone". She still has relatives here, and one of our senior ladies was once tutored by her. Indeed, we even have an active Dame Mary Gilmore Society.

During her long life, apart from her writings, she achieved national and international stature. She was made a Dame of the then British Empire, was the confidant of five Prime Ministers, and spent much of her life championing underdog causes - blinded World War I Diggers, indigenous groups, exploited workers, those on the land, and so on.

She was an inspirational patriot, and who will forget her famous lines

"No foe shall gather our harvest
Nor sit on our stockyard rail."

Yours faithfully, Maleek Barlow

From:
To: [Upper Lachlan Shire Council](#)
Subject: NAMING OF BRIDGE SUBMISSION
Date: Saturday, 27 July 2019 2:41:02 PM

Dear Andrew,

I believe that the bridge should not be named the 'Dame Mary Gilmore Bridge'. Mary Gilmore was born to itinerant parents at Woodhouslie, she only lived there during her infancy - not enough time for her talents and nature to be nurtured by this environment. an annual festival in her honour is enough to celebrate this moment in time when Mary Gilmore was born nearby. Like Mary Poppins, there are numerous towns making claim to Dam Mary Gilmore. Let's not jump on a band wagon.

I am not sure how the name will be decided - from the submissions received: one picked out of a hat; the one with the most votes; the one the Councillors like the best; or the decision is already made and the opportunity to put in submissions is to quieten the people who oppose. Regardless, I would like to suggest that the name of the bridge be considered from the following:

- * Kiamma Creek Walk Bridge
- * After David Reece or Barry Murphy who took up where Pat left off in the beautification of the park;
- * In honour of someone who lived a life here and contributed greatly to our community social and cultural development;
- * Given a quirky name (such as Duck's Crossing as there are always duck there) that amuses locals and visitors, and is not obtrusive by omission to all those that deserve recognition; or
- * Not be named at all.

No matter what is chosen or however chosen, I strongly object to the bridge being named after Mary Gilmore.

Yours sincerely,
Sam Stephenson

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For more information please visit <http://www.symanteccloud.com>

Susie Pearman

From:
Sent: Wednesday, 24 July 2019 8:11 PM
To: Upper Lachlan Shire Council
Subject: Proposed Naming: Footbridge at Kiamma Creek (Pat Cullen Reserve)

To Andrew Croke, Acting General Manager of Upper Lachlan Shire Council

Hi Andrew,

In response to Council's reminder

re:Proposed Naming: Footbridge at Kiamma Creek (Pat Cullen Reserve)

I am writing, not opposed to the name Dame Mary Gilmore Bridge, but to suggest a name that is unique and importantly holds a lot of meaning to Kiamma Creek. This name will also coincide with the already named, Pat Cullen Reserve.

I have been visiting the reserve for nearly 32 years and as a little girl would enjoy talking to Pat and watching him plant and care for the reserve with my whole extended family.

In honour of Pat and his dedication to the reserve, the name Cullen is of Irish origin meaning "holly tree"

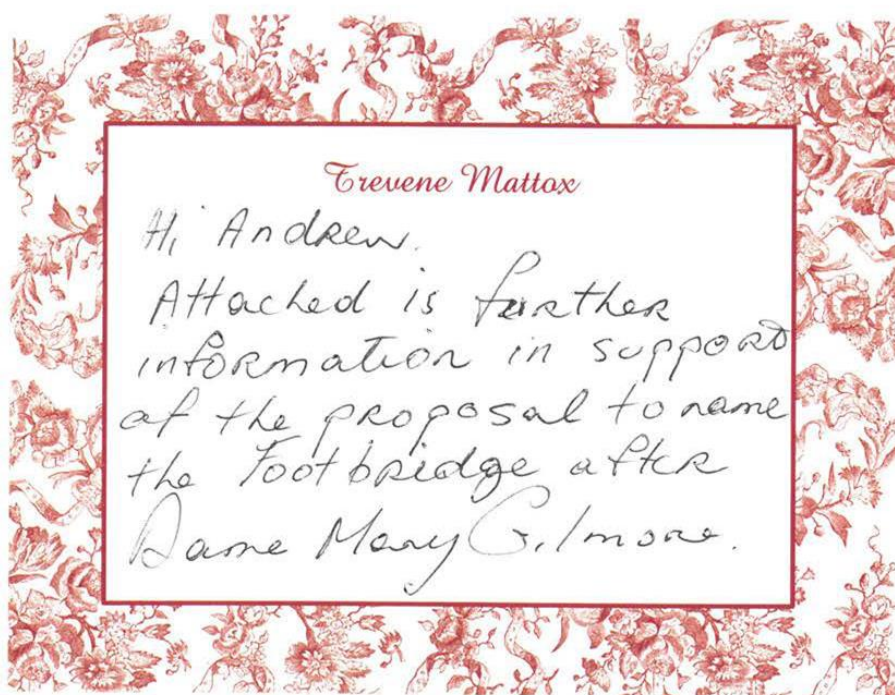
Therefore my suggestion is to call this newly constructed bridge The Holly Tree Bridge.

Kind Regards

Stephanie Knight

Sent from my iPhone

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DAME MARY GILMORE RETURNED TO THE GOULBURN/ ROSLYN AREA MANY TIMES THROUGHOUT HER LIFE. It was "Her Roots", she said.

Mary was born 16th August 1865 at Merryvale, Roslyn 15 Kms. from Crookwell. Her Grandfather, Hugh Beattie planted a White Poplar tree in the garden at Merryvale to mark her birth. The property was sold the following year to Archibald and Eliza Nixon. Mary's family moved to a property in Redground Road, and later followed their several moves through South Western NSW.

In the course of her life, Mary returned to the Goulburn area many times. She wrote in a short story of her travels by horse and carriage from Goulburn Station to the Gordon Hotel for an overnight stop, then continuing the journey the next day to Roslyn.

Mary was a prolific letter writer and over the years she exchanged letters with some members of Nixon family, many of whom became her close friends. Mary's published letters include those to 2nd generation, Archibald T. Nixon who was a poet, writer and farmer, and Sarah Nixon-Smith. Another Roslyn born poet that Mary befriended, nurtured and advised was Nellie Alice Evans, born in 1884. In later years, Mary became a keen critic of Nellie's work, she said, "She was a natural lyricist, her poetry sang and her words were music."

In 1936, Mary arranged for a cutting from her White Poplar tree at Merryvale to be sent and planted at Poet's Corner in the Botanic Gardens in Sydney. A cutting was also taken to Canberra in 1956 and this tree is located in what is now the Canberra Golf Club grounds. Both trees have been replaced with new ones.

Mary was baptised a Presbyterian however, in life her best friends were the Sisters of Mercy in Goulburn. They shared hopes for a better future for all Australians. The Sisters loved and cared for Mary in times of poor health and grief; her husband and son both died tragically in 1945 within a few months of each other. Another good Catholic friend was locally born, Father Bill Kennedy, who was and still is a great advocate of Mary's work to improve social conditions. Mary bequeathed the Goulburn Sisters of Mercy the First Print editions of each of her books. Some years later, Father Bill transferred them to the Catholic Archives in Canberra.

In 2017 Father Bill and Sisters of Mercy came to Crookwell Mary Gilmore Festival to meet a representative from the Reserve Bank of Australia for the launch of the current Australian \$10 note bearing once again the portrait of Dame Mary Gilmore.

Dame Mary passed away in Sydney at the age of 97. Her life work was aimed at national level. She was the close friend and advisor to four Prime Ministers; Billy Hughes, Joe Lyons, John Curtin and Ben Chifley. She is Upper Lachlan Shire's most famous daughter.

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
26 JUL 2019
File No:

Friday 26 July 2019

Andrew Croke,
Acting General Manager,
PO Box 42, Gunning NSW 2581
(Attached to email to council@upperlachlan.nsw.gov.au)

Dear Mr Croke,

Proposed Naming: Footbridge at Kiamma Creek (Pat Cullen Reserve)

*"Upper Lachlan Shire Council is seeking feedback on the naming of the newly-constructed footbridge at Kiamma Creek (Pat Cullen Reserve), as the Dame Mary Gilmore Bridge."
(from the notice posted on ULSC's Facebook page 16 July 2019 at 11.58am)*

In 2020, Crookwell celebrates its Bicentennial. The restoration of Kiama Creek walkway and new bridge in Pat Cullen Reserve would seem an ideal opportunity to honour and preserve the memory of the people of Crookwell who constantly contributed so much to the making of the community down through the years that we recognise and cherish today.

This includes the pioneers and settlers, the farmers, the families, the sporting champions, the volunteers, who together evolved a settlement into what is actually a true community in the very best sense of the word. The Cambridge Dictionary defines 'community' as:

The people living in one particular area or people who are considered as a unit because of their common interests, social group or nationality.

The Pat Cullen Reserve was even named for a long term resident who contributed to and was part of community all his life, including during his retirement when he began to actively care for the Reserve.

Dame Mary Gilmore

On the above criteria, Dame Mary Gilmore's connection to Crookwell itself is slight. According to the *Australian Dictionary of Biography (Vol.9)*, she was born at "Mary Vale, Woodhouselee, near Goulburn, NSW". (<http://adb.anu.edu.au/biography/gilmore-dame-mary-jean-6391>).

Wikipedia (https://en.wikipedia.org/wiki/Mary_Gilmore), however, states that she was born "at the small settlement of Cotta Walla (modern-day Roslyn), just outside [Crookwell, New South Wales](#). She "lived in the Shire for the first year of her life", leaving apparently at the age of one year with her parents to live in Wagga Wagga (thus infancy rather than childhood).

Her **actual** childhood, however, was spent in and around Wagga Wagga, and the webpage for the Arianh Park Festival mentions "she later recorded her childhood memories of the Wagga district"
<http://www.arianhparkfestival.com/about-marygilmore.html>

1

Proposed naming of the Pat Cullen Reserve walk way and bridge, Kiamma Creek

In her adult life, in the 1920's, Dame Mary Gilmore spent time in Goulburn so much so that the Goulburn & District Historical Society published a biography: *Dame Mary Gilmore : her Goulburn connection compiled by Gordon Thompson*. ("...she was sent to Goulburn by her doctor to escape the pressure of city life at different times between 1921 and 1924." Aust.Dictionary of Biography)

One could almost say that Goulburn has more claim to Dame Mary Gilmore. It has a Gilmore Street, as do so many other towns and cities throughout Australia, or a variation on her name and/or title (Mary Gilmore, Dame Mary Gilmore). Canberra has a whole suburb – Gilmore.

Dame Mary Gilmore died at the age of 97, thus less than 1% of her life was spent in the Upper Lachlan Shire.

Surely we have Crookwell pioneers, settlers, families, sporting champions, volunteers who have contributed specifically far more to the town and the Shire than the fact that Dame Mary Gilmore was born and spent the first months of her life in one tiny area of the Shire. If a memorial to that that is needed, perhaps a brown tourist sign could be erected on the Crookwell Goulburn/Woodhouselee Road to Roslyn?

Bicentennial Walkway and Bridge, Pat Cullen Reserve, Kiamma Creek

My suggestion would be to incorporate the revamped walkway and the new bridge into a rollcall of Crookwell and district people who meet the above definition of a community: those people who lived in a particular area, who shared common interests, who contributed in such unsung ways, to Crookwell. This could take the form of plaques with names, dates and a brief history of each person – pioneer, settler, occupation – spaced along the whole walkway between Saleyards Road and Laggan Road. As the bridge is an integral part of the walkway, it has no need of a separate name: if one is needed, it could simply be called "the Bicentennial Bridge".

It should be noted that this is one of several routes that Crookwell High School students use on their way to school. How much more relevant would it be for them to be able to use a walk way that reveals the history of the people of their own town and district?

I would also suggest that the Council take the time to liaise and engage with the full and wider community and to also take time to consider what can be done for the 2020 Bicentennial. A comparatively untapped and reliable resource here is the Crookwell and District Historical Society.

The Facebook page of the Crookwell and District Historical Society "Crookwell through Time" is remarkably popular. It now has 2,419 members. The Historical Society has always been firmly committed and active in preserving the historical records – the range of their publications is extraordinary.

I would ask that Council put aside the motion:

"144/19 1. Council endorse the public exhibition for the newly constructed footbridge over Kiamma Creek in Pat Cullen Reserve to be named as Dame Mary Gilmore Bridge. 2. If no public submissions are received Council proceed with the installation of the associated signage with the proposed name at the bridge approaches. DOI Placed on public exhibition on 27 June 2019."

From Page 191 Draft Minutes from 18 July (2019) Business Papers

And replace it with a motion that details not just my suggestion but those of others from the community to honour Crookwell's own community representatives as suggested above. Unlike Dame Mary Gilmore, honoured throughout Australia, if we do not honourably recognise and remember our own community contributors, who will?

In future years, the other sections of Kiamma Creek could also be incorporated into pedestrian walkways, ie, the other side of Saleyards Road, along the creek to the old Railway Station.

Yours sincerely,
Yvonne Hatch

Infrastructure Department - 15 August 2019

ITEM 12.2 **"Walk of Fame" proposal**

FILE REFERENCE **I19/532**

AUTHOR **Manager Assets and Design**

ISSUE

Council has received a submission proposing the naming of the walkway within Pat Cullen Reserve.

RECOMMENDATION That -

1. Council make a determination if they support a proposed "Walk of Fame" pedestrian walkway within Pat Cullen Reserve in Crookwell.

BACKGROUND

Council advertised the proposed naming of the pedestrian bridge within Pat Cullen Reserve as a part of the proposed project. The project is largely complete and waiting for the final part of the walk way to be completed as currently the site is unsuitable for the operation of the construction machinery due to winter weather conditions.

This report provides information to Council on requests to establish a "Walk of Fame" recommended by Crookwell Community Men's Shed in their submission dated 15 July 2019 and is further endorsed by the Crookwell Progress Association.

REPORT

There is a separate report dealing with the potential naming of the footbridge located within Pat Cullen Reserve as Crookwell Bridge of Fame based on the submission from the representatives of the Crookwell Progress Association.

This proposal and in conjunction with the Crookwell Community Men's Shed is to establish a "walk of fame" in Kiamma Creek walkway that can be used to highlight the achievements of individuals and sportspersons from the Crookwell community forming a major feature and enjoying walk promoting healthy community in addition to providing historical information.

The proposal outlined above is in direct contrast to the alternative submission received from the Kiamma Creek Landcare Group. It is worth noting the large number of voluntary hours their members have put in over 10 years to assist Council in developing the site and attracting funding to make this reserve a treasured community asset and place of passive public recreation.

Infrastructure Department

"WALK OF FAME" PROPOSAL cont'd

The Crookwell Community Men's Shed concept has merit as the names have local relevance outlining achievements of the wider community instead of a single person or a section of a community.

In summary, Council need to consider if this concept conflicts with the original intention and development of the Pat Cullen Reserve and if this concept will detract from the passive recreation use and scenic focal point of Kiamma Creek.

POLICY IMPACT

Nil

OPTIONS

Council can choose to support the establishment and naming of the walkway by accepting or rejecting the proposal from Crookwell Community Men's Shed Inc.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil establishment costs to Council are identified there may be ongoing annual maintenance costs. There will be costs for the establishment of a "Walk of Fame" in the estimated vicinity of \$20,000 which the Crookwell Community Men's Shed will apply to secure grant funding for the project.

RECOMMENDATION That -

1. Council make a determination if they support a proposed "Walk of Fame" pedestrian walkway within Pat Cullen Reserve in Crookwell.

ATTACHMENTS

1. ↓	Crookwell Community Men's Shed - Crookwell Hall of Fame Walk	Attachment
2. ↓	Kiamma Creek Landcare Group - Opposing "Walk of Fame" proposal by Crookwell Men's Shed	Attachment



CROOKWELL COMMUNITY MENS'S SHED Inc.

7 Park Street, Crookwell, N.S.W. 2583

A.B.N. 20 788 169 643 Email: crookwellmensshed@gmail.com

Member Number : AMSA101016

Andrew Croke

15th July 2019

Acting General Manager

Upper Lachlan Shire Council.

The Crookwell Community Men's Shed is seeking Council's approval to establish the "Crookwell Walk of Fame" as an opportunity to display the achievements of Crookwell citizens who are Australian Representatives or achieved similar significant recognition, as well as identifying other special historical features along the walk.

The proposed location is along a route commencing in Laggan Road opposite the Caravan Park linking to the new pedestrian footbridge at Kiamma Creek, along the existing walkway to Salesyard Road. A future extended route would be past the Heritage Railway Station, the Dame Mary Gilmore Monument, then to Coleman Park to see the memorial Howard Rotary Hoe. The return walk would be along Goulburn Street through the Town Centre with its various attractions. The total length would be approximately 2.75 km (existing path 600m, new extended walk 1.050km, return via Town Centre 1.10km)

The Men's Shed is the current sponsor of the Crookwell Wall of Fame located in the Memorial Hall which has limited times for viewing. The suggested Walk of Fame would be an appropriate location to provide an outside display of information about these Crookwell Legends and other appropriate citizens.. The Men's Shed could be the appropriate organization to arrange funding, purchase suitable display units ,similar to those in the attached photos, and erect them in selected locations. The initial program, at a preliminary estimate of \$20,000, would be completed at no cost to Council, and provide suitable entry signage and approximately twenty five display units with details of the achievements of our legends and information about historic features such as the fish ladder, first swimming pool and platopus breeding in Kiama Creek.

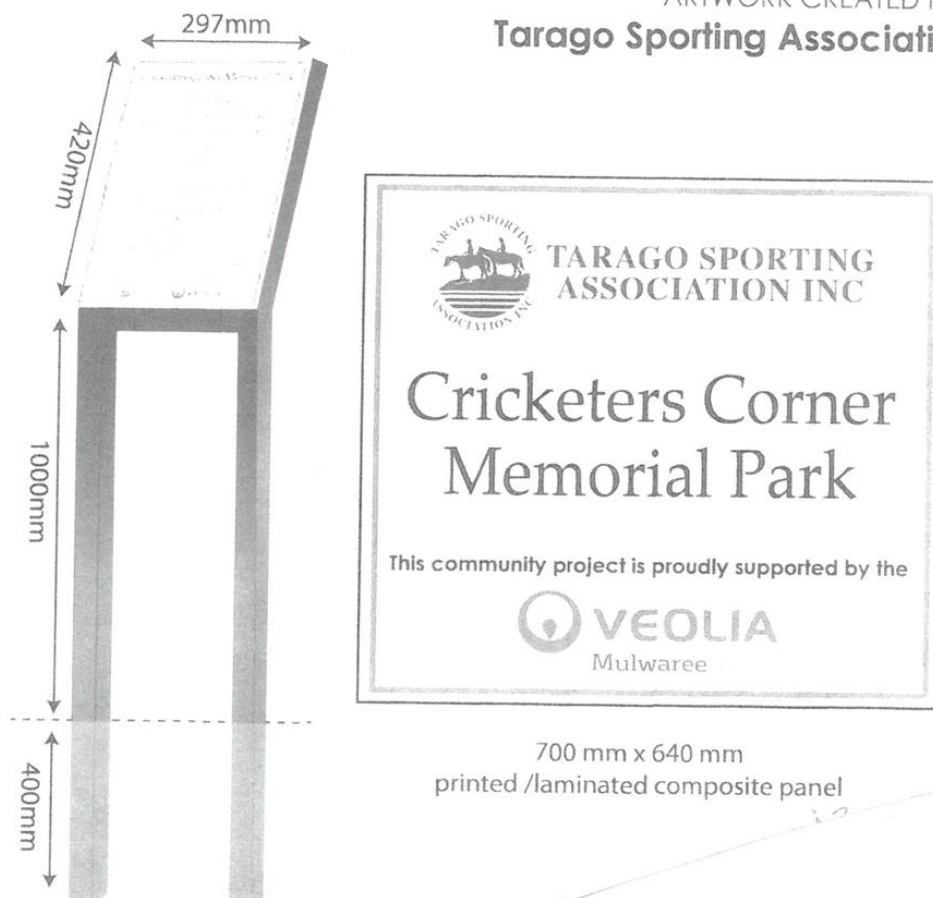
The suggested first stage, from Laggan Road to Salesyards Road, would be located along the existing walkway either side of the new pedestrian footbridge which could be appropriately named the "Bridge of Fame", linking the two sections of the "Crookwell Walk of Fame".

This is an opportunity to develop a new and unique tourist attraction for visitors as well as celebrating the achievements of members of our own community.

Don Southwell, Secretary Crookwell Community Men's Shed.



ARTWORK CREATED FOR
Tarago Sporting Association



<u>KIAMMA CREEK (PAT CULLEN RES.) LANDCARE GROUP</u>	
UPPER MURTAGH SHIRE COUNCIL	
CROOKWELL OFFICE	
05 AUG 2019	
File No:	

C/- SPUD MURPHY'S INN
GOULBURN ST
CROOKWELL, 2583 2/8/19.

The Mayor & Councillors,

For 10 years or more our volunteer group has worked, and we mean "worked" to develop the Pat Cullen Reserve into a passive recreation area where people can come to relax, escape the noise and bustle of the town, and commune with Nature.

The Reserve's natural features lend it to such a unique development. It has an unusual elongated shape, it has quite varied topography, it still has some native trees and shrubbery, but most of all (since the removal by Land Care of the willows) it has a lovely quietly flowing permanent stream that spills over the weir wall into an unspoiled native wetland.

For years we have tried unsuccessfully to maintain the unsafe and crumbling gravel walkway that runs beside the stream. Now, at last, we have obtained a State grant that has enabled us with Council help to replace the gravel with a safe 2m. wide concrete waterside walkway.

The whole purpose of this new path and its half-dozen or so adjacent seats, consistent

(2)

with the quiet relaxation purpose of the Reserve, is to maximise safe proximity and access to, and quiet enjoyment of, the flowing stream and wetland and the now returning wildlife.

Now, to our surprise (to put it mildly), another group, that has never contributed in any way to the development of the Reserve and without any prior contact or discussion with us, has applied to Council virtually to take over our new walkway for a project of its own.

That group wants to convert the new path way into some sort of gallery called the "Walk of Fame", install metal plaques every 25m or so and about 1m tall detailing the achievements of a famous local, and also name the new footbridge funded from our grant the "Bridge of Fame".

At our Group's A.G.M. on Thursday 1/8/2019 we unanimously opposed their proposal because:

- (1) It was inconsistent with the quiet community with Nature ambience that should be the essence of this unique area.
- (2) It would clutter the new path way.
- (3) The plaques would be prone to damage by vandals and debris when the creek floods.
- (4) There are other more appropriate sites for such plaques (eg, Clifton Park's perimeter path).

Finally, developments proposed for any

(3)

public Reserve or Park must be consistent with the "raison d'être" for that particular venue. For example in Crookwell our Memorial Park with its Shrine and other memorials is a place of reverence and respect. It would be quite inappropriate to build a children's bright and noisy soft-fall playground in such a place. Similarly, the proposed cluttering of the new Waterside Walkway with large metal plaques to the famous is completely at odds with the quiet enjoyment of Nature planned character of the path.

Barry D. Murphy
(Chairman)

Margaret H. Gay
(Secretary)

Rob Arlow
(Hon. Treasurer)

Infrastructure Department - 15 August 2019

ITEM 12.3 **Updated on Council Local Bridge Load Limits**

FILE REFERENCE **I19/507**

AUTHOR **Manager Assets and Design**

ISSUE

This report provides an update to Council about the progress work and assessments on those bridges with temporary load limit issues.

RECOMMENDATION That -

1. Council keep the community informed with progress on repairs and temporary solutions and timeframes for scheduling works for those bridges with temporary load limits, with regular media releases and information published on Council's website and other media channels;
2. Council proceed with installation of bypass and other bridge alternative options as a matter of urgency based on each bridge site inspection and design specification;
3. A further report to Council be prepared detailing the costs associated with the installation of bypass and other bridge alternative options and will outline the source of funding available for that purpose.

BACKGROUND

Council assessed seventeen (17) bridges using Pitt and Sherry consulting firm. This assessment was aimed to determine the capacity and safety level of these bridges and enable Council to secure funding for any upgrades.

This assessment revealed that 1 Bridge is fit (MR248E Laggan - Taralga Road / Carrabungla Creek), 1 Bridge is recommended to close (Harley Road Crookwell Bridge), and 15 bridges required load limit restrictions until repair work or full replacement of the bridge is carried out.

This report provides a further update to the Council on the recent proceedings.

REPORT

Council's Infrastructure Department staff are working together with New South Wales Roads and Maritime Services (RMS) to further refine and technical review the bridges detailed in Attachment 1. The technical assessment will inform Council decision making process for how to handle the replacement, repair and/or strengthening of bridges and examine alternate temporary solutions by road bypass.

Council have already funding approved for the replacement of Kiamma Creek Bridge in Laggan Road, Kiamma Creek in Harley Road, Abercrombie Bridge in Oberon Road, Woodville Bridge over Crookwell River, Kangaloolah Road Bridge over Diamond Creek and Kangaroo Creek Bridge in Bigga Road. These bridges are funded as a part of the 2018/2019 and 2019/2020 Operational Plans and are expected to be completed using internal and external resources.

The remainder of the bridge replacements are being programmed as a part of the Council Delivery Program and will be replaced in a systematic program schedule.

While permanent repairs and upgrade of these bridges may take some time, Council is working diligently to determine how temporary relief can be provided to the community as quickly as possible. These temporary relief activities is the highest priority for the Council at this point in time. Therefore, it may cause a delay to ongoing delivery of the 2019/2020 Operational Plan as Council's resources are diverted to help the community in time of this urgent emergency situation.

This report summarises up to date information about the progress of temporary works on those bridges as follows:-

- 1) The implementation of temporary load limits and installation of the load limit signage at all timber bridges was completed on 31 July 2019 as a public safety measure;
- 2) The Infrastructure team has awarded contract for the design and construction of the new Harley Road Bridge. This contract has been awarded to "Bridging Australia Pty Ltd" and planning work has commenced from 1 August 2019. The project is expected to be completed within 15 weeks;
- 3) Council has engaged the services of an external contractor to undertake further assessment of the three Concrete Bridges (Boorowa Road/Wheeo Creek Bridge), (MR248W Boorowa Road / Old man Gunyah Creek), and (Reids Flat Rd / Lachlan River) out of 17. This further assessment was expected to advise Council regarding the treatment options.

The assessment of the two bridges "Boorowa Road/Wheeo Creek" are complete at the time of this report. These reports suggest that there are multiple repair options. If the recommendations are implemented, it may allow these concrete bridges to achieve full strength (T44 HML 6 axles semitrailer (length ≤19m) and 62.5tonnes 9-axle B-Double to access) subject to speed restrictions. However these recommendations require investigation of the concrete strength which is unknown at this point in time. Therefore, before the implementation of these recommendation, Council is undertaking further investigation into the strength of these two concrete bridges.

The third concrete bridge assessment report is expected to be completed by the end of the week ending 9 August 2019;

- 4) Council's Infrastructure Team has completed site inspections commencing in July 2019 to work out options for temporary access until repair and replacement of all 12 bridges is carried out. These inspections includes the implementation of possible bypass options, re-alignments and side tracks. At the time of the

report, Council is confident that there will be side-tracks on at least 10 out of those 12 bridges. Fisheries permits will be sought where appropriate, in addition to possible native title searches if required. A summary of this information is attached as Attachment 1. It is working document and should not be seen as final.

- 5) The Assets and Design team are working closely with NSW RMS Bridge team to conduct further assessment to the load limits and find appropriate solution of repair or strengthening option to bring the load limits up and maintain the safety level of the bridges until full replacement is implemented;
- 6) The Manager of Assets & Design is scheduled to visit RMS Bridge team at their Parramatta office on 7 August 2019 to further assess the available data/reports/drawings of the timber bridges and work out options of strengthening and repair;
- 7) Council staff are meeting with Transport for NSW to work through funding conditions in preparation for multiple bridge replacement grant applications under the NSW Government Fixing Country Roads and Fixing Country Bridges funding programs.

Upper Lachlan Shire Council and the community is facing a challenge and fully understands the impact on the local farming community and business operators, such as livestock carriers. Council's resources are working collectively with the Member for Goulburn, Wendy Tuckerman MP, and the NSW Government agencies to help provide a temporary relief while waiting for permanent repairs and replacement.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Council to apply for further grant funding to support the cost of assessment, repair and replacement of bridges.

RECOMMENDATION That -

1. Council keep the community informed with progress on repairs and temporary solutions and timeframes for scheduling works for those bridges with temporary load limits, with regular media releases and information published on Council's website and other media channels;
2. Council proceed with installation of bypass and other bridge alternative options as a matter of urgency based on each bridge site inspection and design specification;

Infrastructure Department

UPDATED ON COUNCIL LOCAL BRIDGE LOAD LIMITS cont'd

3. A further report to Council be prepared detailing the costs associated with the installation of bypass and other bridge alternative options and will outline the source of funding available for that purpose.

ATTACHMENTS

1. 	Bypass information Update for Bridges in Upper Lachlan Shire	Attachment
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Bridge No.	Bridge Name	Ops	Update on 5th August
139	Willcox Rd / Clifford's Creek	1	Repairs to be undertaken on the existing causeway approx. 70 downstream of the timber Bridge. The cutting immediately west of causeway will need to be widened to ensure semi access. We will then regravell the approach side-tracks on existing alignment
128	Bigga Rd / Kangaroo Creek	2	Bypass identified on upstream side of existing Bridge. Asset & Design Section currently seeking approvals through fisheries etc. for these works to proceed
X	Woodville Rd /Crookwell River	3	Potential bypass identified on upstream side of existing Bridge. Asset & Design Section currently preparing design for approval through fisheries etc. for these works to proceed
135	Kangaloolah Rd / Diamond Creek	4	Potential bypass identified on upstream side of existing Bridge. Asset & Design Section currently preparing design for approval through fisheries etc. for these works to proceed
136	Peelwood Rd / Peelwood Creek	5	Potential bypass identified on downstream side of existing Bridge. Asset & Design Section require survey to enable design and approvals
137	Peelwood Rd / unknown	6	Potential bypass identified on upstream side of existing Bridge. Asset & Design Section require survey to enable design and approvals
133	Julong Rd 1 / Crookwell river	7	Potential bypass identified on upstream side of existing Bridge. Asset & Design Section require survey to enable design and approvals
130	Cooksvale Rd / Peelwood Ck	8	Potential bypass identified on upstream side of existing Bridge. Asset & Design Section require survey to enable design and approvals

129	Blue Hills Rd / Monkey Ck	9	Potential bypass identified on Downstream side of existing Bridge. Asset & Design Section require survey to enable design and approvals
134	Julong Rd 2 / Crookwell river	10	Potential bypass identified on Downstream side of existing Bridge. Asset & Design Section require survey to enable design and approvals
127	Arthursleigh Rd / Sandy Ck	11	Potential bypass identified on Downstream side of existing Bridge. Asset & Design Section require survey to enable design and approvals
132	Jeffreys Rd / Bridgy Ck	12	Further investigation underway to determine availability of side-track location
131	Harley Rd / Kiamma Ck		Bridge Closed - Alternate street access available around site
138	Reids Flat Rd 2 / Coates Crk		No side track location identified
140	MR 248 E Laggan - Taralga road / Curraburgla Crk		No Load Limits on this Bridge
141	MR248W Boorowa rd / Wheeo Crk		No side track location identified
142	MR248W Boorowa rd / Old man Gunyah Crk		No side track location identified
143	Reids Flat Rd / Lachlan River		No side track location identified

Infrastructure Department - 15 August 2019

ITEM 12.4 **Submission to name new gymnasium at Memorial Oval Crookwell**

FILE REFERENCE **I19/513**

AUTHOR **Director of Infrastructure**

ISSUE

This report advises of a submission received by Council for consideration in naming of the new gymnasium at the Crookwell Memorial Oval building.

RECOMMENDATION That –

1. Council seek public submissions for the naming of the newly constructed gymnasium within the Crookwell Memorial Oval building.

BACKGROUND

Council has received a submission for the naming of the new gymnasium at the Crookwell Memorial Oval building. The submission is an attachment to this report. The submission is from John Broderick, President of the Crookwell Barbell Club and recommends the gymnasium be named after founder of the original gym "The Bruce Belford Gymnasium".

REPORT

This report recommends that the public is invited to suggest name(s) for the new gymnasium. Public invitation of submission will allow Council to ascertain the views of the community before naming the facility. Council will advertise it for 28 days noting there is no statutory requirement for naming and associated advertising period.

After the public submissions have been received all submissions will be reported back to Council for consideration at future meeting.

POLICY IMPACT

It is recommended that Council ensure road names conform to the road naming principles outlined in NSW Addressing User Manual. The suggested name shall comply with Council's Street and Road Naming Policy (Resolution Number 77/19, adopted version 18 April 2019).

OPTIONS

Council may wish to recommend approval, refusal or suggest other names for the new gymnasium at Crookwell Memorial Oval.

Infrastructure Department

SUBMISSION TO NAME NEW GYMNASIUM AT MEMORIAL OVAL CROOKWELL
cont'd


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council seek public submissions for the naming of the newly constructed gymnasium within the Crookwell Memorial Oval building.

ATTACHMENTS

1. 	John Broderick - Naming the new gymnasium at Crookwell Memorial Oval	Attachment
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From: [Sheryl Broderick](#)
To: [Upper Lachlan Shire Council](#)
Subject: ATTN: Andrew Croke RE: Naming the new gym
Date: Tuesday, 16 July 2019 1:51:15 PM

Hi Andrew,

Some time ago at one of the initial planning meetings, we spoke briefly about naming the gym after the founder of the Crookwell Barbell Club, Mr Bruce Belford.

The Barbell Club are happy to pay for the plaque but understand from Linus that the approval to name the gym would need to go through council. To that effect, we request that you submit this email to council for approval.

The plaque would simply read "The Bruce Belford Gymnasium".

Thanks and regards
John Broderick
President, Crookwell Barbell Club

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For more information please visit <http://www.symanteccloud.com>

Infrastructure Department - 15 August 2019

ITEM 12.5 **Maintenance of Gibraltar Road**

FILE REFERENCE **I19/529**

AUTHOR **Director of Infrastructure**

ISSUE

This report provides a recommendation regarding the ongoing maintenance of Gibraltar Road, Big Hill.

RECOMMENDATION That -

1. Council maintain 1.2 kilometres of Gibraltar Road Big Hill, after this road is transferred into Council's control as Public Road at no cost to the Council;
2. Council include the maintenance 1.2 kilometres of Gibraltar Road as a part of the ongoing unsealed local roads maintenance program starting 1 July 2020;
3. Council allocate an additional \$5,000 for the ongoing maintenance of this road in the 2020/2021 Operational Plan.

BACKGROUND

Council have received several representations from the residents of Gibraltar Road in Big Hill regarding the maintenance of this road. At the Ordinary Council Meeting on 17 November 2016 Council resolved:-

297/16 **RESOLVED** That Council will maintain Gibraltar Road on the proviso that the residents must fund the upgrade of the road (to the eastern boundary of Lot 51 in DP 750014) subject to Council's minimum subdivision standard and they must ensure the rationalisation of the right of way occurs.

The residents have funded part of the upgrade of this road up to 1.2 kilometres starting from the intersection of Brayton Road and have requested ongoing maintenance. This report addresses this latest request after the road upgrade was undertaken.

REPORT

On 23 July 2019, Council's Mayor John Stafford and Council's Director of Infrastructure met Mr Blissett on site for road inspection and have compared the condition of Gibraltar Road, Big Hill with other unsealed roads in the area. The condition of the road is better than most of the unsealed roads within the area. However, the road still does not meet the minimum standard stipulated and have narrow areas.

As this road is a dead end road and services a limited number of properties, it is reasonable to consider a reduced standard given that some of the highly erodible area of approximately 300m is already sealed.

Infrastructure Department

MAINTENANCE OF GIBRALTAR ROAD cont'd

Part of the 1.2km of Gibraltar Road is still a Right of Way (ROW) and needs to be transferred through the Crown Lands at no cost to the Council. Mr Blissett has discussed this aspect with the neighbours and Crown that appears to suggest that the swap is possible between the ROW and affected Crown Road.

Council funds grading of local unsealed roads once a year and/or while the grader is in the area, Council crews can undertake this maintenance. A small length of road added to the local road network is unlikely to make a material \$ change to Council's annual unsealed local roads budget.

Mr Blissett has spent his own money to upgrade this road and given there is a genuine desire to maintain the road in a good condition, Council may wish to have a serious look at maintaining this road. The Big Hill locality where this road is located does not get other services, therefore it is politically defensible to approve the maintenance of this road.

By maintaining this road, the 1.2km of Gibraltar Road will be opened for school bus service, adding "value" to the lives of the people in the area.

In summary, it is "operationally" feasible and politically defensible while adding value to the community at a limited cost. As it adds value, it is recommended that Council accept the responsibility for the road maintenance.

As part of the road is still a Right of Way and Crown Road, it is reasonable to ask the proponent to make arrangements for the transfer of the land as public road to the Council at no cost to the community.

POLICY IMPACT

Nil

OPTIONS

Council can choose to accept, refuse or replace the recommendation.

FINANCIAL IMPACT OF RECOMMENDATIONS

If the recommendation is adopted, it will cost Council an additional estimated \$5,000 each year.

RECOMMENDATION That -

1. Council maintain 1.2 kilometres of Gibraltar Road Big Hill, after this road is transferred into Council's control as Public Road at no cost to the Council;
2. Council include the maintenance 1.2 kilometres of Gibraltar Road as a part of the ongoing unsealed local roads maintenance program starting 1 July 2020;
3. Council allocate an additional \$5,000 for the ongoing maintenance of this road in the 2020/2021 Operational Plan.

ATTACHMENTS

1. ↓	David Blissett - Gibraltar Road - updates on status of requests	Attachment
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Susie Pearman

From: Wendy & David Blissett <davidwendy3@bigpond.com>
Sent: Wednesday, 24 July 2019 7:23 AM
To: Upper Lachlan Shire Council
Cc: Mursaleen Shah; Mayor John Stafford
Subject: Bus stop Brayton Road

Hello Mursaleen,

We talked briefly about this yesterday after I commented that the family requesting the bus stop have their property on the market. It is not a case of if they will move but when as they have committed to purchasing land out of the area. You remarked that Council was going to spend in the vicinity of \$40,000 to establish the bus stop.

You also asked if I had acquired a cost to seal the balance of Gibraltar Road (which we estimated to our gate would be around 900m from Brayton road) to which I said no. Can I read into this that if Council was not to proceed with the bus stop that it could look at investing these funds into then sealing the balance of Gibraltar Road? From the sealing work that I had done (and paid for myself) I would estimate to seal the above section would cost around \$30,000. This would allow for a sealed road of 4.5 metres width which would be the average width of the existing gravel road. I think it would be a very prudent investment for the long term actually saving money in the long run. This is the same rational I used when identifying and sealing the known trouble spots that I have had sealed. When Council take over the ongoing maintenance grading of Gibraltar Road it would cost around \$6,000 per annum to undertake the works detailed in my earlier email. As you can see the cost of sealing the road could be recovered in 5 years. I was told that the seal that I have had done should last around 15 years before requiring any major maintenance given the low volume of traffic and low speed of such traffic. Council may also take into consideration the contribution towards roads that the owners of Lot 129 DP 750014 have just paid to Council in their recently lodged DA which could be applied to these proposed works. Council passed a resolution to allocate the monies I paid when we lodged our DA to carry out works on Gibraltar Road as mentioned yesterday so it is something that can be done.

Just a thought for consideration.

Regards
David Blissett

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For more information please visit <http://www.symanteccloud.com>

Susie Pearman

From: Wendy & David Blissett <davidwendy3@bigpond.com>
Sent: Wednesday, 24 July 2019 6:57 AM
To: Upper Lachlan Shire Council
Cc: Mursaleen Shah; Mayor John Stafford; 'ElectorateOffice Goulburn'
Subject: Gibraltar Road summary

Hello John and Mursaleen

Thinking about our meeting yesterday and all that was looked at and discussed I think there could have been an information overload on my behalf in trying to get my point across so I have decided to try and summarise the issue so there will be no doubt going forward as to what the residents would like to achieve.

1. Adopt the proposal by Crown Lands (Wendy Tuckerman I have forwarded this to you separately) to convert the right of carriageway running within Lot 129 DP 750014 of which I gave you a copy. The boundary fence on the northern side of the ROC will be relocated, as discussed yesterday, using the existing corner posts on the south eastern side of Lot 1 DP 563054 and the south western side of the Crown Road running along the boundary of Lot 128 DP 750014. The owner of the affected land, David Brooks, has already agreed to this and the residents will be covering the cost of this fencing. There will be no need for any additional road works or alignment as the road is already existing. By using the existing corner posts there will also be no need for expensive surveys. These boundary posts have been in place for more than 30 years and have not been in question as to their validity.
As detailed in the Crown Land submission this work can take place within a 2 to 4 week time frame with minimal to no cost to any party as per point 5 of the submission.
2. Council to then take over maintenance of the road with a minimum of 2 maintenance grades a year, as is the case with Jeffreys Road which we viewed yesterday, to the eastern boundary of Lot 128 DP 750014. The ROC that runs through Lot 127 and 128 DP 750014 is to be graded once a year.

It is as simple as that and Council has the discretion to make it happen.

Regards
David Blissett

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For more information please visit <http://www.symanteccloud.com>

Susie Pearman

From: Wendy & David Blissett <davidwendy3@bigpond.com>
Sent: Tuesday, 23 July 2019 5:50 PM
To: Upper Lachlan Shire Council
Cc: Mursaleen Shah; Mayor John Stafford; 'ElectorateOffice Goulburn'
Subject: Gibraltar Road Big Hill

Good afternoon John and Mursaleen,

I will keep this short as there is already sufficient correspondence on file outlining our case.

Thank you for your time today to look at the improvements conducted to Gibraltar Road by the residents with the view of Council taking over the ongoing maintenance. From our drive around the district it was apparent that Council already maintain other roads within close proximity to Gibraltar Road (notably Jeffreys Road which is graded twice a year) that do not meet Council standards whilst, in some cases, actually forming part of school bus runs.

I also recognise that Council has reservations about taking on the maintenance, as requested, as it may set a precedent for other residents to lobby Council to undertake maintenance of other roads within the Councils' jurisdiction. This I feel should have no impact on the decision about Gibraltar Road as I believe we have undertaken works so that the road is not a liability going forward. Should other residents be able to put a viable case, as I believe we have, then it should be assessed on its' merit accordingly. I will concede that Gibraltar Road is still a gravel road and as such could be subject to damage in heavy rain events although this should be minimised by the tar sealing undertaken of the known trouble spots. Such damage is problematic though of all gravel roads wherever they are located a fact of which I am sure Council is well aware. There are some finer details to be sorted out as per the proposal from Crown Lands to change the right of carriageway to a public road but this can be easily facilitated should Council desire.

Once again, may I say, that I feel our request for Council to take over the maintenance of Gibraltar Road is a fair and reasonable one. Council has the discretion to make such a decision and should vote to do so.

Regards
David Blissett

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13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

13.1	Library Sponsorship Policy Review	184
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Finance and Administration - 15 August 2019

ITEM 13.1 **Library Sponsorship Policy Review**

FILE REFERENCE **I19/503**

AUTHOR **Library Manager**

ISSUE

Review of Library Sponsorship Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Library Sponsorship Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Library Sponsorship Policy. The Library Sponsorship Policy is attached with amendments highlighted in yellow, and deletions from Policy highlighted red for Council's review.

POLICY IMPACT

This is a review of an existing Council Policy.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Library Sponsorship Policy.

ATTACHMENTS

1. 	Library Sponsorship Policy - Date Adopted 2015 - Resolution 294/15 - Review 2018	Attachment
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POLICY:-	
Policy Title:	LIBRARY SPONSORSHIP POLICY
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	24 October 2004
Resolution Number:	266/04
Other Review Dates:	15 October 2009, 19 July 2012, 15 October 2015
Resolution Number:	434/09, 235/12 and 294/15
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XXX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy developed by:	Manager Library Services
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Manager Library Services
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVE

This policy is designed to facilitate the receipt of sponsorship by the Council library service.

Council welcomes sponsorship from local business, corporations, community groups, families and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available to the library branches.

POLICY STATEMENT

The Upper Lachlan Shire Council libraries play an essential role in the quality of life of our community. Council supports, in principle, sponsorship by outside organisations or individuals provided that:-

1. The project, activity or collection to be sponsored fits within the Council's Code of Conduct, and other Council policies and practices;
2. The sponsorship is for a particular project, activity or collection which may otherwise be unsupported at the required level; i.e. not in Council's operational budget;
3. The sponsorship may be for a specified period and that the participants may withdraw from the program after giving due notice of the cessation of support;
4. The acknowledgement of sponsors is prominently featured unless the sponsor wishes otherwise.

GUIDING PRINCIPLES

The following principles will guide the library service in the solicitation and acceptance of sponsorship to enhance or develop library programs and services:-

- All sponsorships and/or support must further the library's mission, goals, objectives and priorities **as detailed in Council's Integrated Planning and Reporting framework**. They must not drive the library's agenda or priorities.
- All sponsorships must safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All sponsorships must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All sponsorships must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All sponsorships must leave open the opportunity for other potential donors to

have similar opportunities to provide support to the library.

- Gifts of books or other library materials will be accepted in accordance with the terms outlined in the **Southern Tablelands Library Cooperative (STLC) Goulburn Mulwaree Council Library** Collection Development Policy.

RECOGNITION AND ACKNOWLEDGEMENT

The library service will ensure that each sponsor receives acknowledgement. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:-

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file. Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at over **\$1,000**, the library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter.

APPROVAL

Council reserves the right to make decisions regarding the acceptance, rejection, and/or implementation of library sponsorships. All sponsorships that have specific requirements and the solicitation of sponsorship by Library staff and/or Friends of the Library valued over **\$1,000** must be approved by the Director of Finance and Administration.

LEGISLATIVE PROVISIONS

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

- Local Government Act 1993;
- Library Act 1939;
- Library Regulation 2010;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Local Government (State) Award **2017**;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Code of Conduct for Councillors, staff and delegates of Council;

- **Goulburn Mulwaree Council** Collection Development Policy;
- Council Library Membership and Access Policy;
- Council Bribes, Gifts and Benefits Policy;
- Council Purchasing Acquisition of Goods and Services Policy;
- Council Service Delivery Policy; and
- Council Fraud and Corruption Prevention Policy.

VARIATION

Council reserves the right to vary or revoke this policy.

Finance and Administration - 15 August 2019

ITEM 13.2 **Borrowing and Loans Policy Review**

FILE REFERENCE I19/501

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Review of Council's Borrowings and Loans Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Borrowings and Loans Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Council Borrowings and Loans Policy. The Policy is attached with amendments highlighted in yellow for Council's review.

POLICY IMPACT

This is a review of an existing Council Policy.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Debt servicing costs and principal repayments are reported in Council's Integrated Planning and Reporting Framework (Operational Plan and Long Term Financial Plan).

RECOMMENDATION That -

1. Council adopts the reviewed Borrowings and Loans Policy.

ATTACHMENTS

1. 	Borrowings and Loans Policy - Adopted 15 May 2013 - Resolution 136/13 - Review 2016	Attachment
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POLICY:-	
Policy Title:	Borrowings/Loans Policy
File Reference:	F10/618-03
Date Policy was adopted by Council initially:	27 September 2007
Resolution Number:	267/07
Other Review Dates:	16 September 2010 and 15 May 2013
Resolution Number:	355/10 and 136/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XXX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVE

To borrow funds in accordance with relevant legislative requirements and to provide a structured and disciplined approach to the supplementary financing of Upper Lachlan Shire Council's capital infrastructure improvements and asset renewals program over time through the use of loan monies.

POLICY STATEMENT

That Council seeks to ensure that the borrowing policy and related procedures are publicly transparent and meet good business and best practice criteria including controls over identified risks.

This policy applies to all new and old money borrowings from external sources. Upper Lachlan Shire Council borrowings are subject to statutory legal requirements including Sections 621-624, of the Local Government Act 1993 and Ministerial Borrowing Order signed by the Minister for Local Government.

PROCEDURAL GUIDELINES

The Local Government Act 1993 sets out the overarching ability to borrow but refers to the ability of the Minister of Local Government to impose restrictions and for security to be in accordance with regulations. Division 9, Section 229-230, of the Local Government (General) Regulation 2005, stipulates that the General Manager is to notify the Director-General within seven days of any borrowings. The Regulations also specify that loans will be a charge on Council's income, loans may only be in Australian Currency and excludes offshore borrowing, and sets limits for placement fees.

It is an annual requirement that the Minister determines each NSW Local Government Council's Borrowing Limit in accordance with Section 624, of the Local Government Act 1993. This requirement stipulates that all borrowings are approved by the Minister for Local Government prior to the drawdown of loan funds.

All proposed borrowings shall be included in Council's Operational Plan, Delivery Program and Long Term Financial Plan, outlining what is the purpose of the borrowings, the amount to be borrowed and from which fund the loans will be financed.

The procedures to be implemented by Council staff will be as follows:-

1. Council's Manager of Finance and Administration is to call for and receive loan interest rate quotations from a minimum three financial institutions (Authorised Deposit Taking Institutions); including the provision of repayment schedules for interest and principal amounts, specifying the term of the loan, and any applicable fees;

2. Council senior management to recommend to the **General Manager** an approval of a loan;
3. All new borrowings are **noted by** a Council Resolution **and where necessary** affix the Seal of Council to the relevant loan documentation and be signed by the General Manager and Mayor as required; and
4. Council staff to ensure filing of all transactions, quotes and decisions for audit and review as specified in Council's Records Management Policy.

CIRCUMSTANCES WHERE BORROWING WILL BE CONSIDERED

The Council will give consideration to borrowing money for the acquisition or construction of an asset where:-

- The asset to be acquired is a new addition to Council's asset base or replaces an existing asset with one that is significantly upgraded and has an Economic Life of greater than 20 years; or
- All alternative financing options for undertaking the project without borrowing have been investigated and proven less advantageous to the Council; or
- The income stream from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset; or
- Loan repayments will be met by a third party i.e. self supporting loans; or
- The index of the cost of acquisition or construction is increasing at a rate that exceeds the cost of borrowing i.e. to "save" for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring it today.

As a general rule the benefits received from undertaking the borrowing should be greater, over the life of the borrowing, than the costs of borrowing.

Where the cost of using external funds acquired through borrowing, is greater than the forgone investment earnings on these funds that are surplus to current requirements, such funds should be used prior to seeking external funds.

POLICY GUIDELINES

1. Council under their charter are to have regard to long term and cumulative effects of their decisions. Accordingly, Council must exercise reasonable care and diligence that a prudent person would exercise when borrowing funds.

2. The Council recognises that loan borrowings play an important part in the Local Government financial structure for financing infrastructure projects, capital asset renewals and expansions;
3. The Council also recognises that it is equitable to the ratepayers that the liability for the capital costs of infrastructure should be distributed over the period during which the people enjoy the benefits derived thereof. The principle of intergenerational equity may be applied;
4. The Council adopts the principle of using loan moneys as a resource to fund the replacement and creation of infrastructure assets that have a long life expectancy;
5. The use of loan moneys shall be limited to the construction and alteration of buildings, the acquisition of income producing assets and new infrastructure assets which have a life expectancy greater than twenty years. In particular debt may be used to fund capital expenditure that provides future service benefits. The principle of improving the valuation and pricing of social and ecological resources applies - the users of goods and services should pay prices based on the full life cycle costs, this particularly applies to the matching of debt profiles to infrastructure asset profiles;
6. In no circumstances shall Council borrow funds for recurrent expenditure or to fund operating budget expenditure maintenance activities;
7. Loan borrowings will be limited to a level where the ratio of net debt service costs (principal and interest) to operating income does not exceed 10%;
8. Council shall ensure there is appropriate working capital available to carry out its strategic plans as outlined in Council's Delivery Program and any related borrowings program will be included within Council's identified Long Term Financial Plan and align with the Infrastructure Plan – Asset Management Plans;
9. Borrowings are to be used in a manner consistent with competitive neutrality policy requirements;
10. Procedures and controls are to address risks and meet good business and best practice requirements;
11. The Council will only raise debt, by way of borrowings, after receiving the Minister for Local Government's approval, and after having first ascertained that there are no readily available uncommitted and unrestricted Council cash reserves;
12. Given the Council's preference for certainty, interest rate risk / exposure shall be managed by ensuring that the term of the loan will span at least three financial years with a preference for longer terms and varying the

maturities so that no more than 15% of debt will mature in any one financial year;

13. Liquidity risk management refers to the timely availability of funds to the Council when needed without incurring penalty costs. Liquidity risk will be minimised by:-
 - Avoiding a concentration of debt maturity dates;
 - Adherence as far as possible to the adopted Council Community Strategic Plan, Delivery Program and Operational Plan; and
 - Maintaining an appropriate amount of accessible cash and investments or uncommitted credit lines to cover working capital requirements as they fall due;
14. The Council will ensure that debt is maintained at prudent levels in accordance with Ministerial Approvals and the funding principle of ensuring that the costs of any expenditure can be recovered at the time that the benefits of that expenditure accrue;
15. Where appropriate the General Manager may determine internal debt arrangements. Internal loans will normally only be in relation to expenditure of a capital (or one-off) nature related to any activity that would normally be funded by external loan. Internal debt may include borrowing against future Section 94, Section 94A and / or Section 64 Development Contributions Plans;
16. In no circumstances shall Council borrow funds from the Trust Fund;
17. The accounting for borrowings must be in accordance with the Local Government Code of Accounting Practice and Financial Reporting Guidelines. Costs of borrowing will be allocated to the specific funds to which the borrowing directly relates;
18. Council is to adhere to the Local Government (General) Regulation 2005 which states that loans to Council are to be a charge on the Council's income. The repayment of money borrowed by a Council (whether by way of overdraft or otherwise), and the payment of any interest on that money, is a charge on the income of the Council.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Independent Commission against Corruption Act 1988;
- Government Information (Public Access) Act 2009;
- State Records Act 1998;
- Ombudsman Act 1974;
- Public Interest Disclosures Act 1994;
- Ministerial Borrowing Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards;
- Local Government (State) Award 2017;
- Australian Taxation Office legislation and determinations;
- Council Code of Conduct;
- Council Code of Meeting Practice;
- Council Long Term Financial Plan;
- Council Delivery Program;
- Council Operational Plan;
- Council Investment Policy;
- Council Internal Controls and Procedures Manual;
- Council Fraud and Corruption Prevention Policy;
- Council Delegations of Authority Policy; and
- Council Complaints Management Policy.

VARIATION

That Council reserves the right to vary the terms and conditions of this policy.

Finance and Administration - 15 August 2019

ITEM 13.3 **2018/2019 Budget Revotes to carry forward to internal restricted reserve**

FILE REFERENCE **I19/466**

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Revote to carry forward 2018/2019 expenditure allocations and uncompleted works into Council's internally restricted reserve fund.

RECOMMENDATION That -

1. Council receives the report and approves the 2018/2019 revote of uncompleted capital works expenditure projects totalling \$1,182,330 to the Council internal restricted reserve.
2. Council approves the 2018/2019 transfer to internal reserves totalling \$2,924,612.

BACKGROUND

Nil

REPORT

The uncompleted works allocations and internal restricted reserve movements from 2018/2019 Operational Plan budget expenditure are required to be carried forward by transfer to the Council's internally restricted reserve. Also, Council are to restrict the Financial Assistance Grant (FAGS) payment in advance for the first two quarters of the 2018/2019 allocation for use in that year.

The following revotes do not include specific tied grant fund cash allocations which are required to be acquitted to external funding bodies and have been externally restricted by Council for their specified purpose, i.e. Roads to Recovery, RMS Block Grant, and other grant programs. Also excluded are Section 94 and Section 64 development contributions, stormwater levy, water supply fund, sewerage fund and domestic waste management externally restricted funds.

The following are internally restricted revotes to the reserve fund relating to 2018/2019 uncompleted works and unspent budgeted allocations to be funded by Council:-

Finance and Administration**2018/2019 BUDGET REVOTES TO CARRY FORWARD TO INTERNAL RESTRICTED RESERVE cont'd**

Description	GL Number	Revote \$
<i>Internal Reserves – Uncompleted Works</i>		
MR248 East - Regional Roads Repair Capital Works	52484	201,630
Gunning Library Renovations	55106	35,000
Collector Stormwater Drainage	55187	145,700
Tony Foley Memorial Centre - Capital Improvements	55242	46,000
Waste Centre - Crookwell Landfill Remediation (EPA)	55257	369,000
Towns and Villages Streetscape	55401	150,000
ePlanning Suite - Implementation and Integration	55430	40,000
Traffic & Transport Cycleway Program Lorn St Collector	55498	81,000
Gunning Pool Improvements - First Aid & Staff Amenities	55589	25,000
Christmas Decorations – Crookwell and villages	55590	6,000
RV Park Taralga	55625	53,000
Bus Stop Bigga Construction	55633	10,000
Bus Stop Taralga Construction	55634	10,000
Bus Stop Binda Construction	55635	10,000
<i>Uncompleted Works - Total</i>		1,182,330
<i>Internal Reserves</i>		
Transfer to State Road Works Contingency Reserve		386,000
Financial Assistance Grant 2019/2020 Prepayment		2,474,612
Transfer to Information Technology (IT) Reserve		49,000
Transfer to Housing Reserve		15,000
<i>Reserves - Total</i>		2,924,612
Total internal restrictions carried forward to reserve		4,106,942

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

All internal restricted transfer to reserves shall be included in Note 6 (c) Restricted Cash, Cash Equivalents and Investments within the 2018/2019 Financial Statements.

RECOMMENDATION That -

1. Council receives the report and approves the 2018/2019 revote of uncompleted capital works expenditure projects totalling \$1,182,330 to the Council internal restricted reserve.
2. Council approves the 2018/2019 transfer to internal reserves totalling \$2,924,612.

ATTACHMENTS

Nil

Finance and Administration - 15 August 2019

ITEM 13.4 **Subsidised Use of Public Halls Policy Review**

FILE REFERENCE I19/504

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Review of Council's Subsidised Use of Public Halls Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Subsidised Use of Public Halls Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Subsidised use of Public Halls Policy. The Policy is attached with amendments highlighted in yellow, and deletions from Policy highlighted red for Council's review.

POLICY IMPACT

This is a review of an existing Council Policy.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Subsidised Use of Public Halls Policy.

ATTACHMENTS

1. 	Subsidised use of Public Halls Policy - Date Adopted 2015 - Resolution XX/15 - Review 2021	Attachment
--	--	------------

POLICY:-	
Policy Title:	Subsidised Use of Public Halls Policy
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	25 May 2006
Resolution Number:	122/06
Other Review Dates:	20 September 2012 and 16 July 2015
Resolution Number:	308/12 and 185/15
Current Policy adopted by Council:	21 June 2018
Resolution Number:	XXX/18
Next Policy Review Date:	2021

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

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVE

To provide a means by which community, charity and cultural organisations and groups conducting events and activities within the Upper Lachlan Shire Council area may seek Council assistance, through the waiving of fees for the use of Council buildings and facilities, outside of the normal timeframe for the management of Council's annual Section 356 Contributions/Donations Program.

ELIGIBILITY

Eligibility will be limited to small community based organisations operating for the direct benefit of the local community. Eligibility will not extend to major fund raising bodies, with a parent body located outside the Council area.

Organisations and groups must be not-for-profit and be based within the Upper Lachlan Shire Council local government area.

POLICY

1. Waiving of fees will apply to fees charged by Upper Lachlan Shire Council and/or the Hall Management Committees for the use of the public hall and other venues that are owned, and/or controlled, and operated facilities by Upper Lachlan Shire Council and/or a Section 355 Committee of Council.
2. Waiving of fees may not apply to requests from individuals or businesses.
3. It is recommended that all requests for the waiving of fees should be lodged on the appropriate application form at least one month prior to the date of the event taking place.
4. Community groups and other organisations may not apply more than once per financial year for fees to be waived, with the minimum amount of reimbursement each financial year being the equivalent of the nominal hall hire fee as per Council's adopted Operational Plan Fees and Charges Schedule.
5. In assessing applications for waiver of fees, consideration will be given to the following:-
 - Financial need for the subsidy and relationship to the viability of the event;
 - Contribution to the community and whether the work is in the public interest; and
 - Demonstration that no alternative funding sources are available.
6. Where an application requests assistance to support an activity wherein the proceeds will go to a charity, acknowledgment by the named charity shall be included in the application form.
7. All subsidies are made on a one-off basis with no guarantees for on-going Council financial assistance in future years.

8. If approval is granted applicants must acknowledge Council's support in publicity for the event.
9. All applications are subject to payment of a Security Deposit/Bond, as set by Upper Lachlan Shire Council's Operational Plan Fees and Charges, 30 days prior to the function. This payment is insurance against damage to the hall and/or its facilities.
10. The General Manager of Upper Lachlan Shire Council will have the delegated authority to approve the waiving of fees, as and when applications are received.
11. Approvals given by the General Manager for waiving of hire fees will be reported at the end of the financial year in Council's Annual Report.

Upper Lachlan Shire Council is committed to both the development of the community and sound financial management. Due to the nature of the usage of the hall facilities it is not feasible to be cost neutral at this stage. Council also recognises that it has responsibilities under the National Competition Policy to ensure local competitors, such as hotels and clubs are not disadvantaged by Council's provision of a similar service at a reduced fee.

Upper Lachlan Shire Council greatly values the contribution of the fundraising, social and community groups and organisations the contribution and role they play in the Shire community.

RELEVANT LEGISLATION

The following Legislation effects the operation of this Policy:-

Local Government Act 1993;
Local Government (General) Regulation 2005;
Environmental Planning and Assessment Act 1979;
Independent Commission against Corruption Act 1988;
A New Tax System (Goods and Services Tax) Act 1999;
NSW State Records Act 1988;
Government Information (Public Access) Act 2009; and
Privacy and Personal Information Protection Act 1998.

RELATED COUNCIL POLICY AND PROCEDURES

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

Code of Conduct for Councillors, staff and delegates of Council;
Operational Plan;
Delivery Program;
Tablelands Regional Community Strategic Plan 2016-2036;
Social and Community Plan;
Cultural Plan;
Internal Controls and Procedures Manual;
Plan of Management Crookwell Memorial Hall;

Plan of Management Community Halls and Buildings;
Purchasing and Acquisition of Goods Policy and Procedures;
Delegations of Authority Procedure;
Code of Business Practice;
Service Delivery Policy;
Cash Handling Policy;
Records Management Policy;
Bribes, Gifts and Benefits Policy;
Complaints Management Policy; and
Fraud and Corruption Prevention Policy.

VARATION

Council reserves the right to vary or revoke this policy.

UPPER LACHLAN SHIRE COUNCIL APPLICATION FOR SUBSIDISED USE OF COUNCIL VENUES

Subsidy applications for use of the public hall facilities must be lodged at least 30 days before the commencement of the event.

Please indicate which venue you are using:

☐ Public Hall ☐ Public Hall Facilities ☐ Other (e.g. Art Gallery, Museum)

1. PUBLIC MEETING / PROJECT INFORMATION

Title:
Date/s to be held:
Brief description:
.....
Name of Organisation:
Contact Person:
Telephone: (Business)..... (Private/Mobile).....
Address:
.....

2. CRITERIA

Is your organisation –
Non – profit?..... YES/NO
Registered for GST? YES/NO
(If yes, reciprocal tax invoices will need to be exchanged for the value of the subsidy).
Set up to service the residents of the Upper Lachlan Shire Local Government Area?...YES/NO

3. GUIDELINES

Is your application –
being submitted 30 days before the event?..... YES/NO
The only one from your organisation for venue subsidy this financial year?..
YES/NO
Able to show how you contribute to the community/public interest?.....
YES/NO
If so, how?.....
.....
Nominating that you are helping a charity?..... YES/NO
If yes, who are they?.....
Do they support/acknowledge your assistance (attach letter)?..... YES/NO
Do you anticipate raising more money than the subsidy amount?.....
YES/NO

4. FINANCIAL SUPPORT (Established groups – attach an audited financial statement/balance sheet)

Does your organisation need financial support?.....
YES/NO
Why?.....
.....

Has your organisation had previous ULSC financial support for this event?

YES/NO

If so, how did you acknowledge this (attach evidence)?.....

5. VENUE

Why did you choose this venue (e.g. was it to meet a specific need)?.....

.....

You MUST attach an event sheet (proof of booking) from the venue, have you?

YES/NO

6. CHECK LIST – Please ensure you have attached the following information if these are relevant.

- ☐ Event Sheet (proof of booking)
- ☐ Letter of support from charity (if applicable)

.....

DO NOT DETACH – PLEASE COMPLETE THIS SECTION

This will be returned as acknowledgment of your application.

Please print your name and address clearly in the box below:-

Name: _____

Address: _____

Suburb: _____

Finance and Administration - 15 August 2019

ITEM 13.5 **Electronic Security Systems Policy Review**

FILE REFERENCE I19/516

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Review of Council's Electronic Security Systems Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Electronic Security Systems Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Council Electronic Security Systems Policy. The Policy is attached with amendments highlighted in yellow, and deletions from Policy highlighted red for Council's review.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Electronic Security Systems Policy.

ATTACHMENTS

1. 	Electronic Security Systems Policy - Date Adopted 21 March 2013 Resolution 65/13 - Review 2019	Attachment
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POLICY:-	
Policy Title:	Electronic Security Systems Policy
File Reference:	F10/618
Date Policy was adopted by Council initially:	18 February 2010
Resolution Number:	76/10
Other Review Dates:	21 March 2013
Resolution Number:	65/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XXX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

Objective

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

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

Scope

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

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

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

Responsibilities

Systems Administration and Monitoring Responsibilities

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

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

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

- Remotely monitoring the system functions;
- Operate, administer and maintain perimeter entrance access controls for designated buildings;
- Issuing security fobs to individual Council personnel in conjunction with user requirements;
- Validating a security fob for use;
- Maintaining a register or database of all security fob holders;
- Identification and matching of security fob with the person who was issued a fob;

- Cancelling or deactivation of any security fob reported as missing or lost immediately upon such notice;
- Deleting access of a security fob held by departing personnel when managing the register;
- All spare and unused security fobs will be deactivated and securely stored in the security safe at the Crookwell Office;
- Retrieving any security fob from the relevant Departmental Manager received from departing personnel; and
- All maintenance responses and liaison with the ESS contractor to correct access faults, register database errors, door lock errors, public holidays and emergency access related issues.

Buildings Security Access

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

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

Security Access Levels

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

Conditions of Usage

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

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

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

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

Council Departmental Directors, Managers and Supervisors are responsible to ensure the continued understanding of the policy and its protocols by Council staff.

Abuse or Misuse of Security Access

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

Relevant Legislative Provisions and Council Policies

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

- Industrial Relations / Workplace Surveillance Act 2005;
- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Work Health and Safety Act 2011;
- Local Government (State) Award 2017;
- Privacy and Personal Information Protection Act 1998;
- Government Information (Public Access) Act 2009;
- State Records Act 1998;
- Fair Work Act 2009;
- Independent Commission against Corruption Act 1988;
- Anti Discrimination Act 1977;
- Council's Code of Conduct;
- Council's Complaints Management Policy;
- Council's Internet and Email Policy;
- Council's Disciplinary Policy;
- Council's Fraud and Corruption Prevention Policy.

Review of Policy

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

14 GENERAL MANAGER

The following items are submitted for consideration -

14.1	Consultative Committee Meeting Minutes	212
14.2	Work, Health and Safety Committee Meeting Minutes	262
14.3	Review of Council's Media Policy	266
14.4	Review of Advertising in Council's Newsletter Policy	280

General Manager - 15 August 2019

ITEM 14.1 **Consultative Committee Meeting Minutes**

FILE REFERENCE I19/517

AUTHOR **Acting General Manager**

ISSUE

Providing the minutes from Consultative Committee meeting held 7 August 2019.

RECOMMENDATION That –

1. Council adopt the recommendations of the Consultative Committee Meeting Minutes held on 7 August 2019.

BACKGROUND

Nil

REPORT

Attached for Councillors information and adoption are the minutes from the Council Consultative Committee Meeting that was held on 7 August 2019.

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council adopt the recommendations of the Consultative Committee Meeting Minutes held on 7 August 2019.

ATTACHMENTS

1. 	Minutes from Consultative Committee held 7 August 2019	Attachment
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PRESENT: Mr R Stephenson (Deputy Chairperson), Mr K Kara, Mr D Cooper, Mr B Johnston, Mr B Smithers, Mr C Wray, and Ms S Pearman (Minute Secretary).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 9.10AM.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr D Scott, Mr A Croke, Mr M Shah, Mr M Wilson and Mrs T Dodson.

RESOLVED by Ms Pearman and Mr B Smithers that the apologies be received and leave of absence be granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Stephenson and Mr Kara

That the minutes of the Consultative Committee Meeting held on 3 June 2019 be adopted.

- CARRIED

ITEM 3.2 **RESOLVED** by Mr Stephenson and Ms Pearman

That the minutes of the Consultative Committee Extraordinary Meeting held on 12 June 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 HUMAN RESOURCES COORDINATORS REPORT

RESOLVED by Mr Kara and Mr Stephenson

1. The Human Resources activity report information is received and noted.

- CARRIED

ITEM 4.2 REVIEW OF TIME IN LIEU OF OVERTIME POLICY

RESOLVED by Mr Smithers and Mr Wray

1. The reviewed Time in Lieu of Overtime Policy be forwarded to Council for adoption.

- CARRIED

POLICY:-	
Policy Title:	Time in Lieu of Overtime Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	22 September 2005
Resolution Number:	288/05
Other Review Dates:	21 April 2011, 21 August 2014
Resolution Number:	250/14
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

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

OBJECTIVES:

The aim of this procedure is to define the process for arranging and recording Time In Lieu of Overtime.

To enable the consistent application of arrangements for Time in Lieu of Overtime the following procedure is to be followed:

1. Time in lieu can be accrued and taken only with the prior approval of the General Manager or by their delegated authority.
2. Prior to working additional hours, "agreement" needs to be reached between the staff member and their supervisor on whether any time worked is to be paid at overtime rates or as Time in Lieu.
3. Where arrangements have been made for Time in Lieu to apply a record of same is to apply and is to be recorded as follows:
 - the attached form "Application for Time In Lieu of Overtime" is to be completed, approved and forwarded to the Payroll Officer.
 - the Payroll Officer will record the relevant information on Councils' payroll system (as part of leave balances).
4. Requests to take Time in Lieu hours are to be applied for and approved via the leave application process.
5. Employees that are on a Workers Compensation Return To Work Plan cannot accrue Time in Lieu.
6. Time in Lieu due is to be taken prior to any annual leave that has been accumulated.
7. Time in Lieu due is to be taken prior and in conjunction with any long service leave that has been approved.
8. Employees who have accumulated 7 weeks annual leave cannot accrue Time in Lieu unless authorised by the General Manager
9. The accumulation of Time in Lieu hours is to be monitored by the Payroll Officer and no more than 34 hours are to be accrued at any one time.
10. Time in Lieu must be claimed within the current fortnight being worked or if not claimed then forfeited.

Note: Time in Lieu cannot be accumulated whilst staff are undertaking higher duties relief work.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;

- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth)
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- **Local Government (State) Award 2017**
- Local Government (General) Regulations 2005;
- Loss of Drivers License
- Mobile Phone Policy
- NSW Long Service Leave Act
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987
- Work Health & Safety Policy
- Work Health & Safety Regulations 2011

Variation:

Council reserves the right to vary or revoke this policy.

APPLICATION FOR TIME IN LIEU OF OVERTIME



File: Personnel

UPPER LACHLAN SHIRE COUNCIL APPLICATION FOR TIME IN LIEU OF OVERTIME

File -
Personnel

DATE	START TIME	FINISH TIME	HOURS	REASON FOR WORKING UP TIME	ALLOCATION
Total					

NAME

SIGNATURE

EMPLOYEE NO

DATE

APPROVED	Yes	No
----------	-----	----

Supervisor/Coordinator

Department Director

General Manager

ITEM 4.3 REVIEW OF STAFF TRAINING POLICY**RESOLVED** by Mr Stephenson and Ms Pearman

1. The reviewed Staff Training Policy be forwarded to Council for adoption.

- CARRIED

POLICY:-	
Policy Title:	Staff Training
File reference:	
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	390/06
Other Review Dates:	28 June 2007, 20 October 2011, 21 August 2014
Resolution Number:	194/07, 411/11, 250/14
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator

Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

AIM:

Upper Lachlan Shire Council's Staff Training Policy 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. Both personal competence and job requirements are viewed as dynamic – they will evolve over time.

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 demonstrable 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 an effective manner.
- * To comply with **Local Government (State) Award 2017** and other legislative and regulative provisions related to Council.

POLICY:**1. Council Commitment**

- 1.1 Council shall develop a Training Plan consistent with the current and future skills relevant to Councils activities.

- 1.2 Council shall provide for training and development purposes each year an amount equivalent to a minimum of 1.5% of its payroll (as adopted in the annual budget).
- 1.3 The individual training needs will be reviewed in conjunction with the annual performance review / appraisal process.

2. Employees Responsibility

- 2.1 Participation of employees in skills training activities is not always compulsory; however employees are expected to maintain their standard of competence in all areas, which form part of their current role.
- 2.2 Employees participating in skills training activities are to display a high degree of commitment.
- 2.3 Employees are expected to participate in and comply with training requirements in regard to Work Health and Safety and Risk Management training and the like. It is a requirement of the Work Health and Safety Regulation 2011 that employees must co-operate with employers in their efforts to comply with work health and safety requirements.

3. Types of Training/Levels of Assistance

Council shall provide assistance to employees engaged in training at varying levels subject to the type of training being undertaken.

The various degrees of assistance shall reflect not only the benefit to Council of such training but also the benefit to staff in that the training enhances their promotional aspects, job security, and value to an employer both within Council and/or the industry generally.

In the case of tertiary studies (leading to professional qualifications) and attendance of staff at annual conferences conducted by organisations of which they are members, specific assistance arrangements will be determined between Council and the employee prior to each stage of such studies/attendance at conferences. In that respect the levels of assistance outlined in this policy will be used as a guideline and factors such as the “balance” between applicability of the studies to Upper Lachlan Shire Council and / or the career development of the employee will be taken into account.

3.1 Level 1 Training

This applies to those areas of training where an employee is required by Council to participate. It would generally include but not be limited to such training matters as:

- i. *Achievement of a specific formal qualification as may be required by the Position Description.*
- ii. *Be related to a “Work Health and Safety” matter and the like (e.g. First Aid).*
- iii. *Be considered a necessary “professional development” type training action to enable the employee to maintain competency in the position.*

- iv. *Be a “corporate” requirement such as induction training, familiarisation of relevant Council policies etc.*

Level of Assistance

Council to meet in general terms all costs associated with this type of training.

These costs include but are not limited to such matters as: -

1. Salary/Wages

- a. Where off the job instruction is required as part of the structured program then paid leave shall be granted subject to:-
- Such time being within ordinary working hours.
 - A maximum of twenty (20) days off the job component over a twelve (12) month period. This covers the following areas only;
 - Leave with pay for examinations on the basis of one day of leave for each day of an examination.
 - For employees to undertake their final unit examination in a given semester to complete the subject
 - Where compulsory attendance at excursions is a course requirement and formal notification of such is received by the Manager from the University / College/TAFE involved, time off with pay may be granted.
 - A maximum of five (5) working days per semester will be available to attend Residential Schools or to undertake a Work Placement. Any further leave requested will be considered, and if approved by the Manager may be taken from the Apprentices, Trainees or Cadets leave entitlement.

Individual circumstances in excess of the above are to be determined by the General Manager and /or Director on an individual basis. Consideration will also be given to flexible work and study arrangements on a case-by-case basis.

It should be acknowledged that training is of mutual benefit to both Council and the employee. In recognition of this fact it is reasonable that both parties make a contribution towards achieving this goal.

Where time is involved outside of ordinary working hours then the following circumstances apply:-

- a. Travelling Time (this is the time required to travel to the destination from your normal place of work)
- Ordinary working day; time in lieu equivalent to the time outside normal working hours will be granted.
 - Other than ordinary working day; time in lieu equivalent to actual travel time will be granted.

- b. Attendance Time (this is the time when the structural format may extend beyond an employee's ordinary number of hours for that day, or occur on a day other than an ordinary working day).
 - Ordinary working day; time in lieu equivalent to the time outside normal working hours will be granted.
 - Other than ordinary working day; time in lieu equivalent to actual course time will be granted.

2. Fees

All registration fees, course fees, cost of permits etc to be paid by Council. This does not include drivers' licence or similar which require a regular payment to keep current.

Council's financial support is conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects shall be carried out at the employee's cost.

A report or Course Documentation Results must be provided to Council at the end of each year by the employee detailing their progress in the course.

3. Travelling Cost

Council to either provide transport or reimburse in accordance with Council's Policy on "Payment of Expenses and Provision of Facilities".

4. Sustenance Costs

Where not included in training course fees and are required, Council shall meet the costs of accommodation and meals in accordance with Council's "Payment of Expenses and Provision of Facilities" Policy.

3.2 Level 2 Training

Level 2 Training requires approval of the General Manager or their delegated authority.

This applies to training matters where an employee may wish to undertake training generally consistent with a career path but not as a requirement of Council.

It may include such matters as:-

- i. *Achieving a "desirable or preferred" qualification as included in the Position Description.*
- ii. *Participation in training closely related to current position requirements, areas where "relief duties" may be reasonably expected.*

Level of Assistance

Council recognises that an employee may wish to undertake training **directly related to but not essential to their position.**

A reduced level of assistance may be available in these instances and applies to permanent employees of Council only.

1. Salary/Wages

- i. Where off the job attendance is required as part of a structured program then:-
 - a. Paid Leave shall be granted for:-
 - 1. Examination time including reasonable travel time to and from the examination centre.
 - 2. A maximum of ten (10) days off the job component over a twelve (12) month period.
 - b. No payment for any hours worked (attendance or travelling) in excess of ordinary hours and/or on days other than ordinary workdays.
 - c. In the event that attendance is required on a Rostered Day off (RDO) then no payment or replacement will be made for this day. It will not however count towards the maximum ten (10) days component in clause (a) 2 above.
 - d. Leave without pay will be approved for any specific period in excess of (a) above.
 - e. Consideration will be given to flexible work and study arrangements on a case-by-case basis. E.g. one day training course attendance.

2. Fees

Council to pay 50% of course fees only (excludes accommodation and sustenance) upon confirmation and documentation of successful completion. This may be on a subject-by-subject and / or module basis for a staged qualification.

3. Travelling Costs

Council to either provide transport or reimburse in accordance with Council's "Payment of Expenses and Provision of Facilities" Policy when attending a training course within the maximum ten (10) days per annum period (see clause 1(i) (a) 2 above).

No other travel costs to be reimbursed.

4. Sustenance Costs

Council to meet the cost of accommodation in accordance with Council's "Payment of Expenses to Provisions of Facilities" Policy within the maximum ten (10) days per annum period (see Clause 1(i)(a) 2 above).

3.3 Level 3 Training

This applies to areas of training that:-

- i. Are not directly related to a position but may be of general benefit to both the employee and Council.*
- ii. Are determined to have an imprecise connection to the requirements of Council (eg employee personal interest or ambition).*
- iii. Are adequately covered by other personnel who are either qualified or “in-training” (eg. plant operators etc).*

Levels of Assistance

Council assistance for training in this area will be considered on a case-by-case basis.

It will in general terms be limited to consideration of such matters as: -

- i. Course fee, attendance time for mutually beneficial training.
- ii Examination leave – paid for time of exam only.
- iii Leave without pay – approval for leave without pay for attendance at the course.
- iv. Access to plant or equipment only at Council’s discretion.
- v Flexible work and study arrangements only at Council’s discretion.

3.4 Repeat Training

When an employee is repeating a subject to obtain a pass then none of the levels of assistance as outlined in Clauses 3.1 to 3.3 inclusive apply unless so determined by the General Manager and / or Director.

4. Training Arrangements

Note: Training/Development – indicates attendance at public course, seminars, and conferences like training.

1. Attendance at training is to be authorised by the respective Director and / or Manager (or in the case of Directors authorisation to be given by the General Manager) prior to training being arranged. The Staff Training Authority/Record form is to be used for this purpose and is to identify the level of training that is applicable. Priority is to be given to Level 1 training.
2. Travel arrangements are to be part of the approval process and are to be within the following guidelines:
 - * Wherever possible Council vehicles shall be supplied and used for travelling purposes by the employee(s);
 - * If Council vehicles are unavailable then an alternative means of transport such as private vehicle use and / or use of public transport is permissible and reimbursable. The payment of travel and sustenance expenses and the provision of facilities will be in accordance with Council’s policy on the same;

- * When a conference/seminar/course commences after 10.00am and is within two and a half hours travel to the destination then Council will not recognise the previous night's accommodation for reimbursement;
 - * When a conference/seminar/course commences after 8.30am and is within one and a half hours travel to the destination then Council will not meet the accommodation expenses for the night prior where it can be reasonably assumed that the employee(s) would **not have to leave their home(s) prior to 7am;**
 - * When a conference/seminar/course is held over more than one-day (i.e. consecutive days or more), travelling to and from the venue on a daily basis may be considered a safety issue. Under these circumstances the General Manager and / or Director may instruct the employee(s) that overnight accommodation be taken at Council's expense;
 - * Other factors such as the course nature and travel route will also be considered. The determination of whether accommodation costs will be met will be made by the General Manager and / or Director in each circumstance.
3. Accommodation (when approved) and travelling arrangements are the responsibility of the employee and supervisor who is attending or arranging the training.

5. Roles and Responsibilities

5.1 Consultative Committee:-

- i. To be consulted in the process of establishment of Council's Training Plan.
- ii. To advise of areas of training they consider are needed within Councils' workforce in consultation with Human Resource Coordinator and Senior Management.

5.2 Human Resources/Management:-

- i. To identify areas of training needs especially in response to legislative and regulation changes.
- ii. To investigate appropriate means by which training may be accomplished.
- iii. Management to release wherever possible the staff to participate in training programs.
- iv. To prepare annual budgets in regard to training requirements as part of Council's Training Plan.
- v. To advise Council of training needs and the resources required to meet these needs.
- vi. To determine the category of training – Level 1, 2 or 3.
- vii. In conjunction with employees:-
 - preview the training and development objectives prior to attendance.
 - review the outcomes following attendance and at the next annual performance review.

5.3 Employees:-

- i. To participate in creation of their individual training plan.
- ii. To demonstrate a level of personal responsibility in regard to training matters.
- iii. To be aware of the increasing number of skills and competences being required in their position descriptions.

- vi To advise the employer should any change occur to the status of any licence, permit, certificate and accreditation held by the employee and arrange for the same to be placed on their personnel file.
- v To participate in previews and review of development training and where required provide a written summary of attendance.

6. Training Plan

The employees' training plan, developed as part of the annual performance review process, will identify immediate and medium term development needs (including renewal of competency certificates etc). Individual training plans will be aggregated into Council's organisational Training Plan for budgeting and scheduling purposes.

Whilst it is ideal that all training and development needs be programmed into individual training plans, there will still be a need for ad-hoc or "spontaneous" training requirements.

The development of Councils' Training Plan each year will include amounts allocated for Departmental training needs and individual training needs.

7. RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2017;
- Local Government (General) Regulations 2005;

- Loss of Drivers License;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Regulations 2011.

8. Variation

Council reserves the right to vary or revoke this policy.

ITEM 4.4 REVIEW OF CALL BACK POLICY

RESOLVED by Mr Stephenson and Mr Smithers

1. The reviewed Call Back Policy be forwarded to Council for adoption.

- CARRIED

POLICY:-	
Policy Title:	Call Back Policy
File reference:	
Date Policy was adopted by Council initially:	28 June 2007
Resolution Number:	194/07
Other Review Dates:	21 June 2012, 15 December 2016
Resolution Number:	198/12, 357/16
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XX/19
Next Policy Review Date:	2024
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	28 June 2007
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft Policy Developed by:	Director of Infrastructure
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

ULSC Call Back Policy
Adopted: 15 August 2019

POLICY OBJECTIVES:

Council recognises that to help provide a high level of service to the people of the Upper Lachlan Shire Council it is necessary for employees or groups of employees to be available for call back to work, outside of normal working hours.

Employees who are called back to attend work during a period will receive payment as per the Local Government (State) Award 2017. Alternatively staff may choose to take time off in lieu.

This policy aims to ensure that the employees are compensated when called back and that there is uniformity in the way that employees are called back.

Relevant Legislation:

The following Legislation affects the operation of this Plan:-

Time in Lieu of Overtime Policy

Local Government Act 1993;
Local Government (General) Regulations 2005;
Local Government (State) Award 2017;
Work Health and Safety Act 2011 and Regulations;
Anti Discrimination Act 1977;
Industrial Relations Act 1996;
Independent Commission against Corruption Act 1988;
Workplace Relations Act 2008;
Fair Work Act 2009;
Equal Employment Opportunity Act 1987;
Government Information (Public Access) Act 2009
Privacy and Personal Information Protection Act 1998;
Civil Liabilities Act 2002;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;
Trade Practices Act 1974;
Public Interest Disclosures Act 1994; and
Crimes Act 1900.

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Council's Code of Meeting Practice;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Human Resource Training Plan;
- Staff Training Policy;
- Human Resource Succession Plan;
- Equal Employment Opportunity (EEO) Management Plan;

ULSC Call Back Policy
Adopted: 15 August 2019

Public Interest Disclosures Policy;
Recruitment and Selection Policy;
Complaints Management Policy;
Grievance Policy;
Disciplinary Policy;
Harassment Policy;
Secondary Employment Policy;
Service Delivery Policy;
Interaction between Councillors and Staff Policy;
Bribes, Gifts and Benefits Policy;
Fraud and Corruption Prevention Policy;
Purchasing and Acquisition of Goods Policy and Procedures;
Drug and Alcohol Policy;
Rehabilitation Procedure and Practice Policy;
Manual Handling Policy;
Child Protection Policy;
Delegations of Authority Policy;
Employee Assistance Program (EAP) Policy;
Trauma Management Policy;
Employment and Retention Policy;
Higher Grade Pay Policy;
Time in Lieu of Overtime Policy;
First Aid Policy;
Work Health and Safety Policy;
Injury Incident Management Procedures;
Protective Clothing and Equipment Policy;
Mobile Telephone Policy;
Smoking in the Workplace Policy;
Salary Sacrificing Policy;
Private Use of Council Motor Vehicles Policy;
Sun Protection - Council Employees Policy;
Volunteers Policy; and
Payment of Expenses and Provision of Facilities Policy.

Variation:

Council reserves the right to vary or revoke this policy.

ITEM 4.5**REVIEW OF EMPLOYEE ASSISTANCE PROGRAM****RESOLVED** by Ms Pearman and Mr Johnston

1. The reviewed Employee Assistance Program be forwarded to Council for adoption.

- CARRIED

POLICY:-	
Policy Title:	Employee Assistance Program (EAP) Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 February 2009.
Resolution Number:	46/09
Other Review Dates:	18 October 2012, 20 August 2015
Resolution Number:	345/12, 229/15
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator

Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

Aim

The Employee Assistance Program (EAP) provides employees with access to the help they need to identify and resolve problems influencing their wellbeing and effectiveness at work.

To provide appropriate, consistent, equitable assistance and support to all employees experiencing problems and/or difficulties be they personal or work related.

Policy:

Council has a long term interest in the welfare and wellbeing of its employees and recognises that solutions to employee problems can be assisted. It should also be recognised that the employee also has a role to play and cannot regard Council as the first medium of assistance and should only approach Council if the problem is beyond their capabilities to address.

Scope:

This policy applies to all permanent and permanent part time employees. Casual Employees are generally not eligible to access the EAP, however assistance will be considered in extenuating circumstances and will be reviewed on a case-by-case basis.

1. Confidential discussions with the Human Resource Coordinator will initially be offered to all employees seeking assistance.
2. If problems are of a complicated and/or specialised nature professional external assistance may be sought with the written approval of the employee.
3. Problems may be personal or work related and may include but not limited to:
 - a. Physical illness
 - b. Alcohol and/or drug dependence
 - c. Emotional problems
 - d. Marriage and/or family problems
 - e. Financial and/or legal worries
 - f. Interpersonal conflicts
4. Support given will be determined on a case by case basis and reflect the needs of the individual and/or their situation.
5. In ALL cases the use of the program is VOLUNTARY.
6. Strict confidentiality will be observed.
7. No details of employee assistance will be made available without the WRITTEN AUTHORISATION of the employee involved.

8. The decision to seek employee assistance will not jeopardise the job security or status of the employee.
9. Council officers will, in accordance with this policy, endeavour to advise employees of the most appropriate way to organise their finance.
10. If an employee is seen to be abusing the assistance program the General Manager has the right to refuse any further assistance.

Responsibility:

1. Managers – of areas affected by critical incident stress
 - Notify Human Resources Coordinator as soon as a critical incident occurs which may result in an employee's need to use the Employee Assistance Program (EAP).
 - Ensure incident investigation is carried out as soon as possible after incident, as required.
 - Ensure incident report is filled out and sent through to Human Resources Section.
 - Monitor employees for several weeks following critical incident to detect adverse reactions that may require use of the (EAP).
 - Notify Human Resources Coordinator if in any doubt or if needing assistance with employees following critical incident.
2. Human Resources Coordinator
 - Ensure Council's Employee Assistance Program (EAP) is operating and effective to adequately manage critical incident events affecting employees, volunteers, sub-contractors (as per scope of this procedure).
 - Along with Manager of affected area, ensure Council's (EAP) is enacted in a timely manner and as required to deal with critical incident stress
 - Ensure Council's Workers Compensation process incorporates and manages critical incident response
3. Employees, Volunteers, Sub-Contractors
 - Report all incidents
 - Look out for fellow workers
 - Notify their section Manager or the Human Resources Coordinator if they suspect a fellow worker may be in need of assistance

Travelling to counselling sessions:

Travelling to counselling sessions will be at the employee's expense and in their own time. Council will not supply a vehicle for an employee to attend counselling sessions or pay a travelling allowance, or any accommodation costs.

Counselling session limits:

Employees are able to access the EAP for up to three (3) free one (1) hour sessions per financial year.

Crisis and Helpline Providers (Free – call anytime):

- *Access line: Ph. 1800 800 944*

Free and confidential service provided to those who are affected by alcohol and drug use. Available 24 hrs a day / 7 days a week.

- *Lifeline: Ph. 13 11 14*

Lifeline telephone counsellors are ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling down.

- *Mensline: Ph. 1300 78 99 78*

Mensline is a dedicated service for men with relationship and family concerns. When you feel like it's all getting too much, help is as close as the phone. All men, all relationships, Counselling, information and referral, Staffed by trained professionals, Confidential, Anonymous, Australia-wide, 24/7, Cost of a local call (mobiles excluded).

- *Quit line: 131 484 or 137 848*

Quitline is a telephone information and advice or counselling service for people who want to quit smoking. You can phone the Quitline on 131 848 confidentially from anywhere in Australia for the cost of a local call only.

- *Alcoholics Anonymous (A.A.): Neill - 0428 544 339, Jenny - 0407 494458*

A.A is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking.

- *G-Line: 1300 633 635*

G-line (NSW) is a 24-hour, 7 days a week, statewide telephone helpline offering crisis counselling for problem gamblers, their families, friends and others.

- *Beyond Blue: 1300 22 4636*

Beyond Blue is a 24-hour, 7 days a week statewide telephone helpline offering crisis counselling for all Anxiety and Depression

<https://www.beyondblue.org.au/get-support/national-help-lines-and-websites>

COUNCIL EAP PROVIDER

- Relationships Australia, CANBERRA. Ph. 6122 7100

Services: individual counselling services and workplace mediation.

Qualifications: Tertiary qualifications in psychology, social work or relevant social science fields.

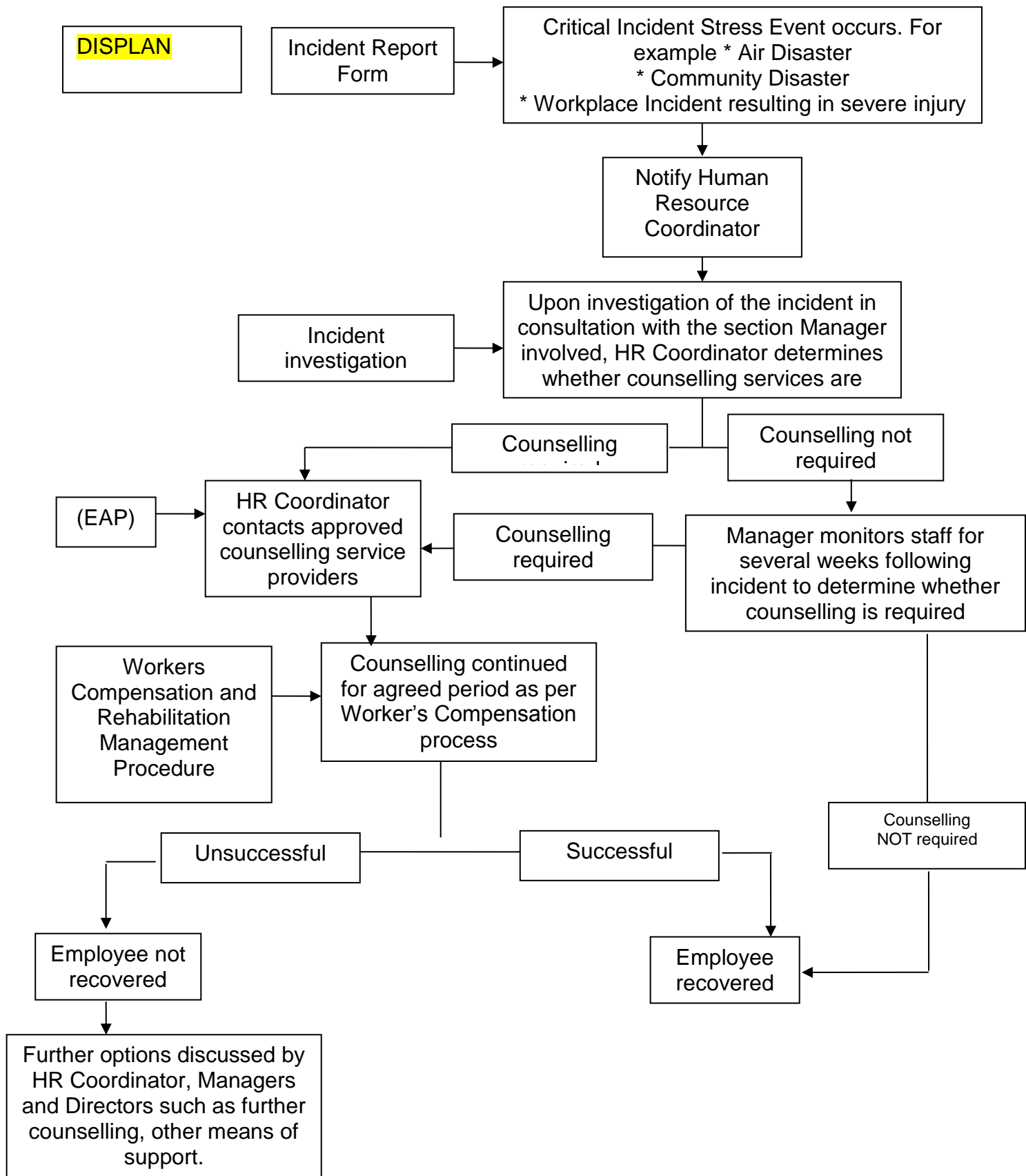
<https://racr.org.au/locations/canberra>

Definitions:

Employee Assistance Program (EAP)

State, District or Local Disaster Plan (DISPLAN)

Alcoholics Anonymous (A.A.)



Reference Documents:**Relevant Legislation**

The following Legislation affects the operation of this Plan:-

Local Government Act 1993;
Local Government (General) Regulations 2005;
Local Government (State) Award 2017;
Work Health and Safety Act 2011 (NSW);
Work Health and Safety Regulations 2011 (NSW);
Anti-Discrimination Act 1977;
Industrial Relations Act 1996;
Independent Commission against Corruption Act 1988;
Workplace Relations Act 2008;
Fair Work Act 2009;
Equal Employment Opportunity Act 1987;
Government Information (Public Access) Act 2009
Privacy and Personal Information Protection Act 1998;
Civil Liabilities Act 2002;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;
Trade Practices Act 1974;
Public Interest Disclosures Act 1994; and
Crimes Act 1900.

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

Code of Conduct for Councillors, staff, contractors and delegates of Council;
Council's Code of Meeting Practice;
Upper Lachlan Shire Council Community Strategic Plan;
Upper Lachlan Shire Council Resourcing Strategy documentation;
Upper Lachlan Shire Council Delivery Program and Operational Plan;
Human Resource Training Plan;
Staff Training Policy;
Human Resource Succession Plan;
Equal Employment Opportunity (EEO) Management Plan;
Public Interest Disclosures Policy;
Recruitment and Selection Policy;
Complaints Management Policy;
Grievance Policy;
Disciplinary Policy;
Harassment Policy;
Secondary Employment Policy;
Service Delivery Policy;
Interaction between Councillors and Staff Policy;
Bribes, Gifts and Benefits Policy;
Fraud and Corruption Prevention Policy;
Purchasing and Acquisition of Goods Policy and Procedures;
Drug and Alcohol Policy;
Rehabilitation Procedure and Practice Policy;

Time in Lieu of Overtime Policy;
Manual Handling Policy;
Child Protection Policy;
Delegations of Authority Policy;
Trauma Management Policy;
Employment and Retention Policy;
Higher Grade Pay Policy;
First Aid Policy;
Work Health and Safety Policy;
Injury Incident Management Procedures;
Protective Clothing and Equipment Policy;
Mobile Telephone Policy;
Smoking in the Workplace Policy;
Salary Sacrificing Policy;
Sun Protection - Council Employees Policy;
Volunteers Policy;

Variation:

Council reserves the right to vary or revoke this policy.

Attachments:

Employee Assistance Program Handout



EMPLOYEE ASSISTANCE PROGRAM

Council recognises that their staffs are important and that occasionally there are personal or work place issues that may impact on health and well-being of staff. These may be work related, health, family or emotional concerns.

The EAP targets the early identification and resolution of workplace or personal issues that may impact adversely on work performance, productivity and general well-being.

What Is So Good About EAP?

- It's Free
- Independent
- Strictly Confidential
- All counselling is conducted by registered psychologists
- You can choose between telephone counselling or face to face counselling during work hours.

***What to Expect***

- An initial response from a counsellor within 24 hours
- A meeting or phone counselling session to occur within 48 hours
- Quick and confidential assessment
- Short-term counselling and/or external referral if you require ongoing support

How to Access the EAP

EAP appointments can be made by simply telephoning your Manager/Supervisor or the Human Resources Coordinator. They may suggest the use of EAP but the decision is always voluntary. You may use the EAP in your own time. In this case no one will know. You may request through your manager, to attend in work time or may just ask to take some sick leave.

Remember, when taking leave during work hours please request approval from your manager/supervisor beforehand. You don't need to divulge the nature of the problem but you do need to get approval to take leave.

Council contact for appointment:

Kevin Kara
Human Resource Coordinator
0428 271 648

**COUNCIL EAP PROVIDER**

- Relationships Australia, CANBERRA. Ph. 6122 7100
<https://racr.org.au/locations/canberra>

ITEM 4.6**REVIEW OF HIGHER GRADE PAY POLICY****RESOLVED** by Mr Stephenson and Ms Pearman

1. The reviewed Higher Grade Pay Policy be forwarded to Council for adoption.

- CARRIED

POLICY:-	
Policy Title:	Higher Grade Pay Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	16 April 2009
Resolution Number:	138/09
Other Review Dates:	19 August 2010, 15 August 2013, 15 December 2016
Resolution Number:	318/10, 255/13, 357/16
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator

Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resources Coordinator

Aim

This policy applies to all employees of Upper Lachlan Shire Council and has been prepared to ensure a consistent approach to the application of higher duties payments across all sections of Council.

Policy

Upper Lachlan Shire Council staff who are required to relieve another staff member classified at a higher grade in council's salary system are to be paid as per the attached procedures.

Higher Grade pay does not apply to staff on the same grade regardless of personal rates of pay.

The Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training. Council reserves the right to allocate duties in accordance with operational necessity and within budget.

Payment of higher grade duties in the absence of an employee is not automatic. The Directors and Managers of Council must assess relief positions in accordance with the provisions of the following procedure. The Directors and Manager have a duty to their employees to ensure that extra duties required to be performed by their employees during periods of staff absences are paid accordingly and that time allows during normal working hours for these extra duties to be performed.

Procedure

The aim of this procedure is to clearly define the process of payment to Upper Lachlan Shire Council employees when acting in a higher grade position other than their current classification. This procedure should be followed by all Departments within Council.

An employee who is assessed and is required to perform extra duties outside their normal daily duties or is required to relieve in a position which is at a higher grade in Council's Salary System, shall be paid for the time spent relieving in that position, with a minimum payment of one day.

At the commencement of each relieving "period" a determination will be made on whether the relief will be for a defined period of absence and/or if it is expected that the relieving employee will be acting as a replacement for the position being relieved. Alternatively the relief may be on an intermittent basis. In the case of a defined period of relief the Award provisions in regard to aggregation of a varying rate of pay will apply to annual leave.

All claims for higher grade pay should be made within the current fortnightly pay period. The payment of higher grade duties is to be recorded on the appropriate Higher Duties Form and authorised by the relevant Director/Manager/Supervisor.

Any claim for higher grade pay made after the current pay period will not be paid unless authorised by the General Manager.

The rate to be paid shall be determined by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum entry grade rate for that position and must be at least 5% more than the employee's normal hourly rate of pay, in accordance with the salary system except in the following two instances:-

- (a) Where the higher level skills have been taken into account within the salary of the relieving employee.
- (b) That the relieving employee cannot receive any payment higher than the maximum Step in the grade that they are relieving in.

Long Term Higher Duties

Where long term higher duties are undertaken by an employee a review of higher duties payment rates will be undertaken in conjunction with the annual review processes.

It should also be noted that a Present Occupant Position is excluded from the above procedure.

The Local Government State Award states as follows:-

Refer to Clause 8 of the Award – “Use of Skills”.

- (i) The parties are committed to improving skill levels and removing impediments to multi skilling and broadening the range of tasks that the employee is required to perform.
- (ii) The **employer** may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.
- (iii) An employee shall be paid the salary system rate of pay that recognises the skills the employee is required to apply on the job.
- (iv) (a) The skills paid for shall not be limited to those prescribed by the job description and may, where appropriate, include skills possessed by the individual which are required by council to be used as an adjunct to the employee's normal duties.
- (b) Subject to subclause **(xii) and (xiii) of Clause 15**, Allowances, Additional Payments and Expenses, employees who are required **by the employer** to use such additional skill(s) in the performance of their duties shall have the use of these skill(s) considered in the evaluation of the position.

As provided by the Award, Council may direct an employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Refer to Clause 10 of the Award – “Payment for Relief Duties/Work”.

- (i) An employee required to relieve in a position which is at a higher level within the salary system shall be paid for that relief. The rate to be paid shall be determined by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum rate for that position in accordance with the salary system except where the higher level skills have been taken into account within the salary of the relieving employee.
- (ii) Payment for use of skills relieving in a higher grade position shall be made for the time actually spent relieving in the higher position and is not payable when the relieving employee is absent on paid leave or an award holiday. An employee on annual leave may be entitled to a higher rate of pay in accordance with the provisions of Clause 21 D (ix) of this Award.
- (iii) An award employee who is required to relieve in a senior staff position, so designated under the Local Government Act 1993 (NSW), shall be paid an appropriate rate of pay commensurate with the duties and responsibilities of the relief work undertaken.”

Reference Documents:**Relevant Legislation**

The following Legislation affects the operation of this Plan:-

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2017;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Industrial Relations Act 1996;
- Independent Commission against Corruption Act 1988;
- Workplace Relations Act 2008;
- Fair Work Act 2009;
- Equal Employment Opportunity Act 1987;
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998;
- NSW State Records Act 1998;
- Trade Practices Act 1974;
- Public Interest Disclosures Act 1994; and
- Crimes Act 1900.

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Human Resource Training Plan;
- Staff Training Policy;
- Human Resource Succession Plan;
- Equal Employment Opportunity (EEO) Management Plan;

- Public Interest Disclosures Policy;
- Recruitment and Selection Policy;
- Complaints Management Policy;
- Grievance Policy;
- Disciplinary Policy;
- Harassment Policy;
- Service Delivery Policy;
- Interaction between Councillors and Staff Policy;
- Bribes, Gifts and Benefits Policy;
- Fraud and Corruption Prevention Policy;
- Drug and Alcohol Policy;
- Rehabilitation Procedure and Practice Policy;
- Manual Handling Policy;
- Child Protection Policy;
- Employee Assistance Program (EAP) Policy;
- Trauma Management Policy;
- Employment and Retention Policy;
- Time in Lieu of Overtime Policy;
- Work Health and Safety Policy;
- Injury Incident Management Procedures;
- Protective Clothing and Equipment Policy;
- Mobile Telephone Policy;
- Smoking in the Workplace Policy;
- Salary Sacrificing Policy;
- Private Use of Council Motor Vehicles Policy;
- Volunteers Policy; and
- Payment of Expenses and Provision of Facilities Policy.
- ULSC Salary System Operating Procedure

VARIATION

Council reserves the right to vary or revoke this policy.

The Local Government (State) Award continues to constitute the conditions of employment for all employees at Council.

ITEM 4.7

REVIEW OF COUNCIL'S DISCIPLINARY POLICY

RESOLVED by Ms Pearman and Mr Wray

1. The reviewed Disciplinary Policy be forwarded to Council for adoption.

- CARRIED

POLICY:-	
Policy Title:	Disciplinary Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	24 August 2006
Resolution Number:	238/06
Other Review Dates:	15 October 2009, 19 June 2014, 16 June 2016
Resolution Number:	439/09, 180/14, 170/16
Current Policy adopted by Council:	15 August 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	24 August 2006
Procedure/guideline reference number:	Included in Disciplinary Policy

RESPONSIBILITY:-	
Policy Developed by:	Human Resources Co-ordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resources Co-ordinator

Objectives

The aim of this policy is to establish a fair, equitable and consistent process for addressing unsatisfactory work performance and behaviour.

Scope

This policy applies to all employees of Council except the General Manager. Where this policy differs from the Grievance and Dispute Procedures set out in the Local Government (State) Award 2017, the Local Government (State) Award 2017 takes precedent.

A. Employee's Rights

Notwithstanding procedures below, an employee shall:

- (i) Have access to their personal files and may take notes and/or obtain copies of the contents of the file;
- (ii) Be entitled to sight, note and/or respond to any information placed on their personal file which may be regarded as adverse;
- (iii) Be entitled to make application to delete or amend any disciplinary or other record mentioned on their personal file which the employee believes is incorrect, out-of-date, incomplete or misleading;
- (iv) Be entitled to request the presence of a representative and/or the involvement of their union at any stage;
- (v) Be entitled to make application for accrued leave for whole or part of any suspension during the investigation process.

(See the Local Government (State) Award 2017 Clause 36. Disciplinary Procedures, A. Employees Rights).

B. Employer's Rights and Obligations

Notwithstanding the procedures contained in the Local Government (State) Award 2017 Clause 36. Disciplinary Procedures, B. Employers Rights and Obligations: Notwithstanding the procedures contained below, the employer shall:

- (i) Be entitled to suspend an employee with or without pay during the investigation process, provided that:
 - (a) The suspension shall not be for longer than is reasonably necessary to conduct a proper investigation.
 - (b) the suspension shall be limited to circumstances where suspected unsatisfactory work performance or conduct, if substantiated, would constitute a serious breach of the employer's code of conduct, policies, procedures, or the employee's contract of employment.
 - (c) suspension without pay during an investigation shall be for a period of not more than two weeks, except where the progress of the investigation is delayed due to the unavailability of the employee and/or their representative in which case the period of suspension without pay may be extended for a further period of up to 7 days or such greater period by agreement.

- (d) if, after investigation, the reasons for the suspension are found to be inappropriate, the employee shall not suffer any loss of pay for the period under suspension;
- (e) the suspension shall not affect the employee's continuity of service for the purposes of accruing leave entitlements;
- (f) the employee shall not unreasonably refuse an application for paid leave under this provision;
- (g) by agreement an employee may be transferred to another position or place of work;

- (ii) Be entitled to request the presence of an Association and/or union representative at any stage.

(See Local Government (State) Award 2017 Clause 36, Disciplinary Procedures, B. Employer's Rights and Obligations)

C. Workplace Investigations

- (i) The parties to the Award have agreed on guidelines ("guidelines") concerning workplace investigations.
- (ii) Failure to comply with the guidelines may be used as evidence that a person or employer has failed to properly conduct or speedily conclude a workplace investigation. However, a person or employer cannot be prosecuted only because of a failure to comply with the guidelines.
- (iii) Upon becoming aware of possible unsatisfactory work performance or conduct by an employee the employer may decide to investigate.
- (iv) Workplace investigations are a process by which employers gather information to assist the employer to make an informed decision. Workplace investigations typically involve enquiring, collecting information and ascertaining facts.
- (v) When deciding whether to investigate possible unsatisfactory work performance or conduct, factors that the employer should consider include:
 - The seriousness of the possible unsatisfactory work performance or conduct;
 - How recent the possible unsatisfactory work performance or conduct occurred;
 - Potential implications in not undertaking an investigation; and
 - Whether there are any mitigating factors (for example drug/alcohol dependency, health issues including mental health issues, or family/domestic violence issues).
- (vi) Employers shall properly conduct and speedily conclude workplace investigations concerning possible unsatisfactory work performance or conduct.

(See Local Government (State) Award 2017 Clause 36, Disciplinary Procedures, C. Workplace Investigations)

RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include but are not limited to:

- Access to Information Policy;

- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- **Local Government (State) Award 2017;**
- Local Government (General) Regulations 2005;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;

- Rehabilitation Procedure and Practice Policy;
- Sun Protection – Council Employees Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

Variation

Council reserves the right to vary or revoke this policy.

Procedure

Local Government (State) Award 2017 Clause 36 D Procedures states;

PROCEDURES

- (i) Where an employee's work performance or conduct is considered unsatisfactory, the employee shall be informed in the first instance of the nature of the unsatisfactory performance or conduct and of the required standard to be achieved, by the employee's immediate supervisor or other appropriate officer of the employer. The employer and employee will discuss the reason(s) for the unsatisfactory work performance or conduct including matters external to the workplace, and, where appropriate, measures to assist the employee to improve their work performance or conduct. Such measures may include, for example, training, counselling and provision of an Employee Assistance Program (EAP).
- (ii) Unsatisfactory work performance or conduct shall include, but not be limited to, neglect of duties, breach of discipline, absenteeism and non-compliance with safety standards. A written record shall be kept on the appropriate file of such initial warning. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- (iii) Where there is re-occurrence of unsatisfactory work performance or conduct, the employee shall be warned formally in writing by the appropriate officer of council and counseled. Counselling should reinforce the standard of work or conduct expected and, where the employee is failing to meet these required standards, a suitable review period for monitoring the employee's performance; the severity of the situation; and whether disciplinary action will follow should the employee's work performance or conduct not improve. A written record shall be kept of such formal warning and counselling. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- (iv) If the employee's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the employee shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.
- (v) If the employee's work performance or conduct does not improve after the final warning further disciplinary action may be taken.
- (vi) All formal warnings shall be in writing.
- (vii) Delegates shall be provided reasonable time without loss of pay, to represent members in disciplinary matters at the local level, provided prior approval is sought. Such approval shall not be unreasonably withheld.

1. Reasons for disciplinary action

Disciplinary action may be taken in a number of different circumstances.

Normally the grounds for disciplinary action will relate to misconduct or a failure to perform tasks and requirements of the position to an acceptable standard.

Gross misconduct will normally lead to dismissal without notice for a first offence. This is a list of examples of conduct that will be treated as gross misconduct, but this list is not exhaustive:

- (a) Wilful omission of information or provision of false information to gain employment;
- (b) Infringement of statutory duties, for example loss of professional registration or driving license where required for employment;
- (c) Being unfit for duty because of misuse/consumption of drugs or alcohol;
- (d) Misuse/consumption of drugs during working hours or on work premises;
- (e) Consumption of alcohol during working hours or on work premises other than occasions when authorised by the General Manager or senior member of staff;
- (f) Physical/verbal abuse of members of the public, visitors or staff;
- (g) Incompetence, failure to apply sound professional judgment or neglect of duties resulting in serious, or potentially serious, consequences for the safety of visitors and staff, compromises the business or security of the Council, the functions within it or the reputation of the Council;
- (h) Theft, including unauthorised possession of property belonging to the Council, members of the public, visitors and staff;
- (i) Theft/fraud involving Council finances by the falsification of records or any other means;
- (j) Discrimination, harassment or bullying that contravenes the Council Equal Employment Opportunity Policy, or victimization of an employee who makes an informal or formal complaint of discrimination, bullying or harassment;
- (k) Wilful or neglectful disclosure of confidential information to unauthorized persons;
- (l) Wilful or neglectful contravention of the Council policies and procedures that results in serious or potentially serious consequences for the safety of visitors and staff, or compromises the business or security of the Council, or the functions within it;
- (m) Refusal to carry out a reasonable management instruction which is within the individual's capabilities and which would be seen to be in the interests of the Council;
- (n) Wilful damage to the Council property;

2. Suspension

Suspension in itself is not a disciplinary act and does not prove that there has been any misconduct. It is a neutral act enabling the individual to be released from her/his place of work, pending an investigation of allegations made. If it is undesirable for the employee to remain on the premises in a case of serious misconduct, or other cause, e.g. health and safety, then she/he should be suspended.

Staff may be redeployed by mutual agreement, until the results of inquiries are known.

Normally the authority to suspend will be given only to those managers who have authority to dismiss, but during their absence the most senior manager on duty will have the authority to suspend an employee on full-pay in consultation with Human Resources Section wherever possible.

The suspension must be confirmed in writing to the employee or their nominated representative and the reason(s) for the suspension stated (see Appendix 2).

The suspended employee is not allowed to return to the Council premises without the prior authorisation of the suspending manager, and should also notify the manager prior to contacting any Council employees they intend to use as witnesses.

3. Procedure for formal investigation

The suspending manager should carry out the formal investigation. If the General Manager determines it is not appropriate for the suspending manager to carry out the formal investigation, an alternative manager may be appointed. This manager may involve others to assist with the investigation process (e.g. a Human Resources Coordinator). All the relevant facts should be gathered promptly as soon as is practicable.

If required, statements should be taken from the employee and witnesses at the earliest opportunity. All statements should be signed and dated. Any physical evidence should be retained if reasonable to do so.

The investigating manager should meet with the employee and all witnesses, and notes of these meetings should be taken. The employee and witnesses are entitled to be accompanied by a representative, union official or equivalent professional representative at these meetings. A representative from the Human Resources Section may accompany the investigating manager.

At the end of the investigation a report should be prepared that outlines the facts of the case and a chronology of the investigation. The report should outline the investigating manager's recommendations, which may be to:

- a) Take no further action against the employee;
- b) Recommend counselling for the employee;
- c) Issue a verbal warning;
- d) Proceed to a disciplinary hearing where formal disciplinary action shall be considered. The investigating manager should meet with the employee to inform them of the outcome of the investigation. If a meeting were not possible, it would be acceptable to notify the employee in writing.

4. Rights of employees at all formal stages

The employee will have the right to be accompanied by a union representative or equivalent professional representative at all formal stages of the procedure.

An employee will be given the opportunity to state his/her case at a formal hearing, before any decision is made. They may do so with the assistance of a union representative or equivalent professional representative.

To ensure consistency, a member of the Human Resources Section may be present at all formal hearings.

5. Police or legal proceedings

The General Manager may report an employee to the police if it is felt that the misconduct is also potentially illegal.

Where the Council is aware of an employee being charged or convicted of a criminal offence and considers that the offence has a bearing on the employee's job, it may be necessary to instigate an investigation under this procedure. Convictions for offences not connected with employment, nor affecting the employee's ability to carry out his/her duties will not normally provide grounds for disciplinary action. If however, the employee is subsequently sentenced to a period of detention, this may be grounds for the termination of employment.

In the event that an employee is under police or legal proceedings the Council reserves the right to take appropriate action in accordance with Council procedures, prior to the outcome of those external proceedings being reached. This means that internal investigations may continue and where there is found to be a case to answer, disciplinary proceedings may be instigated and the appropriate disciplinary penalty imposed.

In some cases an employee's solicitor or legal adviser may advise not to answer any questions or provide statements for the internal investigation due to the matter being under police investigation. In this situation the Council reserves the right to follow its internal procedures, if necessary, in the absence of the employee. Any decision taken regarding the future employment of that employee would be based on the information available to the Council at that time. The employee will be kept informed of all meetings/hearings and given the opportunity to attend or, if this is not possible, to send a representative who is acceptable to the Council. The employee will be notified in writing of the outcome of the investigations and any disciplinary proceedings.

6. Formal disciplinary hearings

The employee and their union or professional representative should where possible receive a copy of the investigation report including witness statements at least five working days before the date of the hearing.

The relevant representative of the Human Resources Section should where possible receive the employee's response to the management statements at least two days before the hearing. It should also include details of any witnesses who will be called at the hearing and witness statements.

Every effort should be made to agree a mutually convenient date and time for the hearing. When a date has been arranged a request from the employee for the hearing to be adjourned will only be considered once and may lead to the hearing proceeding in the employee's absence.

At each stage of the procedure a formal hearing will be held. The appropriate manager, accompanied by a representative of the Human Resources Section, will chair the hearing. In cases that may lead to dismissal the appropriate manager will be a member of the Senior Management Team.

The formal disciplinary procedure consists of four stages.

7. Stages within the procedure

7.1. Stage 1 – Verbal Warning

A verbal warning is appropriate when it is necessary for the manager to take action against an employee for any minor failing or minor misconduct. The employee will be advised of the reason for the warning, the improvement required, that it is the first stage of the Disciplinary Procedure and the manager will confirm the fact that further disciplinary action may follow if there is no satisfactory improvement within an agreed timescale. The manager will keep a file note of the verbal warning.

7.2 Stage 2 – First Written Warning

A first written warning is appropriate when:

- a) A verbal warning has not been heeded and the misconduct is either repeated or performance has not improved as previously agreed; or
- b) An offence is of a more serious nature for which a written warning is more appropriate.

The warning will give details of the improvement required and the timescale for review and the manager will confirm the fact that further disciplinary action may follow if there is no satisfactory improvement.

7.3 Stage 3 – Final Written Warning

A final written warning is appropriate when:

- a) An employee's offence is of a serious nature falling short of one justifying dismissal; or
- b) An employee persists in the misconduct or performance that previously warranted a lesser warning.

The warning should give details of the complaint and warn that dismissal may result if there is no satisfactory improvement within a notified timescale. A copy of the final written warning will be kept on the employee's record of employment.

7.4 Stage 4 – Dismissal

Dismissal is appropriate when:

- a) An employee's actions are considered to be gross misconduct.
- b) An employee's misconduct/performance has persisted, exhausting all other lines of disciplinary procedure.

8. Rights of appeal

An employee who wishes to appeal against formal disciplinary action should do so within ten working days of receiving details of the penalty in writing. The basis of an appeal should address why the resulting disciplinary action was inappropriate.

Appendix 1

Suspension Guidelines

1. Introduction

These guidelines have been produced for employees who have been suspended from work and aims to provide them with relevant information about the suspension and the support available to them.

This document should be read in conjunction with the Council Disciplinary Policy and Procedure.

2. What is suspension?

Suspension is the temporary removal of an employee from his/her place of work. Staff can be suspended from duties for a variety of reasons, the most common being to allow an investigation to take place following an allegation of misconduct, usually of a very serious nature.

3. Outline of Suspension Process

An employee can be suspended at the outset of an investigation following receipt of an allegation, or during an investigation where it becomes apparent that the allegation is more serious than initially thought, or where the employee's presence is causing difficulty in the investigation being carried out effectively. Whatever the situation is which has resulted in the suspension, the following provides a guide to the process that should be followed.

At the suspension meeting the employee should have the opportunity to be accompanied by a union representative or equivalent professional representative. However, in an emergency where the immediate removal of the employee is required, this may not be possible.

If the employee has not already done so, they are advised to consult their representative from the union or professional body at the earliest opportunity.

The suspension will be confirmed in writing and should be sent to the employee within 3 days of the suspension taking place.

The employee will be given the opportunity to meet with the investigating manager to discuss the circumstances surrounding the allegation(s) and state their case. The investigating manager may also request that the employee submit a written statement confirming their version of events.

The employee will be expected to make themselves available to attend any investigation meeting that may take place and to co-operate in the investigation process whilst they are on suspension.

The employee will be notified, in writing, of the outcome of the investigation and any subsequent actions that are proposed.

The length of the suspension will be kept under regular review and the employee will be notified of any circumstances that may affect the continuation of the suspension.

4. Police involvement

In the event that an employee is under police or legal proceedings the Council reserves the right to take appropriate action in accordance with Council procedures, prior to the outcome of those external proceedings being reached. This means that internal investigations may continue and where there is found to be a case to answer, disciplinary proceedings may be instigated and the appropriate disciplinary penalty imposed.

In some cases an employee's solicitor or legal adviser may advise not to answer any questions or provide statements for the internal investigation due to the matter being under police investigation. In this situation the Council reserves the right to follow our internal procedures, if necessary, in the absence of the employee. Any decision taken regarding the future employment of that employee would be based on the information available to the Council at that time. The employee will be kept informed of all meetings/hearings and given the opportunity to attend or, where this is not possible, to send a representative acceptable to the Council, and will be notified in writing of the outcome of the investigations and any disciplinary proceedings.

5. Employee support & information services

It is recognised that suspension can be a very stressful time for employees and the Council endeavours to provide employees with the necessary support and information required during this period. There are a number of sources from where you can obtain support or information. Council has an Employee Assistance Program Provider (EAP) that can be contacted through Council's Human Resource Section.

5.1 *The Human Resources Department*

Where health problems are considered to be a contributing factor to difficulties with conduct this may result in a referral to the Human Resources Section. The Human Resources Coordinator will refer the employees to the Council's Doctor for an assessment of the extent of the health problems and any treatment used that may have contributed to the employee's behaviour or actions.

Where violent or abusive actions have been the circumstances that have resulted in the suspension, the Human Resources Section and Management will be notified at the earliest opportunity.

The employee should contact the Human Resources Coordinator if they have any queries regarding the procedure to be followed or the application of Council procedures.

5.2. *Other External Contacts*

If the employee belongs to a union or professional organisation, it is advisable that the employee contact them at the earliest opportunity. Most unions/professional organisations have a range of support and advice services available to their members.

Further, Council has an adopted Employee Assistance Program (EAP) that also provides support and advice to all Council employees.

Appendix 2

Suspension Letter

Private & Confidential

Dear **[name]**,

Council is writing to confirm the outcome of the disciplinary meeting of **[date]**, attended by **[name, job title of each attendee]**. It was explained that disciplinary action was being taken regarding the following matters:

- (i)
- (ii)
- (iii)

[following sentence is not applicable if meeting attended by representative, union official or equivalent professional representative]

You were informed that you were entitled to be accompanied by a representative, union official or equivalent professional representative and you confirmed that you were willing to go ahead with the meeting without a representative.

This is a very serious matter and Council has decided that you should be suspended from duty with effect from **[date]**, until an investigation has been carried out in accordance with Council Disciplinary Policy & Procedure, a copy of which was given to you at the meeting

Council would like to emphasise that suspension is not a disciplinary act and does not prove that there has been any misconduct. It is a neutral act enabling you to be released from your place of work, pending an investigation into an allegation made or an investigation into conduct that resulted in disciplinary action being instigated.

Council reminds you that whilst on suspension you are not allowed to return to the Council premises without the prior authorisation of the suspending manager, and you should also notify the manager prior to contacting any Council employees you intend to use as witnesses.

As explained at our meeting, Council wants to ensure that this matter is resolved as quickly as possible and also that the ***[allegations/concerns raised]*** are thoroughly investigated.

You may therefore be required to attend an investigation meeting and Council will inform you of a date for this meeting and subsequently the outcome of the investigation at the earliest opportunity.

Your attention is directed to Clause 32 of the **Local Government (State) Award 2017**, which deals with Disciplinary Procedures, rights and obligations and penalties under the

Award. **The Local Government (State) Award 2017** applies in full and its application is not limited to the sections specifically referred to in this letter (*optional*)

During your suspension, please feel free to contact Council's [insert officers position title and name] if you have any queries.

Alternatively you may contact [Council's EAP Provider] for basic support and guidance. The Human Resources Coordinator is also available to provide additional support.

Yours faithfully

Manager's Name & Job Title

cc: All Attendees

**Appendix 3****Incident Investigation Form**

Employee Name: _____ Date: _____

Department: _____

Venue: _____ Time: _____

In Attendance: _____

Reason for attendance:

Employer's statement:

Supervisors Signature: _____

Employee's statement:

Employees Signature: _____

Recommendations:

Placed on personal file?

Yes	No
-----	----

Is there a suspension period established?

Yes	No
-----	----

Length of suspension period?

	Weeks / Months
--	-------------------

Is there to be a follow up review?

Yes	No
-----	----

Date of next review.

Date	
------	--

Supervisor Signed: _____ Date: _____

I agree/disagree that the above content is an accurate reflection of all the issues that were discussed

Employee Signed: _____ Date: _____

Director/General Manger Signed: _____ Date: _____

Independent/H R Coordinator Signed: _____ Date: _____

ITEM 4.8 SENIOR RECORDS OFFICER - REVIEW OF POSITION DESCRIPTION

RESOLVED by Mr Cooper and Ms Pearman

1. The Committee endorse the revised position description and Council commences recruitment for the role of Governance and Records Management Coordinator.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 9.57AM

Minutes confirmed 7 OCTOBER 2019

.....
Chairperson

General Manager - 15 August 2019

ITEM 14.2 **Work, Health and Safety Committee Meeting Minutes**

FILE REFERENCE I19/518

AUTHOR **Acting General Manager**

ISSUE

Providing the minutes from the Work, Health and Safety Committee (WH&S) Committee Meeting held on 5 August 2019.

RECOMMENDATION That –

1. Council adopt the recommendations of the Work Health and Safety Committee Meeting Minutes from 5 August 2019.

BACKGROUND

Nil

REPORT

Attached for Councillors information are the minutes from the Work Health and Safety Committee Meeting that was held on 5 August 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council adopt the recommendations of the Work Health and Safety Committee Meeting Minutes from 5 August 2019.

ATTACHMENTS

1. Download	Work Health and Safety Committee - 5 August 2019 - Minutes - Attachments	Attachment
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PRESENT: Mr M Wilson (Chairperson), Mr P Cramp (Deputy Chair), Mr S Roberts, Mr B Churchill, Mr J Croke, Mr M Shah (Director of Infrastructure), Mr K Kara, Ms E McGeechan, Mr S Bill, Mrs K Anderson and Mrs D Woodwell.

NON-VOTING: Ms S Pearman (Executive Assistant) Minute Secretary.

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 9.40AM.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr A Croke, Mrs S Hassett and Mr S Poidevin.

RESOLVED by Mr Roberts and Mrs Anderson that the apologies be received and a leave of absence be granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Bill and Miss McGeechan

That the minutes of the Work Health and Safety Committee Meeting held on 3 June 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 **COMMUNICATION ISSUE , AFTER HOURS AND CALL OUTS**

RESOLVED by Miss McGeechan and Mr Roberts

1. The WHS Committee recommends Council install a mobile phone system interfaced to Redground Heights hub repeater at a cost of \$6,000.
2. All Council vehicles be fitted with a two way radio that has the keypad attached.

- CARRIED

ITEM 4.2

INCIDENT REPORT

RESOLVED by Mr Bill and Mr J Croke

1. The Committee discuss workplace incidents and provide or approve recommendations for the future development of Council's procedures, policies and systems;
2. Committee members discuss and review current work practices within their work group(s) to ensure that reasonable, practicable controls are in place to prevent or minimise the risk of these incidents from re-occurring;
3. All incidents to remain open until controls have been implemented.
4. An inspection of the Crookwell Caravan Park be undertaken by Council staff and reported back to the Committee.

- CARRIED

ITEM 4.3

CORRESPONDENCE

RESOLVED by Mrs Anderson and Mr Croke

1. The Committee receive and note the correspondence as information.

- CARRIED

ITEM 4.4

ACTION LIST

RESOLVED by Mr Roberts and Mr Bill

1. The Committee receive and note the report as information.
2. The Committee organise training in regards to conducting internal incident occurrences investigations.
3. The Committee recommends to Council not to install dash cams in Council vehicles.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

1. EFTPOS cord at front counter – WHS Coordinator to liaise with Manager of Finance and Administration to have this issue resolved as soon as possible.
2. Simon Bill to discuss with Mr S Poidevin regarding his position on the WHS Committee as Gunning representative and treport back to Committee.

THE MEETING CLOSED AT 11.05AM

Minutes confirmed 7 OCTOBER 2019

.....
Chairperson

General Manager - 15 August 2019

ITEM 14.3 **Review of Council's Media Policy**

FILE REFERENCE **I19/520**

AUTHOR **Acting General Manager**

ISSUE

Review of Council's Media Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Media Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Council Media Policy. The Media Policy is attached with amendments highlighted in yellow, and deletions from Policy highlighted red for Council's review.

Please note the procedures included in the previous adopted Council Media Policy have been removed.

POLICY IMPACT

This is a review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Media Policy.

ATTACHMENTS

1. ↓	Media Policy - Review 2019	Attachment
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POLICY:-	
Policy Title:	Media Policy
File Reference:	F10/618-06
Date Policy was adopted by Council initially:	25 May 2006
Resolution Number:	137/06
Other Review Dates:	20 August 2009, 16 December 2010, 16 May 2013
Resolution Number:	340/09, 486/10, 138/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2022
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	25 May 2006
Procedure/guideline reference number:	N/A
RESPONSIBILITY:-	
Draft Policy developed by:	General Manager
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

1 Purpose

To establish protocols and consistent methods for managing communication between the Council, print and broadcast and the media, to ensure coordinated, consistent, accurate and reliable information is provided to the community. presentation.

The purpose of this policy is to foster best practice by Upper Lachlan Shire Council in regards to media relations. and to minimise risk management issues related to the Council's representation within the media.

2 Objective

A key objective of this policy is to promote a positive, progressive and professional image of Council in line with its corporate objectives and mission statement through media interactions with internal and external stakeholders.

The key objective of the Media Policy is to ensure information is provided information to the media in a coordinated and professional manner through by the establishment of protocols for both Councillors and Council staff, to avoid confusion and misinformation within the community.

Upper Lachlan Shire Council encourages open communication with the community via the media.

This policy will ensure that comment made publicly is done so only by authorised spokespersons, ensuring information made public by Council is accurate, reliable and in accordance with necessary privacy provisions and confidentiality requirements. the best interests of Council. As such, there are limits on who can provide information, and the level of information those persons can provide.

The Upper Lachlan Shire Council will operate an open access policy for respond to media enquiries in a timely manner, with all media enquiries to be directed to the General Manager and Media Officer. The Mayor and the General Manager are the Council's authorised spokespeople, unless otherwise determined by the General Manager. and the Departmental Directors (or in their absence senior Departmental Managers) to supply information when requested.

3 Media Releases

In regards to dealing with and preparing information for media the following guidelines must be adhered to:

- 3.1 The Media Officer has the key responsibility for writing, coordinating relevant fact checking and approvals, and distributing media releases on behalf of the Mayor and General Manager.
- 3.2 All media releases are to be written and distributed on the official Upper Lachlan Shire Council media release template.

- 3.3 All media releases are to be authorised by the General Manager prior to distribution via the Media Officer.
- 3.4 For media releases concerning matters of policy, the Mayor or General Manager is are Council's official spokespersons on matters of policy. and the interpretation of Councils position or decisions, unless otherwise determined by the General Manager.
- 3.5 In media releases, which deal with matters of an administrative or operational nature the spokesperson will be the General Manager, or the appropriate Council Officer who has an understanding and knowledge of the particular matter unless otherwise determined by the General Manager.
- 3.6 All Councillors and Council staff Officers (excluding Directors), contacted by the media, in reference to a media release or any other matter concerning Council, should refer the media outlet to the General Manager and Media Officer and advise the , where a media release has not been issued and approved, General Manager and Media Officer about the enquiry by should contact via e-mail or phone. the General Manager prior to the Council Officer making a statement. This will allow a background to the issue being discussed and a corporate view being presented.
- 3.4 Media protocol dictates, when dealing with Council related issues, that the Media Officer is to be the first point of contact. The Media Officer has the key responsibility for writing, and distributing media releases on behalf of the Mayor and General Manager.
- 3.5 Where staff have the expertise to prepare media releases they are encouraged to do so, adhering to the following:
- 3.7 Directors, Managers and Council staff are to be aware of potential media opportunities within their unit Department and notify the Media Officer in a timely manner.
- 3 All media releases are to be authorised by the General Manager prior to distribution via the Media Officer.
- 4 All media releases are to be written and distributed on the official Upper Lachaln Shire Council media release template.
- 4.6 Where individual Councillors wish to issue a formal media statement in their own name through Council, such statements should only relate to policy matters of the Council and or matters of community concern. This is not intended to restrict Councillors in making comment to the media but to standardise the format for formal media releases.

4. Statements to the Media

4.1 Individual Councillors are free to make personal comments to the media as private individuals but not to speak on behalf of Council or Council matters, and in doing so must ensure that their comments are not perceived as representing official Council position or policy.

4.2 Council employees may speak to the media as private individuals, with the following restrictions:

- they do not comment on Council business or policy; and
- they are identified as Council employees and
- they should specifically state that their comments are not representing the official Council position or policy and are presented to the General Manager for approval before publication.

4.3 Written All media statements issued by Council on Council-wide related topics matters and on Departmental related topics are required to must be approved in writing by the General Manager, Mayor or a delegated representative prior to issue.

4.4 Any Letters to the Editor generated from within the organisation which are determined necessary to inform the community on a particular matter, are to be issued through the Media Officer and subject to the approval of the Mayor, the Deputy Mayor and/or General Manager.

4.5 All statistics and claims of fact contained in media statements must be accurate and verifiable.

5. Media Enquiries

All media enquiries received by Councillors and Council staff should be directed to the Media Officer and/or General Manager to ensure Council can provide a consistent, accurate and coordinated response, in a timely manner.

Council is timely in its response.

The Media Officer is aware what issues are running in the media and can anticipate future developments.

Generally, With the exception of the General Manager, staff may not comment on matters in a Council agenda prior to a meeting. In the event that such comment is considered appropriate, staff should not comment or speculate on what Council's decision in relation to the matter may be and should not offer personal views on the recommendation submitted to Council.

Where a media query is just a simple request for information that is publicly available, staff can respond without seeking prior approval but must inform the Media Officer as soon as possible.

For example, staff could refer journalists to information that is readily available on the Council's internet site. Such information can be provided as long as comments are confined to areas for which staff are responsible and do not deal with policy or sensitive issues. If in doubt staff must check first with Council's Media Officer or General Manager.

It is acceptable to say no to a journalist. Simply inform them that Council's protocols require such calls to be referred to the Media Officer.

6. Crisis Communication

Council recognises that ill considered and uninformed comments can cause **dire significant** consequences and legal implications in the event of an emergency, disaster, crisis, or sensitive issue.

Accordingly, only the Mayor and General Manager are authorised to speak to the media on these occasions with the exception of the Local Emergency Management Officer (LEMO) in the event the emergency operation centre is raised. **All media enquiries in these situations should be directed to the Council LEMO, General Manager and Media Officer.**

7. Breaches

Unauthorised release of Council documents by employees or Councillors will be subject to disciplinary action in accordance with the adopted Code of Conduct.

8. Glossary of Terms

Approve refers to the verification of the content of media statements.

Issue refers to the provision of media statements to print or broadcast media via telephone, email, facsimile or in person.

Talent refers to the appropriate spokesperson utilised for media statements.

Verbal Media Statements are responses, interviews and comments provided in person or by telephone/teleconferencing/web casts to the media.

Written Media Statements are:

- Media releases that are printed on Upper Lachlan Shire Council media release letterhead.
- Other written statements for the media that can be in the form of e-mail; fax; text messaging; letters or other related forms.

8. Variation

Council reserves the right to vary or revoke this policy.

9. Associated Legislation, Council Policies and Documents

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

- Council Code of Conduct;
- Access to Information Policy;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Code of Business Practice;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Amendment Act 2012;
- Government Information (Public Access) Policy;
- Government Information (Public Access) Regulation 2009;
- Grievance Policy;
- Harassment Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – **Public Interest Disclosures** Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance and Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Privacy Management Plan;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Records Management Policy;

- Recruitment and Selection Policy;
- Service Delivery Policy;
- Trauma Management Policy;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Any other relevant legislation and guidelines as applicable.

PROCEDURES

APPENDIX ONE

Media Release Style Guide Procedure

Layout:

- Every media release should be headed with the Upper Lachlan Shire Council logo, the words "MEDIA RELEASE", the date of issue of the release and contact details;
- Headlines and sub-heads should be centred and in Title text;
- Wherever possible, the body of the media release should be structured in 1.5 line spaced paragraphs and have a blank line between each paragraph for ease of reading;
- Where more than one page is used, the bottom of the first page should indicate the total number of page i.e. "page 1 of 2", "page 1 of 3" etc.

Font:

- The body of the media release should be in 12 point Arial as this font is widely used and accepted;
- Headlines should be 16 point Arial (bold) and should be kept to one line wherever possible. In no circumstances should the headline exceed two lines.
- Sub-heads should be 12 point Arial (bold) and would include time and location details for events, special websites that need to be pointed to or any other relevant points that need to be highlighted.

Writing style:

- Media releases should be written in the recognised standard style preferred by journalists.
- Grammatical structure of the sentences should use active, not passive verbs as this is the style in which news is written.
- Short, simple words should be used. For example: "about" NOT "approximately".
- Media releases should use simple common language wherever possible, however if the subject of the release lends itself to more formal language this could be adopted for specific circumstances, eg technical description of a complicated research area.

Content structure:

- Media releases are to be structured according to the commonly accepted principles of the five Ws and the inverted pyramid.
- Five Ws: The first sentence should answer the questions "who, what, when, where and why". Where this is not possible due to the complexity of the issue, then this information should be included in the first two sentences. This would involve:

- Who: The name and title of the key person involved.
 - What: The event or issue to be discussed in the release.
 - When: This could simply be next week or next month and be refined in the body of the release.
 - Where: In most cases, the initial “where” would simply be “at Council” or similar.
 - Why: This is the “because”.
- The inverted pyramid - where the writing starts off generally and becomes more specific:
 - The first two paragraphs should set the scene by summarising the key points.
 - The third and fourth paragraph should ensure the talent is properly introduced through the use of a quote.
 - The fifth paragraph should begin a more detailed description of the event/issue.
 - The final paragraph should provide RSVP telephone numbers, websites for more information, etc.

Quotes:

- Quotes should be selectively chosen and should complement the main detail of the release. They should be in simple language. Two to four sentences would be an appropriate number of quotes in most circumstances. The quote should not be used to provide important information, but to further explain that information.
- Quotes structure:
 - “The first quote should be finished with a comma and attribution,” he said.
 - “The second quote does not need attribution.”
- If a third successive quote is used, the quotation mark is left off the end of the second quote and the third quote appears as the above second quote.
- In most cases, at least one quote should be included by paragraph four to highlight the key person involved.
- Two people should only be the maximum quoted in any one release.

Background information:

- Background information should be provided only when relevant. For example if a release is issued about an upcoming Council event.

Contact details:

- Each media release should include the contact details of the author of the release and where possible, one alternative to ensure availability to the media.

This could be the talent mentioned in the release or another appropriate speaker.

- Contact information should include name, title, telephone, mobile or an after hours landline, fax and email.

Date and Time format:

- Date format should be in accordance with print media news style to prevent the need for change once the release has been distributed. This structure involves:

- Monday, August 25
- August 25, 2003

- Times should be written as 9am or 4pm.
- A period of time should be written as 9am-4pm or 2-4pm.

Numbering format:

- Numbers from one to nine should be written in words.
- Numbers 10 and above should be written in digits.
- Numbers 10,000 and above should include commas.
- A range of numbers should be in words if both are nine and under (one to five) or digits if one of the numbers is 10 or more (1-15 or 10-20).

APPENDIX TWO

Directory of Upper Lachlan Shire Council Spokespeople

Issue	Spokesperson 1	Spokesperson 2	Spokesperson 3
Political	Mayor	Deputy Mayor or Councillor	General Manager
Council decision	Mayor	Deputy Mayor or Councillor	General Manager
Management policy	General Manager		
Day to day operations	General Manager	Departmental Director	
Departmental issues	Departmental Director	Manager	
Specific events / activities	Manager	Project Officer	

APPENDIX THREE

Media Tips for Councillors and Staff

- When the media phone; make sure your staff tracks you down or return the call ASAP.
- Find out who it is for, how long, their angle.
- Live – can't be edited (you may be put in a difficult position, you can say what you want but mistakes can't be edited).
- Prerecorded – They edit.

1. Research.

- a. Understand your topic.
- b. Understand your media interviewer – their style etc.
- c. Know their deadlines.

2. Develop setting.

- a. Develop rapport with journalist.
- b. Make the interview on your turf.

3. Story.

- a. Have a list (in your head) of positive quotes for different questions.
- b. Set a theme – get your message across (promote your stuff, like an ad).
- c. Be succinct – no long winded answers.
- d. Make it difficult for journalists to edit your quote.
- e. Don't repeat the journalist's question.
- f. Don't include the journalist in your response (ie, as you were saying).

4. Be aware.

- a. Don't expect to have control over the story.
- b. Don't be fooled – they will try & make you feel comfortable & use bad quotes.
- c. Don't be intimidated or get a big ego, just be yourself.

5. Speak clearly.

- a. Don't speak too fast.
- b. Don't say "umm".

6. Telephone Interview.

- a. Layout relevant facts so as they are easily readable.
- b. Write down interviewers name.

7. TV.

- a. Look at the reporter, not the camera.
- b. Don't lick lips.
- c. Don't touch your face.

- d. Dress appropriately; tie tight.
- e. Do not fidget.
- f. Don't shout into the microphone.
- g. Watch your facial expressions.

8. Radio

- a. Don't shout into the microphone.

9. Print

- a. Offer photo opportunity (if appropriate).

General Manager - 15 August 2019

ITEM 14.4 **Review of Advertising in Council's Newsletter Policy**

FILE REFERENCE I19/521

AUTHOR **Acting General Manager**

ISSUE

Review of Advertising in Council's Newsletter Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Advertising in Council's Newsletter Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Advertising in Council's Newsletter Policy. The Policy is attached with amendments highlighted in yellow, and deletions from Policy highlighted red for Council's review.

POLICY IMPACT

This is a review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Advertising in Council's Newsletter Policy.

ATTACHMENTS

1. ↓	Newsletter Policy - Review 2019	Attachment
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POLICY:-	
Policy Title:	Advertising in Council Newsletter Policy
File reference:	F10/618-03
Date Policy was adopted by Council initially:	10 July 2008
Resolution Number:	207/08
Other Review Dates:	18 June 2009, 16 December 2010, 16 May 2013, 15 August 2019
Resolution Number:	230/09, 486/10, 139/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2022
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	N/A
Procedure/guideline reference number:	N/A
RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy::	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

OBJECTIVE

To define the appropriate process for advertising within Council's newsletter.

POLICY

All businesses wishing to advertise in 'The Voice' must:

- (a) be a registered business within the Upper Lachlan Shire local government area, or
- (b) be a registered business wishing to do business within the Upper Lachlan Shire local government area, or
- (c) be a government agency wishing to inform the Upper Lachlan Shire community with respect to issues directly involving that agency relevant to the Upper Lachlan Shire community.

Regardless of the location, all businesses wishing to advertise in 'The Voice' must supply an ABN number for invoicing purposes.

The advertisement must be directly related to the commercial activities of the business which is supplying the ABN number.

Council will include a disclaimer for advertisements that states "the views expressed in the advertisement are not necessarily the views of this Council the publisher accepts no responsibility for any of the advertisement notices. All such advertisements are published at the risk of the contributor who by forwarding advertisements agrees to indemnify the publisher and warrant that the information is accurate and is neither deceptive nor misleading, in breach of copyright, or in breach of any laws or regulations".

The promotion of community events and information is may be free, subject to the approval of the General Manager.

If the promotion of an event is for a registered charity group, (a DGR number required), appropriate advertising will be undertaken free of charge.

Paid community service advertisements are defined as information of a non-political nature whose aim is to clearly promote community welfare e.g. pandemic instances such as the H1N1 virus (swine flu).

The acceptance of paid advertising is at the discretion of the General Manager.

VARIATION

Council reserves the right to vary the terms and conditions of this policy to ensure it continues to meet Council's requirements.

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

The following Legislation and Council Policies and documents that are relevant to this Policy include:-

1. Environmental Planning and Assessment (EPA) Act 1979;
2. Government Information (Public Access) Regulation 2009;
3. Government Information (Public Access) Act 2009;
4. Government Information (Public Access) Amendment Act 2012;
5. Local Government Act 1993;
6. Local Government (General) Regulations 2005;
7. State Records Act 1998;
8. Government Information (Public Access) Policy;
9. Records Management Policy.
10. Code of Conduct for Councillors, staff and delegates of Council;
11. Service Delivery Policy and
12. Any other relevant legislation and guidelines as applicable.

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports for the month of August 2019	286
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Reports from Other Committees, Section 355 Committees and Delegates - 15 August 2019

ITEM 16.1

Reports for the month of August 2019

RECOMMENDATION:

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

1. Economic Development Task Force – Minutes from Meeting held 8 July 2019.
2. Pool Review Committee – Minutes from Meeting held 20 June 2019.
3. Crookwell District Arts Council (CDAC) – Minutes from Meeting held 27 June 2019.
4. Traffic Committee – Minutes from Meeting held 1 August 2019.
5. Country Mayors Association of New South Wales - Minutes from Meeting held 2 August 2019.
6. Upper Lachlan Tourist Association – Minutes from meeting held 6 August 2019.
7. Tony Foley Memorial Gunning and District Community Centre Committee – Minutes from meeting held 1 August 2019.
8. Gunning Shire Hall and Showground Advisory Committee – Minutes from Extraordinary meeting held 25 July 2019.

ATTACHMENTS

1. ↓	Economic Development Task Force- Meeting Minutes - 8 July 2019	Attachment
2. ↓	Pool Review Committee - Meeting Minutes - 20 June 2019	Attachment
3. ↓	Crookwell District Arts Council (CDAC) - Meeting Minutes - 27 June 2019	Attachment
4. ↓	Traffic Committee - Meeting Minutes - 1 August 2019	Attachment
5. ↓	Country Mayors Association of New South Wales - Meeting Minutes - 2 August 2019	Attachment
6. ↓	Upper Lachlan Tourist Association - Minutes from meeting held 6 August 2019	Attachment
7. ↓	Tony Foley Memorial Gunning and District Community Centre Committee - Minutes from meeting held 1 August 2019	Attachment
8. ↓	Gunning Shire Hall and Showground Advisory Committee - Minutes of Extraordinary Meeting held 25 July 2019	Attachment

MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE HELD MONDAY 8 JULY 2019 AT CROOKWELL

Present: Clr. Richard Opie, Susan Reynolds, Terry Lovelock, Andrew Lindner & Clr John Searl.

Staff: Brenda Proudman (Economic Development Officer)
(Non Voting)

Apologies: Catherine Duff & Tina Dodson (Director of Environment & Planning)

Meeting commenced at 4.15pm.

Declaration of Interest: Nil.

Confirmation of Minutes:

Agenda Item 3.1

Minutes from the 3 June 2019 were adopted as a true and correct record.

Moved – Susan Reynolds & Seconded by Andrew Lindner.

CARRIED

Correspondence: Nil.

Agenda Item 5.1 – Economic Growth & Development Planning Report

Brenda & Viv to make some structural changes to the report before next meeting. It was decided that we would hold another follow up workshop with the workshop groups on Sunday 22nd September from 10-12pm in the Council Meeting room.

Agenda Item 5.2 – Community Open Day – 2019/2020 Financial Year

The Community Open Day application form was given the go ahead. We will start advertising this straight away with the application closing date of 31st August, 2019. Brenda to organise advertising via Council, Gunning Notice Board and distribute applications to all the smaller villages & fire services.

Agenda Item 5.3 – Business Chamber update.

A very successful meeting was held at Café Zest on Sunday 22nd June, 2019. Nineteen businesses attended, three were from the main street and the rest were home based.

The 3 items discussed were the formation of a Business Group/Chamber, a Web Based Business Directory and a Small Business Expo in October for Business Month.

There is a follow up meeting on Sunday 21st July in the Council Chambers and Andrew Haskins from the BEC will attend to help formalise the group.

Agenda Item 5.4 – Export Ready Roadshow

Brenda informed the committee of the Plan to hold an Export Ready Roadshow in conjunction with Goulburn Mulwaree Council sometime in the next half of this year. The Expo will be run by Austrade with speakers from Pak Fresh & EFIC. Brenda will keep the committee posted as more information becomes available from CRJO.

Agenda Item 6 – General Business

- Susan Reynolds updated the committee about the Innovation Hub. Susan & Doug McIntyre spoke with Daryl Smith from RDA this morning to be informed that they could not have space on the Divall's Site in conjunction with the proposed Agricultural Centre. The agreement with Divalls and the Agricultural Centre has now been signed. Susan & Doug will now look at alternative sites.

- The Heated Pool proposal is also progressing. Sustainable Councils & Communities program have organised Steenson Varming to put together modelling for the project. They also met with a pool consultant that was organised by the Pool 355 Committee and his estimations of build costs far exceeded their projected costs. They are meeting with Cllr Culhane tomorrow to discuss their project.
- There was then much discussion about incorporating green space into planning applications. The following recommendations were moved by Susan Reynolds & Andrew Lindner.

RECOMMENDATION:

We request Council receive a report from Environment & Planning detailing the opportunities for planting indigenous appropriate trees in single and larger developments across the Shire.

CARRIED

RECOMMENDATION:

We request Council receive a report from Environment & Planning detailing how Council can adopt a strategy for public open space within our Shire in larger developments.

CARRIED

RECOMMENDATION:

The EDTF supports the promotion of the 2020 commemoration with the planting of trees at the entrances of the towns & villages in the Crookwell district area – Crookwell, Binda, Laggan & Grabben Gullen and encourage Council to support this initiative across the whole shire in the format as proposed by the 2020 group.

CARRIED

Cllr John Searl did not arrive until 5pm and he then left at 5.45pm before the following recommendation was made.

- There was then some discussion about making the Upper Lachlan Shire more inviting for developers and new residents. The following recommendation was moved by Andrew Lindner & Seconded by Susan Reynolds.

RECOMMENDATION:

Can Environment & Planning please provide a breakdown of development costs attributed to the Shire e.g. Section 94's and assoc. contributions for all developments?

Can they please advise whether this is the most appropriate model of charging to meet today's standards and to encourage Economic Development?

Can you provide a model that would make it more economically appealing to encourage development in our Shire?

CARRIED

Next Meeting of the EDTF Committee Monday 5th August, 2019 at 4.00pm.
There being no further business, meeting closed at 6.20pm.

Upper Lachlan Shire Pool Committee Meeting

Held 20 June 2019 10.00am ULSC Chamber

Present: Julie Simpson, Pam Kensit, Denis Pontin(invited guest), Ken Watson and Paul Culhane(Chairman)

Apologies: John Oke

Meeting opened at 10.00am

Mr Pontin of RMP & Associates was welcomed to the meeting and asked to outline his background. M Pontin explained his significant experience in aquatic and sports center designs at both local and state level as well as running his own heated pool facility in Sydney.

Mr Pontin was given background information on the pool committee findings to date as well as being shown the latest suggestions from the Get Heated group.

It was agreed that Mr Pontin be provided with survey information on the existing pool site.

Mr Pontin was asked to provide a costing for his services to the Director of Infrastructure.

The meeting then closed so that a site visit could take place and more detailed discussions commence on site.

Next Meeting

The next meeting to be advised. Meeting closed 11.00am

Crookwell District Art Gallery

Minutes of the meeting held on June 27th, 2019

The Meeting was held in The Gallery and was opened by Margie Carr at 4.32pm.

PRESENT:

Margie Carr, Karen Harwood, Jeremy Goodman, Marg Shepherd, Ann Goodman, Margaret Wonson, Gay Smith, Mary & Tony Prell, Pam Kensit

APOLOGIES:

Jeff Prell, Lesley Gartrell, Bev Seaman.

MINUTES OF THE PREVIOUS MEETING:

The Minutes were accepted as a true record of the meeting. (Moved Margaret W. sec. Tony P.)

CORRESPONDENCE:

Incoming. One invoice forwarded to the Treasurer.

Outgoing. Nil.

TREASURERS REPORT:

Karen H. tabled the Report showing an opening balance of \$5,352.03, an income of \$5,387.70, expenses of \$1474.00 leaving a balance of \$9,265.73 cr. Karen noted that there are extensive payments to be made to artists relative to the stated income.

The Report was accepted (Moved Karen H, sec. Gay S.).

THE NEXT SHOW (SEPT. 20 -22):

There was general discussion that the next show could be a "My favourite Artwork" type exhibition whereby people would be asked to confidentially loan artworks for a "Not For Sale" exhibition. No Entry fee would be applicable.

Margie C asked the meeting to think about the proposal for further discussion at the next Meeting.

PROPOSED NEW HANGING SYSTEM:

Karen H. presented costings for a viable system found by Lesley G.:

Droppers (stainless steel 2m. length) - \$85 for 10

Hooks (similar to extg.) \$69.95 for 10

Track (3m. lengths) \$50.00 ea.

Jeremy G. tabled Top Shot Photography Goulburn may have an alternative. Jeremy to obtain pricing for next meeting.

OTHER BUSINESS:

Karen H. talked about Gunning Art Show.

Margaret W, suggested obtaining grant for new hanging system. (Jeremy to investigate with Linus at ULSC.)

The recent Grant Application Writing Workshop was discussed – there were 5 attendees.

Margaret W. informed the meeting that her attendance at the recent Hall Committee Meeting had revealed the building's exterior lighting has been fixed.

Jeremy G asked Pam K if there was any further development on the new council chambers / art gallery premises project. Pam reported that a stakeholder meeting is scheduled for the end of July.

Margie Carr closed the meeting at 5.07pm.

Crookwell District Art Gallery

Agenda for the meeting on Thursday 25th July, 2019

Apologies

Minutes of the previous meeting

Correspondence

Treasurers Report

The next Show

Proposed new hanging system

Other Business

- PRESENT:** Cllr B McCormack (Chairperson), Cllr R Cummins, Cllr J Searl, Mr Graham Croker (Community Representative) and Mr C Upton (NSW Police)
- NON-VOTING:** Mr M Shah (Director of Infrastructure), Mr C Xiong (Road, Safety, Traffic and Assets Officer) and Ms S Pearman (Minutes Secretary)
-

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 10.05AM.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mrs J Marsh (RMS) and Mrs A Paul (RMS). Moved by C Upton and Mr Croker that the apologies be received and a leave of absence granted.

CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Upton and Cllr Cummins

That the minutes of the Traffic Committee Meeting held on 6 June 2019 be adopted.

- CARRIED

SECTION 4: REPORTS**ITEM 4.1 RELOCATE OF 50 KPH SIGNS ON GRABEN GULLEN ROAD, CROOKWELL**

RESOLVED by Cllr McCormack and Mr Croker

1. Council relocate 50km/h speed signs 2 metres from the pavement edge (lateral relocation);
2. Council re-assess the safety concerns in this area in the future if needed.

- CARRIED

ITEM 4.2 GUNNING FIREWORKS SEPTEMBER 2019

RESOLVED by Mr Croker and Cllr McCormack

1. Council approve the event on the proviso that an TMP and TCP be submitted and approved at least 2 weeks prior to the event.

- CARRIED

ITEM 4.3 TARALGA 200 CELEBRATIONS OCTOBER 2019

RESOLVED by Mr Upton and Cllr McCormack

1. Council approve the event subject to the provision of appropriate TMP and TCP be received and approved, at least 2 weeks prior to the event.

- CARRIED

ITEM 4.4 SAXBY LANE AND NELANGLO STREET, GUNNING

RESOLVED by Mr Upton and Mr Croker

1. Council not install a Give Way sign at the intersection of Saxby Lane West and Nelanglo Street Gunning.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION**ITEM 5.1 PREVIOUS ITEM ACTION LIST**

That the Local Traffic Committee members note the progression of the previous action items and the due dates.

- CARRIED

ACTION LIST: LTC 1 August 2019

Date	Action	Responsible Officer	Status
6 June 2019	St. Mary's Primary School, Crookwell - Proposal of Pedestrian Crossing in Wade Street	Road Safety, Traffic and Assets Officer	Deferred to 7 Nov 2019
6 June 2019	Request for new Driveway Ahead Signage for 607 Bannaby Road, Taralga <ul style="list-style-type: none"> ▪ Council install signs associated with a concealed driveway on the west approach to the driveway, and ▪ Council to trim the marked trees on the road reserve to improve the sight distance for the east approach (see photos). 	Road Safety, Traffic and Assets Office & Supervisor Building Maintenance	Update to be provided 7 Nov 2019
6 June 2019	Park Street and Robertson Street, Crookwell, NSW <ul style="list-style-type: none"> ▪ Give Way sign, hold line and other associated road markings to be installed at this intersection to guide drivers as per the attached design including any bitumen widening required. 	Road Safety, Traffic and Assets Officer, Supervisor Building Maintenance, Overseer Construction & Overseer Maintenance	Update to be provided 7 Nov 2019
6 June 2019	Parking on Yass Street, Gunning, NSW 2581 <ul style="list-style-type: none"> ▪ Council not to accept the request for installing angle parking bays from Waratah Street to Nelanglo Street in Yass Street; ▪ Council to mark traffic lane of 3.5 metres in each direction in this segment as shown in the attached design (Diagram 6); ▪ New No Parking Zone signs to be installed north and south of the school crossing (see Diagram 6, School Zone Drop Off/Pick Up area red lines). 	Road Safety, Traffic and Assets Officer & Supervisor Building Maintenance	Update to be provided 7 Nov 2019
6 June 2019	School Bus Stop Location on Rye Park Road near Blakney Creek North Road, Blakney Creek, NSW 2581 <ul style="list-style-type: none"> ▪ The Committee recommends for Council to approve the request of installing a school bus stop in the clear roadside area in Rye Park Road (west of the intersection). ▪ The Committee recommends for Council to fund and undertake the work of the school bus installation. 	Road Safety, Traffic and Assets Officer & Overseer Construction	Update to be provided 7 Nov 2019

6 June 2019	<p>Proposed School Bus Stops at Brayton Road and Gibraltar Road, Brayton, NSW 2579</p> <ul style="list-style-type: none"> ▪ Council install a southbound bus stop and a north bound bus stop on Brayton Road, at 10 metres north of the Gibraltar Road intersection. ▪ The Committee recommends for Council to fund and undertake the works of these two school bus installations. 	Road Safety, Traffic and Assets Officer & Overseer Construction	Update to be provided 7 Nov 2019
6 June 2019	Jerrawa Road & Coolalie Road Intersection changes	Road Safety, Traffic and Assets Officer	Deferred to 7 Nov 2019
1 August 2019	<p>Relocate of 50 Kph Signs on Grabben Gullen Road, Crookwell</p> <ul style="list-style-type: none"> ▪ Council relocate 50km/h speed signs 2 metres from the pavement edge (lateral relocation); ▪ Council re-assess the safety concerns in this area in the future. 	Road Safety, Traffic and Assets Officer	Update to be provided 7 Nov 2019 Organise with Coordinator Construction crew for installation
1 August 2019	<p>Gunning Fireworks September 2019</p> <ul style="list-style-type: none"> ▪ Council approve the event on the proviso that an TMP and TCP be submitted and approved at least 2 weeks prior to the event. 	Road Safety, Traffic and Assets Officer	Notify Event organisers
1 August 2019	<p>Taralga 200 Celebrations October 2019</p> <ul style="list-style-type: none"> ▪ Council approve the event subject to the provision of appropriate TMP and TCP be received and approved. 	Road Safety, Traffic and Assets Officer	Notify Event organisers
1 August 2019	<p>Saxby Lane and Nelanglo Street, Gunning</p> <ul style="list-style-type: none"> ▪ Council not install a Give Way sign at the intersection of Saxby Lane West and Nelanglo Street Gunning. 	Road Safety, Traffic and Assets Officer	Letter to be sent out.

THE MEETING CLOSED AT 11.07am.

Minutes confirmed 7 NOVEMBER 2019

.....
Chairperson



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries

PO Box 420 Moree NSW 2400

02 6757 3222

ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 2 AUGUST 2019 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.50 a.m.

1. ATTENDANCE:

Armidale Regional Council, Cr Bradley Widders
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Ms Rebecca Ryan, General Manager
Broken Hill City Council, Cr Darriea Turley, Mayor
Broken Hill City Council, Mr James Roncon, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Byrnes, General Manager
Carrathool Shire Council, Cr Peter Laird, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Dubbo Regional Council, Cr Ben Shields. Mayor
Dungog Shire Council, Cr Tracy Norman, Mayor
Dungog Shire Council, Ms Coralie Nichols, General Manager
Federation Council, Cr Patrick Bourke, Mayor
Federation Council, Mr Adrian Butler, General Manager
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Carol Sparkes, Mayor
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager

Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hilltops Council, Cr Brian Ingram, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kiama Municipal Council, Cr Mark Honey, Mayor
Kyogle Council, Cr Danielle Mulholland, Mayor
Leeton Shire Council, Cr Paul Maytom , Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Andrew Muir, Acting General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Mr Lester Rogers, General Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Des Bilske, General Manager
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Shire Council, Cr Kathy Sajowitz, Mayor
Oberon Shire Council, Mr Garry Wallace, General Manager
Orange City Council, Cr Reg Kidd, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Parkes Shire Council, Cr Barbara Newton, Deputy Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Paul Keech, Director Assets and Works
Snowy Monaro Regional Council, Cr John Rooney, Mayor
Snowy Valleys Council, Cr James Hayes, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Uralla Shire Council, Mr David Aber, Acting General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Jack O'Hara, General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warren Shire Council, Mr Glen Wilcox, General Manager
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Yass Valley Council, Cr Rowena Abbey, Mayor
Yass Valley Council, Mr Chris Berry, Acting General Manager
LGNSW Cr Linda Scott, President
LDNSW Ms Tara McCarthy, Chief Executive

APOLOGIES:

As submitted

SPECIAL GUESTS:

Hon Mark Coulton MP, Minister for Regional services, Decentralisation and Local Government, Assistant Trade and Investment Minister

Hon Adam Marshall MP, Minister for Agriculture and western New South Wales
Geoff McKechnie APM, Assistant Commissioner, Commander, Western Region,
New South Wales Police Force
Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 31 May 2019 be accepted as a true and accurate record (Parkes Shire Council /Tenterfield Shire Council).

3. Matters Arising from the Minutes

Cr Peter Petty Tenterfield Shire advised that the Waste Levy Group was to meet with the Minister for Energy and Environment, to discuss the dot points outlined in the Associations resolution of 31 May

4. CORRESPONDENCE

Outward

- (a) Mr Gordon Hinds, Managing Director, Better Energy Technology, thanking him for his presentation on 31 May 2019
- (b) The Hon Matt Kean MP, Minister for Energy and Environment, regarding the need for increased fire management issues
- (c) The Hon Adam Marshall MP, Minister for Agriculture and Western NSW, regarding the need for increased fire management issues
- (d) The Hon Matt Kean MP, Minister for Energy and Environment, requesting support for the prioritisation of electricity grid connections at substations
- (e) The Hon Angus Taylor MP, Minister for Energy and Emissions Reductions, requesting support for the prioritisation of electricity grid connections at substations
- (f) The Hon Dominic Perrottet MP, Treasurer, calling on the NSW Government to implement a "Royalties for Regions" program based upon a set percentage of royalties being returned to Local Government
- (g) Cr Bruce Miller, Chair of Board, Local Government Super, thanking him for his presentation on 31 May 2019
- (h) The Hon Shelley Hancock MP, Minister for Local Government, thanking her for her presentation on 31 May 2019
- (i) The Hon Brad Hazzard MP, Minister for Health and Medical Research, thanking him for his presentation on 31 May 2019
- (j) Mr Andrew Roberts, Chief Executive Officer, Field Solutions Group, thanking him for his presentation on 31 May 2019
- (k) The Hon Shelley Hancock MP, Minister for Local Government, expressing the Associations concern about the proposed increase in RFS contributions
- (l) The Hon Gladys Berejiklian MP, Premier, expressing the Associations concern about the proposed increase in RFS contributions
- (m) Mr Shane Fitzsimmons, Commissioner NSW RFS, asking for a stay on implementation of the requirements under the Rural Fire Act 1997, that covers

grasslands and non-curing crops to allow further assessments to take place, and inviting him to attend the November meeting

NOTED

5. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Moree Plains Shire Council / Tenterfield Shire Council)

6. Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, Assistant Trade and Investment Minister

We live in a country underpinned by trade and the government has opened up more trade deals. India is the hardest to get a trade deal with which is important due to its growing middle class and insatiable appetite for energy. Getting into Mexico and other Latin American countries is important. Australia is negotiating with the European Union and waiting to see what happens with Brexit. Any China United States agreement could be bad for Australia. Maldistribution of health professionals is a major problem and \$550 million over 10 years is being put into a strategy including funding a generalist pathway. Telstra has raised issues about telecommunications and mobile black spots. There is a digital connectivity package to beef up data into country towns to produce greater speed and capability. There is no use moving people to country areas unless you can provide education, health and digital technology. The inland railway will foster country area development. Raising FAG's to 1% is not going to be of great assistance to country areas as most of it will go to metropolitan areas. There needs to be reform of the existing formula. The Minister is prepared to have the fight and do the work.

7. Benefit Cost Ratios

RESOLVED That the Association write to the Premier requesting the removal of Benefit Cost Ratios for funding programs (Shoalhaven City Council/Kyogle Council)

8. Hon Adam Marshall MP, Minister for Agriculture and Western New South Wales

Drought is affecting 96% of the State either severely or affected. All Country areas have been affected and people have been laid off work not only farmers and farm workers but also town support and service workers. Legal action for outstanding environmental cases are to be assessed under new laws rather than under laws that have not been in force for two years. Farm trespass laws are now being put in place and are to be enforced. An Agriculture Commissioner is to be appointed to protect rights to a farmer to farm. There is a need to look at how we manage the land to protect viable agricultural land from inappropriate development.

9. Geoff McKechnie APM, Assistant Commissioner, Commander, Western Region, New South Wales Police Force

The Stock Squad in 1947 dropped off but it has been reinstated in the last 5 or 6 years in response to rural crime. Its mission is look after "Incidents of Crime that Impact on the Functions of Pastoral, Agricultural and Aquaculture Industries" Members of the squad are detectives. It has three Zone Coordinators under the State Rural Crime Coordinator. Current direction is Education of Front Line Police, Increased Social Media, Advanced Community Engagement, Focused Operations and Investigations, and Developing Strategic Stakeholder Engagement. Local Government are huge stakeholders in policing. In 2018 losses to primary producers were 1,454 head of cattle worth \$1.376 million and 1,769 head of sheep worth \$1.885 million. Future direction is centered on Enhanced Communication, Multi Force Operations, Increased Investigative Capacity, Targeting Hardening Research, Sale Yard Security, Stock Identification and Recruitment.

10. Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network

The Rural Doctors Network is now 30 years old. There are four goals in the Strategic Plan 2019-2022, Build and Sustain Shovel Ready Workforce, Response to Community Need, Evidence Based Rural Health Policy and RDN Excellence. Customers are health workers, communities, organisations, the sector that represents the workforce and communities and RDN. Targeted priorities include Regional Workforce Coordination and Collaboration, Workforce Organizational and Community Capability, Adaption to New Workforce Models, Targeted Recruitment Campaigns and Trust. Key initiatives are Rural NSW Annual Health, Workforce Needs Assessment, Regional Workforce Coordination Projects, Community/town Based Workforce Projects, Aboriginal Health and Service Model Co-funded Role Trials. Rural Health Pro is a personalised digital experience to network, nurture, support, recognize and reward rural health professionals

11. RFS Contribution Increase

RESOLVED That Country Mayors write to the Premier and to Minister Elliott requesting urgent response to our letter dated 3 June 2019 and copies be forwarded to LGNSW and the Minister for Local Government (Moree Plains Shire Council/Tenterfield Shire Council)

12. Model Code of Conduct

RESOLVED That Country Mayors write to the Minister for Local Government requesting that the Model Code of Conduct be reviewed to set the same limitation on Councillors that applies to Members of Parliament in respect to attending community functions (Shellharbour City Council/Tenterfield Shire Council)

13 FAG Grants

RESOLVED That Country Mayors write to LGNSW supporting the ALGA resolution to remove the minimum per capita requirement and the Local Government Grants Commission be advised of the decision (Kyogle Council/Bega Valley Shire Council)

14. IPART Review of Local Government Election Costs

RESOLVED That in relation to IPART's review of local government election costs the Country Mayors' Association does not support the funding hierarchy recommended by IPART and its allocation of costs between the NSW Government and councils for the provision of election services of the NSW Electoral Commission (Moree Plains Shire Council/Tenterfield Shire Council)

15. Essential Energy Proposed Job Cuts

RESOLVED That Country Mayors write to Essential Energy objecting to the proposed job cuts (Moree Plains Shire Council/Tenterfield Shire Council)

16. IPART Rating Review

Cr Sajowitz, Oberon Council reported that of particular significance to Oberon and other Councils who form part of the Unratable Land Working Party are the recommendations that

- General exemptions should be based on land use not land ownership, and land used for commercial or residential purposes should not be exempt regardless of who owns it. This would help to ensure that land used mainly to deliver private benefits pays its fair share of rates
- Some explicit exemptions should be retained or amended as they are consistent with the general exemptions. For example, these include those for land used by a religious body for that purpose, land vested in the NSW Aboriginal Land Council, and land owned by a hospital and used for that purpose.
- Some explicit exemptions should be removed on the basis that the land is used for a commercial or residential purpose. For example, these include those for land owned or vested in a water authority, land below the high water mark used for the cultivation of oysters, and land used for commercial fishing

Submissions to the rating recommendations are due mid-September

RESOLVED That Country Mayors gives authority to the Unratable Land Working Party to prepare a submission on behalf of the Country Mayors Association to the IPART Rating Review (Oberon Council/Moree Plains Shire Council)

There being no further business the meeting closed at 12.55pm.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW

Upper Lachlan Shire Council

MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING HELD ON TUESDAY, 6TH AUGUST 2019, AT CROOKWELL VISITOR INFORMATION CENTRE.

Meeting commenced at 2.00 pm

Present: Clr Richard Opie, Clr John Searl, Judith Basile, Margaret McPherson, Daniel Cooper, Cristy O'Sullivan, Wentworth Hill, Lucy Lindner, Andrew Warren

1. WELCOME – Clr Searl declared the meeting open.

2. APOLOGIES

Apologies were received from Jan Pont and Leslie Bush.

Moved: J. Basile, W. Hill

3. DECLARATIONS OF INTEREST

Clr Searl and C. O'Sullivan declared an interest in Item 12. Both will remain in the meeting but not participate in the debate and not vote.

4. MINUTES OF PREVIOUS MEETING

Committee confirmed minutes as accurate without correction.

Moved: W. Hill, M. McPherson

5. PRESENTATION FROM DSNSW – SEAN HAYLAN

6. BUSINESS ARISING

- **Taralga Dump Point** – application to the CMCA has been withdrawn. At this stage there are no further plans for a dump point in Taralga.
- **Taralga Level 3 Agreement** – agreement is complete ready for presentation to Taralga Gifts and Goodies which will happen in August.
- **Future of Crookwell Caravan Park** – not progressed through the ULTA at this stage.

7. CORRESPONDENCE

Correspondence Items (a) and (b)

Moved: J. Basile, W. Hill

- a. DSNSW – Newsletter
- b. DSNSW – Canberra Tourism Partnership Framework

8. FINANCE REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: C. O'Sullivan, M. McPherson

9. TOURISM ACTIVITY REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: J.Basile, C. O'Sullivan

10. STRATEGIC PLAN REVIEW

The Upper Lachlan Tourist Association endorses the updated Marketing Plans for 2019/20

Moved: J.Basile, C. O'Sullivan

11. CULTURAL GRANT ROUND

There were no applications to the Cultural Grant Round 2 leaving \$2000 in the fund.

RECOMMENDATION: The Upper Lachlan Tourist Association recommends to the Upper Lachlan Shire Council that the balance of funds from the Grant Round be retained for potential support of future cultural activities that align with the Cultural Policy's objectives.

Moved: L.Bush, C.O'Sullivan

12. 2019/20 TOURISM EVENTS GRANT ROUND

The Upper Lachlan Tourist Association resolves to fund the following events in accordance with the Upper Lachlan Shire Tourism Events Funding Policy –

New Event Stream

Taste of Taralga - \$1500 for two consecutive years

Existing Event Stream

Gunning Spring Walk - \$250

Crookwell Squash Open - \$500

Crookwell Mary Gilmore Festival - \$250

Moved: J. Basile, W. Hill

Clr Searl and C. O'Sullivan did not vote, the motion was carried on the majority.

13. STATISTICS

14. GENERAL BUSINESS

A.Warren – advised that Amy Crago will commence as the new Destination Marketing Officer on August 12th.

Meeting closed 3.45pm

Next meeting will be on Tuesday 1st October 2019 at 2pm at Crookwell Visitor Information Centre.

Tony Foley Memorial Gunning and District Community Centre Committee

Ordinary Meeting

1 August 2019, 4.30pm

Upper Lachlan Shire Council Chamber, Yass Street, Gunning

Minutes

1. Open meeting

The Chair, Roslyn McLoughlin, opened the meeting at 4.30pm.

2. Attendance and apologies

- Attendance: Roslyn McLoughlin (Chair), Michael Coley (Secretary), Margaret McPherson (Treasurer), Margaret Dougall, Kelly Dowling, Graham Dyer, Councillor John Searl (ULSC)
- Visitor: Melinda Medway (President, Gunning District Community and Health Service)
- Apologies: nil
- Declarations of conflict of interest: noted that many of the committee members represent not for profit users of the facility but that under section 4.4 of the Code of Practice no conflict of interest is deemed to exist. A list of the Committee members' association with various users was included in the minutes of the 18 March meeting.

3. Confirmation of the minutes of the previous ordinary meeting - 6 June 2019

The minutes were confirmed (Graham Dyer/Margaret Dougall - carried)

4. Business arising from the minutes

The main item arising from the minutes was the series of issues that arose from the adjacent location in the main Tony Foley Centre building of the Community Room with offices of the Gunning District Community and Health Service.

At the invitation of the Committee Melinda Medway set out the accommodation needs of the Service. She advised that the Service had written to Council asking for occupation of the Community Room, especially for mental health clinical use, but on the basis that the Room would nonetheless continue to be available for community use by donation.

The Chair, as bookings coordinator, tabled a list of the community groups that currently use the Room.

A wide ranging discussion on the various issues ensued. These included:

- what alternative affordable accommodation would be available for community groups' meetings, and other activities when the Community Room is not available due to the Service's needs. It was generally agreed that community access was vitally important: Councillor Searl indicated he would support a review of the fees for alternative locations such as the Fire Control Centre and the Gunning Council chamber;
- whether the s.355 Committee should continue to manage the room or what alternative arrangements there would be;
- whether the fees approved by Council following the 18 March meeting would continue;
- the impact on Council's revenue if the fees approved by Council were no longer charged and the donations are appropriated by the Service and not returned to Council; and
- if the room was taken over by the Service, what process would be involved in honouring bookings that had already been made, or what refunds might alternatively ensue.

Moved Margaret Dougall, seconded Graham Dyer, that the Committee advises the Council that it supports the Gunning District Community and Health Service taking over the management of the Community Room in the Tony Foley Memorial Gunning and District Community Centre subject to the Service continuing to make the Community Room available to community groups, and to any necessary transitional arrangements arising from the change of responsibility; and that consequently Council consider the dissolution of the current section 355 Committee set up to manage the Centre - carried.

5. Correspondence

The Secretary reported that the Committee had received a letter from Council outlining the Council's response to the Committee's submission to the 2019-20 Operational Plan.

In: the Lions Club of Gunning requesting a waiver of the \$15 fee chargeable each fortnight when the collators of the Lions Club of Gunning *Noticeboard* (the fortnightly community newsletter) have a morning tea during their voluntary work to produce the *Noticeboard*.

Moved Graham Dyer, seconded Kelly Dowling, that the Committee agrees to the waiver and a refund with effect from September, subject to the Committee continuing - carried

Alternatively a refund would be a matter for consideration during the transitional arrangements recommended above at item 4.

Out: to Gunning District Community and Health Service responding to the various issues the Service had raised that were dealt with at the Committee's previous meeting.

Out: to Gunning District Association advising that the Committee did not support the proposal of shared fees when more than one group used the room in the same session.

Correspondence noted (Graham Dyer/Kelly Dowling - carried)

6. Treasurer's report

- Financial report

Accounts for 6 June received and noted (Margaret McPherson/Graham Dyer - carried)

Accounts for 1 August received and noted (Margaret McPherson/Graham Dyer - carried)

The Treasurer advised that she would distribute the 2018-19 annual accounts for consideration out of session.

7. Other reports

Nil

8. General business

The Chair tabled a draft Terms and Conditions document.

Moved Margaret Dougall, seconded Graham Dyer, that the Terms and Conditions document be adopted subject to inclusion of the Treasurer's name and contact details and some minor amendments - carried

9. Close meeting and date of next meetings

The meeting closed at 5.55pm. The annual general meeting will be on 7 November 2019 as agreed at the 6 June meeting.

Terms and conditions for use of the community room, Tony Foley Community Centre

Adopted at Meeting 1 August 2019

1. The community room at the Tony Foley Community Centre, 23 Warrataw Street, Gunning, is available for use by the following:
 - Not for profit associations or groups
 - Private individuals or groups
 - Commercial bodies
2. Occupation of the community room is on the basis of sessions: 9.00am-1.00pm; 1.00pm-5.00pm; and after 5.00pm on the day. There maybe some flexibility on weekends.
3. Fees for use of the room are as follows:
 - Not for profit associations or groups, \$15 per session
 - Private individuals or groups, \$10 per hour
 - Commercial bodies, \$50 per session
4. Bookings need to be made through the Booking Coordinator: Roslyn McLoughlin 0407 930 582.
5. Fees are to be paid in advance after booking the area; and may be for a single use or for a specified time, eg six monthly or yearly.

Fees can be paid in cash or cheque to the Treasurer, Margaret McPherson: 0408 451 446 or the Booking Coordinator: Roslyn McLoughlin: 0407 930 582 and by direct debit to:

Tony Foley Centre s355

BSB 082 624

Acc. no. 545632972 Please ensure you place an 'organisation's name' on payment!

6. Each association, group, private individual or commercial body is to nominate a representative who is responsible for ensuring that the room is left in a state where it is immediately usable by a subsequent user; as per list located in the Community Room. The representative's contact details are to be provided to the booking coordinator at the time of booking.
7. The attendance book must be signed by this nominated representative on day of use.
8. Short notice or late notice cancellation or request for change of time, etc notified by mobile phone call or text message to the booking coordinator; please make sure you receive a reply.

Current booking coordinators are: Roslyn McLoughlin 0407 930 582 and Margaret Dougall.

Gunning Shire Hall and Showground Advisory Committee

Extraordinary meeting of 25 July 2019, 3.30pm
Upper Lachlan Council Chamber, Gunning

Minutes**1. Attendance and apologies**

In attendance: Kelly Dowling (Chair), Michael Coley (Secretary), Melinda Willoughby, Kathy Johnson, Gavin Douglas, Councillor John Searl, Belinda Cosgrove, Peter O'Brien, Tina Dodson (ULSC)

Adviser: Derek Shaw (Ranger - ULSC)

Apologies: Roslyn McLoughlin, Ross Hickey, Karen Chapple, Sue Hope

Apologies accepted (John Searl/Melinda Willoughby - carried)

2. Location of proposed school tree planting on the Showground

The meeting noted an email from Jessica Edmonds, teacher at Gunning Public School, to Tina Dodson proposing that school children plant 100-110 trees and shrubs in the Showground over the following three weeks. At Tina's request the meeting had been called to consider the proposal.

A number of issues were raised, especially including advice from Council's Ranger Derek Shaw. They included:

- the suggested locations, while each had some advantages, would all have considerable disadvantages in regard to this proposal: Tina Dodson suggested that the most suitable protected area would be the biodiversity area at the northwest end of the Showground;
- the general probability that the plantings would not survive and the impact on the schoolchildren of their plantings dying;
- watering and water issues generally - Derek advised that under current conditions watering would not support the plants;
- this was the wrong time of year to undertake the planting, even in a good season, which this was not;
- probable predation, especially by rabbits; and
- possible damage by vehicles.

Moved John Searl, seconded Belinda Cosgrove, that the meeting agree that the plantings should take place in the biodiversity area subject to professional advice as to timing and appropriate species - carried.

Tina Dodson agreed that she would arrange for appropriate advice to go to Ms Edmonds.

3. Any other urgent business

- the meeting noted a question by Ross Hickey about the location of the irrigation piping from the bore adjacent to the Showground: the Secretary was supplied with a map and will provide it to Ross; and

- Gavin Douglas advised that he had been advised that the proposed amenities block in the Showground would receive support from Council in applying for a Stronger Country Communities grant.

4. Meeting close

The meeting closed at 3.55pm.

17 NOTICES OF MOTION

The following item is submitted for consideration -

17.1	Essential Energy Restructure	312
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Notices of Motion - 15 August 2019

ITEM 17.1 Essential Energy Restructure

I, Councillor Paul Culhane hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“That the Upper Lachlan Shire Council further clarify its priorities in writing to Essential Energy regarding its recently announced restructure and express concern in regards to loss of local employment in Crookwell and subsequent impacts this will then have on Essential Energy service level and response times to electricity outages in a large geographical service area. Council request Essential Energy to reconsider any local job losses earmarked for the Crookwell Depot as this will heavily impact the local economy and community.”

BACKGROUND

Upper Lachlan Shire is a geographically large Shire that is a heavily timbered and undulating shire that has proven to be much more prone than other shires to disaster events such as heavy snow inundation, high winds, widespread hail and flooding events. Each year we always have power outages due to weather events whose severity varies. As has been communicated over the years many times Upper Lachlan Shire Council appreciate the timely responsiveness of our electricity infrastructure provider, currently Essential Energy, to each emergency event. Loss of power or creation of hazards due to damage are literally life threatening events which need to be addressed urgently by local experts in the proximity of the event.

Essential Energy and its predecessors Origin Energy and Country Energy have always maintained a strong team of experienced professionals with local knowledge at the Crookwell depot and we wish to express in the strongest possible terms that that presence must be maintained and is critical to the electricity service provided to the shire that could not be handled by outsourcing to another region. We believe it is imperative the depot, centrally located in Crookwell, continue to operate with a well manned team ready and able to respond with urgency to each emergency. While we understand economic pressures exist Upper Lachlan has substantial electricity infrastructure within its boundaries to the benefit of the rest of the state and deserves its local depot be maintained as a minimum.

We further acknowledge Essential Energy has been a good corporate citizen over the years and appreciated the employment opportunities that come with it and expect that to continue.

ACTING GENERAL MANAGER’S COMMENT

Correspondence on behalf of Council was sent by the General Manager to Essential Energy on 31 July 2019 in similar terms to that outlined in the Notice of Motion.

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

The following item is submitted for consideration -

18.1	LEP Review and Local Government Approval	314
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Questions With Notice - 15 August 2019

ITEM 18.1 **LEP Review and Local Government Approval**
AUTHOR **Councillor Richard Opie**

Have we received an answer from the Office of Local Government/Minister regarding Councils authority to deal with changes to the LEP?

If Council has not received a positive reply allowing councillors to deal with the review from the OLG/Minister what is the council's quickest alternate process in dealing with this matter?

Can the GM outline a timeline for finalizing the review of the LEP?

ACTING GENERAL MANAGER'S COMMENTS

Please see the attached reply from the Office of Local Government in relation to Upper Lachlan Shire Council's request seeking an exemption from the pecuniary interest declaration, for all Councillors, to enable them to participate in consideration of a Land Use Table Review associated with Council's Local Environmental Plan (LEP).

Options available to Councillors include the following:-


1. Councillors consider Part 5.20 of the Council's Code of Conduct "Loss of quorum as a result of compliance with this part" for a non-pecuniary conflict of interest.
2. Each individual Councillor gives consideration to completing the required attachments to the letter from the Office of Local Government as well as addressing the 3 dot points contained on page 2 of the letter to formally seek exemption from the Minister for Local Government for a pecuniary interest.
3. Council consider delegating its powers to determine the Land Use Table Review in accordance with Part 4.35 of the Council's Code of Conduct to another body or person, e.g. Joint Regional Planning Panel, Government body (with expertise in planning and law) or a designated Council senior staff position.
4. Councillors individually consider what the particular Council report/recommendation is requesting, e.g. is the report/recommendation requiring final adoption of an issue, or is the report/recommendation requesting that Council staff commence a statutory investigation/process e.g. initial Gateway Process to proceed further.

Councillors may individually consider and decide to use the pecuniary interest exemptions available in accordance with Part 4.36 of the Council's Code of Conduct to consider and make recommendations in relation to the Land Use Table Review Council staff report.

Questions With Notice**LEP REVIEW AND LOCAL GOVERNMENT APPROVAL cont'd**

An estimated timeline for the finalisation of the review of the Council's LEP is unable to be provided at this point in time. Staff can confirm commencement subject to the finalisation of the mandatory Local Strategic Planning Statement, Character Statements and Community Participation Plan with a deadline of June 2020 which all form part of the review of the LEP.

ATTACHMENTS

1. 	Office of Local Government - Response to seeking exemption from Planning Decisions	Attachment
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Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A653859
Your Reference: F10/23-09
Contact: Susan Hartley
Phone: 02 4428 4214

Mr John Bell
General Manager
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Email: SPearman@upperlachlan.nsw.gov.au

Dear Mr Bell

Thank you for your letter of 27 June 2019 to the Minister for Local Government, the Hon. Shelley Hancock MP about Upper Lachlan Shire Council's decision of 20 June 2019 to seek an exemption for nine councillors under Part 5.21 (a) of the Model Code of Conduct 2018 (Model Code). The Minister has requested that the Office of Local Government (OLG) respond to you on her behalf.

I understand that nine councillors seek an exemption from the Minister of their pecuniary interest liabilities, to enable them to participate in Council's consideration of a Land Use Table Review associated with Council's Local Environmental Plan 2010.

I note you have indicated that without exemptions, Council will be unable to form a quorum to consider the Land Use Table Review. To enable the Minister to determine whether to grant an exemption to any of the nine councillors, the following information will need to be provided by each councillor:

- An application form for an exemption from the Minister must be completed and signed by each councillor, providing details of the nature of the pecuniary interests being disclosed by the councillor and any other associated persons. For the purpose of complying with this requirement, I have attached an application form for completion and signature by each councillor seeking an exemption (**Attachment 1**);
- The addresses, lot and deposited plan numbers for each of the Councillor's properties, and the properties owned by associated persons, likely to be affected by the matter under consideration. For the purposes of complying with this requirement, I have attached a table of comparison that must be completed and returned with each councillor's application (**Attachment 2**);
- A copy of each councillor's current pecuniary interest return, in the form set out in Schedule 2 of the Model Code.

You may wish to submit the applications together, once completed and provide assistance to the councillors in completing the table of comparison. In addition to

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046



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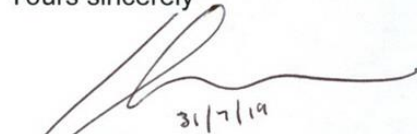
the above information, in your response please specifically address the following matters:

- Does the review of the Land Use Table relate to the whole of or a significant part of Council's area? If so, why aren't the councillors relying on Part 5.20 a) through c) of the Model Code for participation in consideration of the Land Use Table Review?
- Are all nine councillors prohibited from relying on Part 5.20 a) of the Model Code, because they are restricted from doing so by the exception set out in part 5.20 b) of the Model Code?
- Has Council considered delegating its powers to determine the Land Use Table Review, considering that Part 4.35 of the Model Code permits a councillor, who has a pecuniary interest in a matter, to participate in a decision to delegate the matter to another body or person?

Upon receipt of the above information, OLG will finalise its assessment of any applications for exemptions it receives and refer the matter to the Minister for determination.

I trust the above information is of assistance. If you require any additional information or assistance, please contact OLG on the number provided above.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Chris Allen', with a date '31/7/19' written below it.

Chris Allen
Director, Sector Performance and Intervention

Enc

**APPLICATION FOR PECUNIARY INTEREST EXEMPTIONS – COUNCILLOR INSERT NAME
FOR COUNCIL'S CONSIDERATION OF INSERT MATTER IN WHICH COUNCILLOR WISHES TO PARTICIPATE**

COUNCILLOR NAME	ADDRESS and Land Description (physical address, lot and DP numbers of all of the councillor's real property likely to be affected)	ASSOCIATED PERSONS, COMPANY or BODY/ RELATIONSHIP	ADDRESS and Land Description (physical address, lot and DP numbers of all of the councillor's real property likely to be affected)	TYPE OF PECUNIARY INTEREST (appreciable financial loss, or appreciable financial gain or no change as a result of the proposed change of the permissible uses of land, or adoption of other agreement, planning instrument)

I hereby disclose the full nature and extent of my pecuniary interest/s in the consideration and **INSERT MATTER IN WHICH COUNCILLOR WISHES TO PARTICIPATE** because of an interest, either of myself or of an associate, in the above properties/relationship and apply to the Minister for Local Government for a pecuniary interest exemption pursuant Part 5.21 of the Model Code of Conduct.

I have attached is a copy of my current return, disclosing my interests.

Signed: _____

[Councillor's name & signature]

Date: _____

**COUNCILLOR INSERT NAME PECUNIARY INTEREST TABLE FOR COMPARISON AS
AT (INSERT DATE) FOR (INSERT NAME) COUNCIL**

COUNCILLOR AND OTHER PARTY (FULL NAME)	PROPERTY ADDRESS (PHYSICAL ADDRESS OF PROPERTY)	NATURE OF INTEREST (EG – OWNER, OWNED BY SPOUSE, SIBLING OR COMPANY – INCLUDE FULLNAME)	LOT & DP NUMBER	CURRENT ZONING/PLANNING CONTROL/LAND USE DESIGNATION (PLEASE INSERT THE FOLLOWING • CURRENT LEP • ZONE • LAND USE)	PROPOSED ZONING/PLANNING CONTROL/LAND USE DESIGNATION (PLEASE INSERT THE APPLICABLE) • CURRENT LEP • ZONE • LAND USE	EFFECT PLEASE INSERT ONE OF THE FOLLOWING: • SIMILAR • DOWN ZONE/USE • UP ZONE/USE • N/A

**COUNCILLOR INSERT NAME PECUNIARY INTEREST TABLE FOR COMPARISON AS
AT (INSERT DATE) FOR (INSERT NAME) COUNCIL**

COUNCILLOR AND OTHER PARTY (FULL NAME)	PROPERTY ADDRESS (PHYSICAL ADDRESS OF PROPERTY)	NATURE OF INTEREST (EG – OWNER, OWNED BY SPOUSE, SIBLING OR COMPANY – INCLUDE FULLNAME)	LOT & DP NUMBER	CURRENT ZONING/PLANNING CONTROL/LAND USE DESIGNATION (PLEASE INSERT THE FOLLOWING • CURRENT LEP • ZONE • LAND USE)	PROPOSED ZONING/PLANNING CONTROL/LAND USE DESIGNATION (PLEASE INSERT THE APPLICABLE) • CURRENT LEP • ZONE • LAND USE	EFFECT PLEASE INSERT ONE OF THE FOLLOWING: • SIMILAR • DOWN ZONE/USE • UP ZONE/USE • N/A

General Manager's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 19.2 19.3 in confidential session for the reasons indicated:

Item 19.1 Tender Assessment - Harley Road Crookwell Bridge Design and Construction

This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

This report is considered to be confidential in accordance with Section 10A(2d(iii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, reveal a trade secret.

Item 19.2 Finalisation of General Managers KPI's

This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.

Item 19.3 Recruitment of General Manager

This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

- 19.1 Tender Assessment - Harley Road Crookwell Bridge Design and Construction
- 19.2 Finalisation of General Managers KPI's
- 19.3 Recruitment of General Manager