



BUSINESS PAPER

ORDINARY MEETING

Thursday 15 November 2018
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 November 2018

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 15 November 2018** in the **Council Chambers** commencing at **6.00PM**.

Your presence is requested.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'JK Bell', with a large, stylized loop on the left side.

JK Bell
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.

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	Nil	

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 SECTION 451 OF THE NSW LOCAL GOVERNMENT ACT 1993
(AS AMENDED)**

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

COUNCIL MEETING

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

OTHER THAN COUNCIL MEETINGS

Reason for Interest _____

Signature

Date

UPPER LACHLAN SHIRE COUNCIL
COUNCILLORS DISCLOSURE OF A
NON-PECUNIARY INTEREST

**PURSUANT TO SECTION 451 OF THE NSW LOCAL GOVERNMENT ACT 1993
(AS AMENDED)**

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

4 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

4.1	Minutes of the Ordinary Meeting of Council of 18 October 2018	12
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 18 OCTOBER 2018

PRESENT: Mayor J Stafford (Chairperson), Clr P Culhane, Clr B McCormack, Clr R Opie, Clr D O'Brien, Clr R Cummins, Clr J Searl, Mr J Bell (General Manager), Mr B Johnston (Manager of Finance and Administration), Mr M Shah (Director of Works and Operations), Mrs T Dodson (Director of Environment & Planning), Mrs D Crosbie (Media Officer), Miss K Porter (Executive Assistant)

THE MAYOR DECLARED THE MEETING OPEN AT 6:00PM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received for leave of absence from Clr Wheelwright and Clr Kensit.

290/18 **RESOLVED** by Clr Searl and Clr McCormack that the apologies be received and the leave of absence granted.
- CARRIED

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Clr McCormack – Declared a Pecuniary Interest as he is an owner of a livestock transport business in Item – 11.1 Heavy Vehicle Inspection Station and in Item 18.2 - Heavy Vehicles and will make the declaration, leave the Chamber and not return until the matter is resolved.

SECTION 4: CONFIRMATION OF MINUTES

291/18 **RESOLVED** by Clr Searl and Clr Culhane
That the minutes of the Ordinary Council Meeting held on 20 September 2018 be adopted.
- CARRIED

UPPER LACHLAN SHIRE COUNCIL
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SECTION 5: MAYORAL MINUTES

ITEM 5.1 MAYORAL MINUTE

292/18 **RESOLVED** by Mayor Stafford and Cllr Searl

That Council receive and note the activities attended by the Mayor for September and October 2018.

- CARRIED

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Ms Susan Reynolds and Mr David Carter presented to the Council in relation to the 'Get Heated' campaign for a heated hydrotherapy and lap pool, in Crookwell and tabled a petition and letters of support from Community Organisations, Associations, Individuals and groups of residents.

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE FOR THE MONTH OF OCTOBER 2018

293/18 **RESOLVED** by Cllr Searl and Cllr O'Brien

That Item 7.1- [Correspondence/Information] listed below be received:

1. Hon Pru Goward MP – Media Release – NSW Public Libraries – Increase in Annual Library Subsidy Funding.
2. Audit Office of NSW – Appointment of Deloitte as Audit Service Provider.
3. Hon John Barilaro MP – Mobile Coverage issues in Upper Lachlan Shire Council.
4. Hon David Coleman MP – Australian Citizenship Ceremonies Code.
5. CENTROC – Forward planning for the Joint Organisation and Interim arrangements.

294/18 **RESOLVED** by Cllr Searl and Cllr McCormack

That Council forwards correspondence to CNSWJO confirming that Upper Lachlan Shire Council will continue to

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engage with the CNSWJO operational teams on the basis that engagement in any new contracts will accrue a fee of \$1,000.00 per contract.

- CARRIED

6. Crookwell Progress Association – Natural Gas for Crookwell.

295/18

RESOLVED by Clr Searl and Clr McCormack

That Council forwards correspondence to the Crookwell Progress Association advising that they are welcome to forward a submission when the submission process opens in November 2018 for the 2018/2019 Operational Plan on the appropriate forms.

- CARRIED

- CARRIED

SECTION 8: LATE CORRESPONDENCE

ITEM 8

LATE CORRESPONDENCE FOR THE MONTH OF OCTOBER 2018

296/18

RESOLVED by Clr Searl and Clr O'Brien

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

Mining and Energy Related Councils NSW – Invitation to attend Wind Farming Workshop on 8 and 9 November 2018.

- CARRIED

ITEM 8.1

LATE CORRESPONDENCE FOR THE MONTH OF OCTOBER 2018

297/18

RESOLVED by Clr Searl and Clr O'Brien

1. Council receive and note the late correspondence.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
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A motion was moved by Clr Searl and Clr McCormack to bring item 12.1 forward.

On being put to the meeting the motion was carried.

298/18 **RESOLVED** by Clr Searl and Clr McCormack to bring item 12.1 forward.

- CARRIED

ITEM 12.1 DRAFT PLAN OF MANAGEMENT FOR A RV FRIENDLY TOWN OVERNIGHT PARKING SITE AT WILLIS PARK CROOKWELL

RESOLVED by Clr Searl and Clr McCormack

1. Council does not proceed with the adoption of the Draft Plan of Management – Public Reserve Number 71527, Willis Park at Hay Street Crookwell for a RV Friendly Town overnight short stay parking site.

An amendment to the motion was moved by Clr Cummins and Clr Opie that:

1. Council does not proceed with the adoption of the Draft Plan of Management – Public Reserve Number 71527, Willis Park at Hay Street Crookwell for a RV Friendly Town overnight short stay parking site.
2. 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.

On being put the meeting the motion was carried.

299/18 **RESOLVED** by Clr Cummins and Clr Opie

1. Council does not proceed with the adoption of the Draft Plan of Management – Public Reserve Number 71527, Willis Park at Hay Street Crookwell for a RV Friendly Town overnight short stay parking site.

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

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Holland railway corridor as an RV Friendly Town overnight parking site and prepare a further report to Council.

Clr Cummins and Clr Opie called for a division.

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

Councillors who voted against:- Clrs B McCormack and J
Searl

- CARRIED

SECTION 9: INFORMATION ONLY

ITEM 9.1 MONTHLY WEEDS ACTIVITIES REPORT
300/18 RESOLVED by Clr Searl and Clr O'Brien

1. Council receives and notes the report as information.

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

Councillors who voted against:- Nil

- CARRIED

ITEM 9.2 DEVELOPMENT STATISTICS FOR THE MONTH OF
301/18 SEPTEMBER 2018
RESOLVED by Clr Searl and Clr McCormack

1. Council receives and notes the report as information.

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

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Councillors who voted against:- Nil

- CARRIED

ITEM 9.3 – 9.9 INFORMATION ONLY

302/18 **RESOLVED** by Clr Searl and Clr Cummins

1. Items 9.3, 9.4, 9.5, 9.6, 9.7, 9.8 and 9.9 be received and noted.

- CARRIED

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 10: ENVIRONMENT AND PLANNING

ITEM 10.1 2018 / 2019 LOCAL HERITAGE PLACES GRANT APPLICATIONS

303/18 **RESOLVED** by Clr Searl and Clr O'Brien

1. Council notes the content of the report and endorses the proposed allocation of the following grants:
 - 'Caxton House' 83-85 Yass Street, Gunning – Lot 1 DP 738637 - \$1,500.00
 - 'Raeburn' Homestead and Stables 157 Old South Road, Breadalbane – Lot 5 DP 569308 - \$2500.00
 - 'Templeton' 34 Collector Road, Gunning – Lot 1 DP 1242982 - \$3,000.00
 - 'Collett's Cottage' 943 Collector Road, Breadalbane – Lot 230 DP 750031 - \$3,000.00
 - 'Stephenson's Mill' 19 Roberts Street, Crookwell – Lot 1 DP 800629 - \$1,000.00
2. Letters of Offer be sent to all successful applicants.

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

Councillors who voted against:- Nil

- CARRIED

ITEM 10.2 DRAFT UPPER LACHLAN HOUSING STRATEGY - PROJECT SCOPE

304/18 RESOLVED by Clr Cummins and Clr Opie

1. Council receives and endorses the Draft Upper Lachlan Housing Strategy Project Scope.

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

Councillors who voted against:- Nil

- CARRIED

SECTION 11: WORKS AND OPERATIONS

Clr McCormack left the meeting in accordance with his Declaration of Interest, the time being 6:56PM

ITEM 11.1 HEAVY VEHICLE INSPECTION STATION
RESOLVED by Clr Searl and Clr Culhane

1. Council retains the Crookwell Depot at its current location in the medium term;
2. Council consider further the location of the Crookwell Depot in the long term within the Building Review Committee.

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A foreshadowed motion was moved by Clr Cummins and Clr Opie that Council defers any decision on the future of the Crookwell Depot, either short term or long term until a further report is provided to Council by the Director of Works and Operations on the total cost of the proposed works as detailed in this report to upgrade the facilities in the Depot to comply with WH&S and Environmental requirements.

On being put to the meeting the motion was carried.

305/18

RESOLVED by Clr Cummins and Clr Opie

That Council defers any decision on the future of the Crookwell Depot, either short term or long term until a further report is provided to Council by the Director of Works and Operations on the total cost of the proposed works as detailed in this report to upgrade the facilities in the Depot to comply with WH&S and Environmental requirements.

- CARRIED

Clr McCormack returned to the meeting, the time being 7:05PM

ITEM 11.2

PROPOSED NEW NATURAL DISASTER RECOVERY ARRANGEMENTS

306/18

RESOLVED by Clr Searl and Clr McCormack

1. Council refer the proposed new National Disaster Recovery Arrangements to Council's Audit, Risk and Improvement Committee for consideration and advice to Council, and Council convene a briefing and workshop for Councillors and senior staff to consider advice from the Audit, Risk and Improvement Committee and the implications of the proposed new National Disaster Recovery Arrangements.

- CARRIED

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SECTION 12: FINANCE AND ADMINISTRATION

ITEM 12.1 DRAFT PLAN OF MANAGEMENT FOR A RV FRIENDLY TOWN OVERNIGHT PARKING SITE AT WILLIS PARK CROOKWELL

Dealt with at the commencement of the reports in the meeting.

SECTION 13: GENERAL MANAGER

ITEM 13.1 STAFF CHRISTMAS FUNCTION & CHRISTMAS CLOSURE

307/18 **RESOLVED** by Clr Searl and Clr O'Brien

1. Council resolve that the staff Christmas function be held on Friday, 21 December 2018 commencing at 12.30pm at the Crookwell Services Club and finishing at 3.30pm.

- CARRIED

ITEM 13.2 COLLECTOR WIND FARM COMMUNITY ENHANCEMENT FUND - VOLUNTARY PLANNING AGREEMENT

308/18 **RESOLVED** by Clr Searl and Clr O'Brien

1. Council places on public exhibition the draft Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement, allowing a period of 28 days to seek public comment / submissions.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
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ITEM 13.3 **STRONGER COUNTRY COMMUNITIES FUND - ROUND 2**
309/18 **RESOLVED** by Cllr Searl and Cllr Culhane

1. Council accepts the letter of offer from the Department of Premier and Cabinet, regarding the following community infrastructure projects, for Round 2 of the NSW Government Stronger Country Communities Fund, and that Council's General Manager be authorised to sign and seal the Statement of Acceptance of Funding, as required:
 - Active Villages Project for Gunning, Dalton, Collector and Taralga - \$300,000;
 - Breadalbane Hall Pergola - \$67,000;
 - Pedestrian Access and Mobility Plan First Priorities - \$356,772;
 - Crookwell Memorial Oval Community Sports Centre Fitout - \$315,000;
 - Lights Football Action - \$150,000.

- CARRIED

ITEM 13.4 **CONSULTATIVE COMMITTEE MEETING MINUTES**
310/18 **RESOLVED** by Cllr Searl and Cllr O'Brien

1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopts the reviewed Child Protection Policy; and
3. Council adopts the Work Experience Placement Policy.

- CARRIED

SECTION 14: LATE REPORTS

Nil

UPPER LACHLAN SHIRE COUNCIL
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**SECTION 15: REPORTS FROM OTHER COMMITTEES, SECTION 355
COMMITTEES AND DELEGATES**

ITEM 15.1 REPORTS FOR THE MONTH OF OCTOBER 2018

311/18 RESOLVED by Cllr Searl and Cllr Culhane

That Item 15.1 - [Minutes of Committee/Information] listed below be received:

1. S355 Pye Cottage Precinct Committee – Minutes from meeting held 3 September 2018.
2. Audit, Risk and Improvement Committee – Minutes from meeting held 19 September 2018.

RESOLVED by Cllr Searl and Cllr Culhane

That items 4.1 to 4.7 of the Audit, Risk and Improvement Committee be adopted.

ITEM 4.1 Correspondence for the Month of August

That Item 4.1 - Correspondence/Information listed below be received:

1. Audit Office of NSW – Local Government Survey results.
2. Local Government Procurement – New Internal Audit and Management Consulting Services is now available.
3. Office of Local Government – Circular 18-20 – Guidance to Councils on transitioning to the new Australian Accounting Standards.

ITEM 4.2 Council Investments Portfolio to 31 August 2018

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

ITEM 4.3 2017/2018 Capital Budget Program Report

The 2017/2018 capital budget financial management reports are received and information noted.

ITEM 4.4 2017/2018 Financial Statements

The 2017/2018 Council Financial Statements are received and noted by the Audit, Risk and Improvement Committee.

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**ITEM 4.5 NSW Audit Office Performance Audit –
Fraud Controls in Local Councils**

The NSW Audit Office Performance Audit Fraud Controls in Local Councils report is received and note the report as information and that the results of Upper Lachlan Shire Council survey response be tabled at the next meeting.

**ITEM 4.6 Grant Thornton – Internal Audits Action
Plan Review**

The Grant Thornton Internal Audits Action Plan Reviews of Workplace Health and Safety and Building and Asset Management is received and the senior management responses noted.

ITEM 4.7 Chairperson Report

That the Audit, Risk and Improvement Committee advise Council to continue to follow a prudent spending policy so that in the near future it is able to fund these upcoming necessary and costly projects whilst still providing basic services to ratepayers without going into budget deficit.

- CARRIED

Clr Cummins and Clr Opie called for a division.

Councillors who voted for:-

Clrs P Culhane, B
McCormack, D O'Brien, J
Searl and J Stafford

Councillors who voted against:-

Clrs R Cummins and R
Opie

- CARRIED

SECTION 16: BUSINESS WITHOUT NOTICE

Nil

SECTION 17: NOTICES OF MOTION

Nil

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SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 FIRE SAFETY STATEMENTS

Refer to the Business Paper for Council Meeting held 18 October 2018 for the General Manager's comments.

312/18 **RESOLVED** by Clr Cummins and Clr Opie

That the Director of Environment and Planning be provided with the resources and funds to implement a Class 1b-9 Building Register for the Shire and a subsequent Fire Safety Statement Register to ensure compliance with the required standards under the Environment Planning and Assessment Regulation 2000.

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

Councillors who voted against:- Nil

- CARRIED

Clr McCormack left the meeting in accordance with his Declaration of Interest, the time being 7:30PM

ITEM 18.2 HEAVY VEHICLES

Refer to the Business Paper for Council Meeting held 18 October 2018 for the General Manager's comments.

313/18 **RESOLVED** by Clr Cummins and Clr Opie

That a further report be provided to Council from the Director of Works and Operations detailing what assessments and actions have been taken in relation to the safety concerns raised by the community to the use of heavy vehicles on the Council's local roads, what responses have been issued and what was the outcome and findings of the enforcement action undertaken by the Roads and Maritime Services.

- CARRIED

Clr McCormack returned to the meeting, the time being 7:38PM

The Meeting adjourned, the time being 7:40PM

The meeting resumed, the time being 7:55PM

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CLOSED COUNCIL ITEMS

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in 10A (2), 10A (2b), 10A (2d(i)), 10A (2d(ii)) and 10A (2c) 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:

314/18 **RESOLVED** by Cllr Searl and Cllr 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 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), 10A (2b), 10A (2d(i)), 10A (2d(ii)) and 10A (2c) of the Act 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

Council closed its meeting at 7:55PM and the public, staff and press left the chambers.

315/18 **RESOLVED** by Mayor Stafford and Cllr O'Brien

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

- CARRIED

Open Council resumed at 8:27PM.

Resolutions from the Closed Council Meeting

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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 DEVELOPMENT APPLICATION 168/2004.3 - REQUEST FOR DEFERRAL OF SECTION 94 CONTRIBUTIONS

316/18 **RESOLVED** by Clr Searl and Clr Culhane

1. Council accepts an executed Irrevocable Authority directed to Robert J McCarthy and Co that all outstanding Section 94 Contributions levied by Council (after allowance of Resolution No 374/14) be paid from the proceeds of the initial sales within 21 days of the date of registration of the Subdivision Plan by NSW Land Registry Services.

Councillors who voted for:-

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

Councillors who voted against:- Nil

- CARRIED

ITEM 19.2 TENDER FOR THE SUPPLY OF CRUSHED GRAVEL

317/18 **RESOLVED** by Clr Searl and Clr McCormack

1. Council accept the tender submitted by Denrith Pty Ltd for Winning and Crushing Gravel Contract Number 2018/46 for the period up until 30 June 2020;
2. Director of Works & Operations to formalise the Winning and Crushing Gravel Contract Number 2018/46 with Denrith Pty Ltd.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 18 OCTOBER 2018

ITEM 19.3 AWARDING OF CONTRACT- SPRAYED BITUMINOUS SURFACING

318/18 RESOLVED by Cllr Searl and Cllr Culhane

1. Council accept the tender submitted by Downer Australia for CONTRACT NO: ULSC 2018/17 for the period up until 30 June 2020.
2. Council delegates authority to the General Manager and Director of Works & Operations to execute Sprayed Bituminous Surfacing CONTRACT NO: ULSC 2018/17.
3. Council advises all Tenderers of Council's Decision.

- CARRIED

ITEM 19.4 PROPOSED SALE OF FORMER SALEYARDS SITE, LOT 3 DP 1112816 LAGGAN ROAD, CROOKWELL

319/18 RESOLVED by Cllr Searl and Cllr McCormack

1. The Mayor and General Manager be authorised to negotiate and finalise the sale to Crookwell Taralga Aged Care for the entire parcel of Lot 3 DP1112816 with the minimum sale price as per the valuation provided by Douglas Walker and Associates (Consultant Valuers) contained within the report plus GST, with all purchase costs being the responsibility of the purchaser and an appropriate covenant being arranged where the land can only be used for an aged care facility and if substantial commencement of the development is not undertaken within a period of 5 years that the land be returned to Council at the purchasers cost at the original sale price.
2. The Mayor and General Manager be authorised to sign under seal any associated documents with sale of Lot 3 DP1112816 Laggan Road, Crookwell.

- CARRIED

THE MEETING CLOSED AT 8:27PM

Minutes confirmed 15 NOVEMBER 2018

.....
Mayor

5 MAYORAL MINUTES

The following item is submitted for consideration -

5.1	Mayoral Minute	30
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Mayoral Minutes - 15 November 2018

ITEM 5.1 Mayoral Minute

FILE REFERENCE I18/551

OCTOBER

- 9 October** Met with the General Manager and the Deputy Mayor for the fortnightly catch up at the Crookwell Office.
- 15 October** Opened Councils Economic Development Workshop at the RFS Centre, Crookwell.
Met with Shane O’Leary from Destination Southern NSW.
- 16 October** Met with the General Manager for the weekly catch up at the Crookwell Office.
- 18 October** Attended the Council Meeting at the Crookwell Council Chambers.
- 21 October** Attended the Local Government NSW Annual Conference held in Albury.
- 22 October** Attended the Local Government NSW Annual Conference held in Albury.
- 23 October** Attended the Local Government NSW Annual Conference held in Albury.
- 27 October** Attended the 150th Anniversary Celebrations for the Breadalbane Public School.
- 29 October** Met with the Hon. Angus Taylor MP in Gunning regarding the 4G mobile service upgrade and round 4 of the Mobile Black Spot Program.
Met with Crookwell/Taralga Aged Care with regards to the proposed sale of Lot 3 DP 1112816 Saleyards Road.
- 30 October** Attended a one day training course by LGNSW on ‘Chairing Effective Meetings’, held in Cowra.

NOVEMBER

- 2 November** Attended the Country Mayors Association AGM and Board Meeting, held at Parliament House, Sydney.

7 CORRESPONDENCE

The following item is submitted for consideration -

7.1	Correspondence for the month of November 2018	32
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Correspondence - 15 November 2018

ITEM 7.1


Correspondence for the month of November 2018

RECOMMENDATION:

That Item 7.1- [Correspondence/Information] listed below be received:

1. Western Sydney University – Rural Medical Scholarship.

ATTACHMENTS

1. 	Western Sydney University - Rural Medical Scholarship Proposal	Attachment
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From: [Nathan Rollinson](#)
To: [Upper Lachlan Shire Council](#)
Subject: Rural Medical Scholarship Proposal
Date: Monday, 22 October 2018 1:12:17 PM
Attachments: [SCHOLARSHIP Proposal 2018 Upper Lachlan.pdf](#)

Good afternoon Mayor,

I would like to draw your attention to the Rural Medical Scholarship proposal attached to this email.

At Western Sydney University we are committed to supporting rural health outcomes via a number of rural focused initiatives including: rural recruitment, rural specific training, and rural post graduate opportunities.

We are seeking assistance in developing further strategies that will enable even more rural students to access medical training programs and courses in the future.

Please review the attached proposal, and if you think it is a viable possibility, don't hesitate to give me a call or email via the details below.

Thank you for your consideration on this request.

Regards.

Rural School Community Engagement Officer

Western Sydney U – School of Medicine

Bathurst Rural Clinical School

M:0438693766

n.rollinson@westernsydney.edu.au

Mr Nathan Rollinson

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

WESTERN SYDNEY
UNIVERSITY



RURAL SCHOLARSHIP OPPORTUNITIES AT WESTERN SYDNEY UNIVERSITY

Proposal for discussion prepared for
**Western Sydney U – School of Medicine: Rural
Clinical Schools**

CREATING OPPORTUNITY

Scholarships for students of Western Sydney University
westernsydney.edu.au/give

WESTERN SYDNEY
UNIVERSITY**Scholarships at Western**

Western Sydney University – School of Medicine is committed to supporting rural health outcomes and alleviating the rural health workforce shortage.

We are committed to recruiting rural applicants, training with a rural health focus, and retaining our graduates in rural and remote communities.

However, to be successful in our ambitions, we need your help.

Primarily in supporting students financially, to assist with the many overheads and associated costs of transitioning from a rural or remote community into our Sydney based medical school.

One option we are proposing is the development of a rural medical scholarship for a student from your local community.

We are seeking a commitment to support an applicant from your community if/when a local community member is successful in being offered a position in our Doctor of Medicine course at Western Sydney University.

We can tailor scholarships to suit your preferences, focused on where you wish to have impact. They can be established under a name that is meaningful to you (e.g. The Upper Lachlan Shire Council - Medical Scholarship), be made available to new and/or existing students, and with a range of different criteria based on your predilection (e.g. rural students, students from your community, students from your region).

Scholarships offer tangible support to students; this is particularly important for those whose educational opportunities may be limited by disadvantage, geographical location, cultural barriers or difficult circumstances.

The rewards of a scholarship go far beyond a student's time at university, providing them with confidence as they embark on their professional careers and contribute to the advancement of our communities and industries, now and in the future.

You will be responsible for enabling new students, families and communities the opportunity to make a positive change through improving health outcomes, now and in the future.

CREATING OPPORTUNITY

Scholarships for students of Western Sydney University
westernsydney.edu.au/give

WESTERN SYDNEY
UNIVERSITY**Invitation to Support**

We invite you to consider a donation towards a rural scholarship at Western Sydney University – School of Medicine. Scholarships are almost infinitely scalable, depending on your funding capacities, the impact you wish to have and the numbers and types of scholars involved. You can make your donation as an annual gift, donate in a single lump sum, or establish an endowment.

1. Support for one undergraduate rural medical student in a one off scholarship can be structured to support the student without any stipulations on how the scholarship funds can be used or they can be developed to focus on one important financial burden i.e. Accommodation.
2. Students typically use scholarship funds for; accommodation, tuition & course related expenses, books and computer equipment, travel, and living expenses.

Selecting Recipients

To ensure equity throughout the University, we have a standard scholarship process where students are first guided to identify their eligibility and make an application. The recipient will be selected based on merit and academic achievement against defined criteria. Scholarships are advertised via the University website and eligible students are encouraged to apply.

You will have the opportunity to participate in the Scholarship Interview Panel, which is responsible for reviewing eligible applications, shortlisting, interviewing and selecting the successful students.

Bonded Scholarships

If you would like to create a bonded scholarship, we recommend entering into a formal contract/agreement with the student at the time of their acceptance of the scholarship, outlining the bonded agreement.

The University will enter into a formal agreement with the student regarding the scholarship and will be responsible for payment of the scholarship and ensuring students continue to meet the criteria for the scholarship.

CREATING OPPORTUNITY

Scholarships for students of Western Sydney University
westernsydney.edu.au/give

WESTERN SYDNEY
UNIVERSITY**Recognition and Acknowledging Your Support**

At Western Sydney University we like to celebrate our donors and the impact of their gifts.

We would like to acknowledge and recognise your support in the following ways:

- The option of naming the Scholarship.
- Special meet and greet opportunities with your scholarship recipients.
- An annual Gift Report with a personalised update from your scholarship recipients.
- Invitation and recognition at the annual Scholarships Ceremony with the opportunity to meet and present a certificate to the recipients.
- Recognition in the Scholarships Ceremony booklet.
- Listing on the Western Sydney University website.
- Listing in the Western Sydney University Honour Roll.
- Invitations to exclusive Western Sydney University functions.

100% of Your Donation goes to where it is needed

Your donation will help talented students who need financial assistance to continue with their studies. 100% of your gift will be used to fund student scholarships and no part of your donation will be used for administration costs.

All donations are paid to and receipted through the University Foundation Fund which is managed directly by the University. The Foundation Fund is quarantined from other funds managed by the University, in accordance with the University's legal obligations.

All donations into the fund are tax deductible.

If you are in favour of our request and would like to meet to discuss the proposal in more detail, please contact me via the details below and I will make arrangements to come and see you.

Thank you

Nathan Rollinson
Rural School Community Engagement Officer
School of Medicine
M: 0438693766
Email: n.rollinson@westernsydney.edu.au

CREATING OPPORTUNITY

Scholarships for students of Western Sydney University
westernsydney.edu.au/give

9 INFORMATION ONLY

The following items are submitted for consideration -

9.1	Monthly Weeds Activities Report	40
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Information Only - 15 November 2018

ITEM 9.1 Monthly Weeds Activities Report

FILE REFERENCE I18/593

AUTHOR Director of Environment and Planning

ISSUE

Providing Council with a summary of weed control activities that have been conducted in the past month.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the weed control activities that have been conducted in the month of October 2018.

REPORT

Property Inspections

Weed	Parish	Road or Street	Date	Action	Degree
S/T	Turrallo	Middle Arm	27/9/18	Notified	2
S/T	Narrawa	Fish River	28/9/18	Notified	2
S/T	Narrawa	Fish River	2/10/18	Notified	2
S/T	Narrawa	Fish River	2/10/18	Notified	2
S/T	Pomeroy	Range	3/10/18	Notified	2
S/T	Pomeroy	Range	3/10/18	Notified	2
S/T ,Go	Pomeroy	Range	3/10/18	Notified	2 1
S/T	Pomeroy	Range	3/10/18	Notified	2
S/T	Pomeroy	Range	3/10/18	Notified	3
S/T BB	Pomeroy	Range	4/10/18	Notified	2 2
S/T	Yewrangara	Grabine	9/10/18	Notified	2
S/T	Bigga	Grabine	9/10/18	Notified	3
S/T BB	Bigga	Grabine	9/10/18	Notified	2 2
S/T BB	Bigga	Grabine	10/10/18	Notified	3 2
S/T BB	Bigga	Grabine	10/10/18	Notified	2 2
S/T BB	Bigga	Grabine	10/10/18	Notified	3 2
S/T BB	Bigga	Grabine	10/10/18	Routine	2 1
S/T BB	Bigga	Grabine	10/10/18	Notified	3 2
S/T	Upper Tarlo	Woodhouslee	11/10/18	Notified	2
S/T BB	Belmore	Redground	12/10/18	Routine	2 2
S/T BB	Bigga	Greenmantle	15/10/18	Notified	2 2

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

S/T	Upper Tarlo	Middle Arm	16/10/18	Notified	2
S/T BB	Meglo	Greenmantle	17/10/18	Routine	2 2
S/T BB	Yarraman	Yarraman	17/10/18	Notified	2 2
S/T	Turrallo	Middle Arm	19/10/18	Notified	2
S/T	Turrallo	Middle Arm	19/10/18	Routine	1
S/T BB	Meglo	Yarraman	24/10/18	Notified	3 2
S/T BB	Hillas	Tyrl Tyrl	25/10/18	Notified	2 2
S/T BB	Grabben Gullen	Range	25/10/18	Notified	3 2
S/T	Grabben Gullen	Range	25/10/18	Routine	1
S/T BB	Yarraman	Tuena	29/10/18	Notified	3 2
S/T BB	Tuena	Tuena	29/10/18	Notified	2 2
S/T BB	Gillindich	Bridge Ck	29/10/18	Routine	1 2
S/T	Wayo	Goulburn Rd	3/10/18	Notified	1
S/T	Wayo	Goulburn Rd	3/10/18	Notified	2
S/T	Wayo	Goulburn Rd	3/10/18	Notified	2
ALG	Wayo	Goulburn Rd	3/10/18	Notified	1
S/T	Wayo	Goulburn Rd	3/10/18	Notified	1
S/T	Wayo	Goulburn Rd	4/10/18	Routine	1
S/T	Wayo	Goulburn Rd	4/10/18	Routine	1
S/T	Wayo	Goulburn Rd	4/10/18	Routine	1
S/T	Wayo	Goulburn Rd	10/10/18	Routine	1
S/T	Wayo	Goulburn Rd	10/10/18	Routine	1
S/T	Wayo	Goulburn Rd	10/10/18	Routine	1
S/T	Wayo	Goulburn Rd	10/10/18	Notified	3
S/T	Wayo	Goulburn Rd	10/10/18	Notified	2
S/T	Wayo	Goulburn Rd	11/10/18	Routine	1
S/T	Wayo	Goulburn Rd	11/10/18	Notified	2
S/T	Wayo	Goulburn Rd	11/10/18	Routine	1
S/T	Upper Tarlo	Middle Arm	12/10/18	Notified	2
S/T	Upper Tarlo	Middle Arm	12/10/18	Notified	2
S/T	Wayo	Goulburn Rd	12/10/18	Routine	1
S/T	Wayo	Goulburn Rd	12/10/18	Notified	2
S/T	Wayo	Goulburn Rd	17/10/18	Notified	3
S/T	Wayo	Goulburn Rd	17/10/18	Notified	2
S/T	Wayo	Goulburn Rd	17/10/18	Routine	1
S/T	Wayo	Goulburn Rd	17/10/18	Notified	2
S/T	Wayo	Goulburn Rd	17/10/18	Notified	2
S/T	Wayo	Goulburn Rd	18/10/18	Routine	1
S/T	Wayo	Goulburn Rd	18/10/18	Routine	1
S/T	Wayo	Goulburn Rd	18/10/18	Notified	2
S/T-S/W	Wayo	Goulburn Rd	18/10/18	Routine	1
S/T	Wayo	Goulburn Rd	18/10/18	Notified	2
S/T-BB	Wayo	Goulburn Rd	24/10/18	Routine	1
S/T	Wayo	Goulburn Rd	25/10/18	Routine	1
S/T	Wayo	Goulburn Rd	25/10/18	Routine	1
S/T	Wayo	Goulburn Rd	25/10/18	Routine	1
S/T	Wayo	Goulburn Rd	29/10/18	Routine	1
S/T	Gunning	Dalton Rd	04/10/18	Routine	1
S/T	Dixon	Ladevale Rd	04/10/18	Routine	1
S/T	Dixon	Berrabanglo Rd	09/10/18	Routine	3

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

S/T	Gunning	Gundungurra Dr	09/10/18	Routine	1
S/T	Gunning	Gundungurra Dr	09/10/18	Routine	1
S/T	Garway	Rugby Rd	17/10/18	Routine	1
ALG	Dalton	Jerrawa Rd	23/10/18	Routine	1
SJW	Collector	Short St	24/10/18	Routine	1

Key for Weed Abbreviations

Weed ID Weed Identification

S/T Serrated Tussock

BB Blackberry

SJW St John's Wort

PC Paterson's Curse

Nth Nodding Thistle

CNG Chilean Needle Grass

EB English Broom

FW Fireweed

ALG African Lovegrass

Go Gorse

CG Coolatai Grass

Key for Degree of Infestations

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

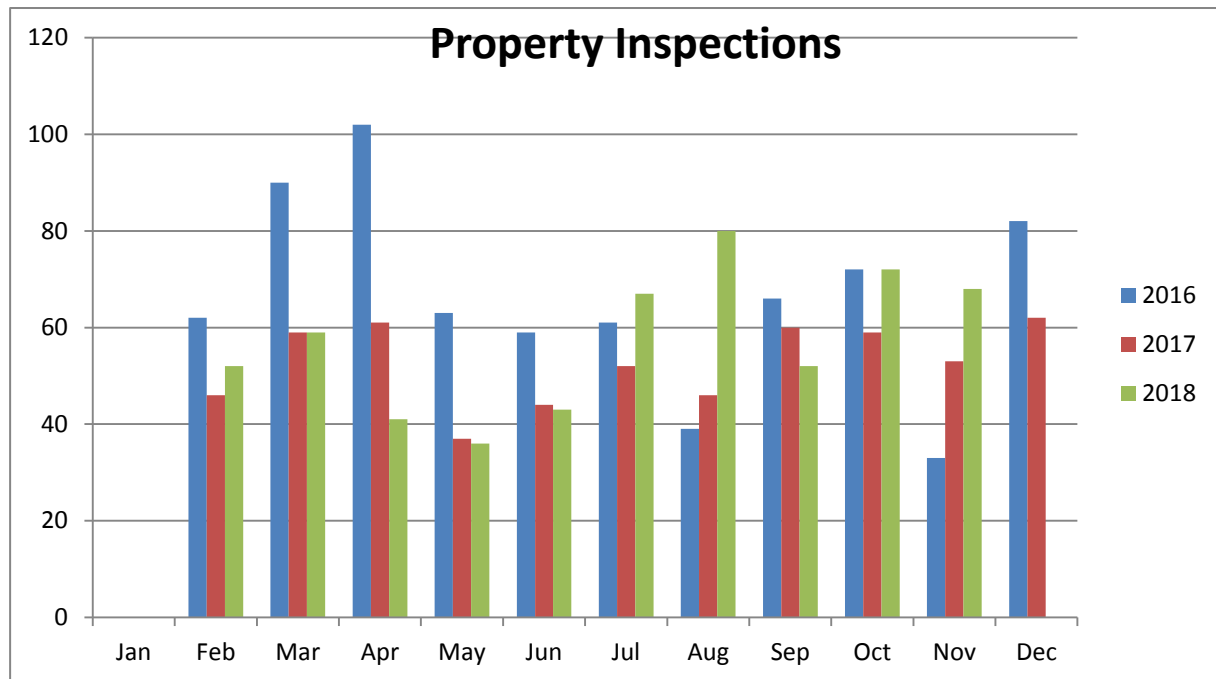
Key for Actions of Inspections

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.

Notice – an inspection where a Weed Control Notice under section 18 of the Act will be served.



Roadside Weed Control

Roadside weed control programs are continuing to focus on the control of grass weeds including Serrated Tussock, African Lovegrass, Chilean Needle Grass and Coolatai Grass. From November Broom and Gorse will be targeted on known roads.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 15 November 2018

ITEM 9.2 Development Statistics for the Month of October 2018

FILE REFERENCE I18/595

AUTHOR Economic Development Officer

ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of October 2018.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the development control activities that have occurred in the month of October 2018.

REPORT

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

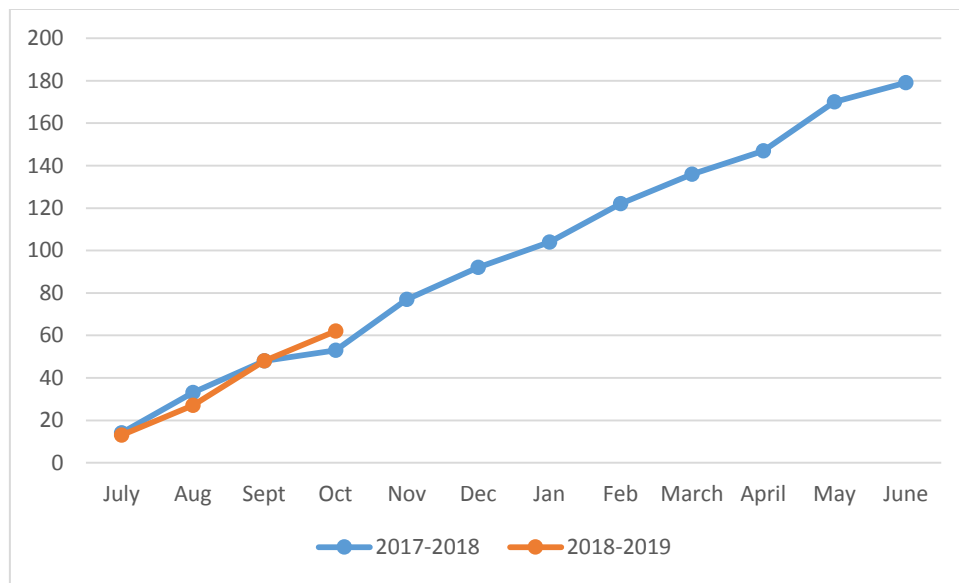
Statistics by Development Type								
Current Year					Last year			
DA Type	October 2018		Year to Date 1/7/2018 to 30/6/2019		October 2017		Year to date 1/7/2017 to 30/6/2018	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	2	\$190,000	6	\$3,276,000	1	\$80,000	3	\$1,430,000
Residential	7	\$1,243,563	39	\$7,519,212	3	\$915,000	36	\$6,131,056
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Other	3	\$215,000	9	\$535,000	1	\$0	4	\$6,103,000
Total	12	\$1,648,563	54	\$11,330,212	5	\$1,095,000	43	\$13,664,359
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	2	51	2	51	0	0	1	3
Rural Residential	0	0	0	0	0	0	1	5
Commercial	0	0	0	0	0	0	1	0
Industrial	0	0	0	0	0	0	0	0

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2018 cont'd**

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	6	15	0	0	4	8
Modification/Other	0	0	0	0	0	0	0	0
Total	2	4	8	66	0	0	7	16

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 Oct 2018	DA modifications received Oct 2018	DAs determined Oct 2018	DA modifications determined Oct 2018
30	5	10	4	15	2

The average determination processing time is for the month of October was 34 days.

Determinations issued 1 October to 31 October 2018 are summarised in the following table:

Determinations Issued between 1 October 2018 to 31 October 2018		
DA No.	Proposal	Property
59/2014 (Mod)	Dwelling	72 Denison St, Crookwell Lot 1 DP 355192
81/2016 (Mod)	Dwelling	45 Goulburn St, Collector Lot 8 DP 166071
72/2018	Dual Occupancy	21 Kialla Rd, Crookwell Lot 359 DP 754108

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2018 cont'd**

Determinations Issued between 1 October 2018 to 31 October 2018		
DA No.	Proposal	Property
72/2018	Dwelling	21 Kialla Rd, Crookwell Lot 359 DP 754108
78/2018	Removal of Underground Tanks	217 Goulburn St, Crookwell Lot 2 DP 232587
88/2018	Subdivision	83 Macarthur St, Taralga Lot 1 DP 1072898
90/2018	Bed & Breakfast	99 Orchard St, Taralga Lot 54 Sec 8 DP 1011051
96/2018	Swimming Pool	1678 Brayton Rd, Marulan Lot 102 DP 740019
102/2018	Community Event	30 East St, Crookwell Lot 4 DP 524712
104/2018	Dwelling & Garage	Via Bush's Rd, Gunning Lot 232 DP 754122
105/2018	Carport/ Awning	5 Crown St, Crookwell Lot 7 DP 231957
106/2018	Toilet Block	13 Denison St, Crookwell Lot 10 Sec 18 DP 758308
108/2018	Transportable Dwelling & Shed	7 Cullavin St, Gunning Lot 2 DP1239043
109/2018	Garage/Shed	5 Cullavin St, Gunning Lot 1 DP 1239043
110/2018	Garage/Shed	30 East St, Crookwell Lot 4 DP 524712
114/2018	Garage/Shed	7 Wade St, Crookwell Lot 2 DP 1052018
115/2018	Temporary Building	Yass St, Gunning Lot 1 DP 730565

The Development Applications outstanding as of 31 October 2018 are summarised in the following table:

		Development Applications Outstanding on 31 October 2018 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
122/2017	24/11/2017	Gullen Range Windfarm Substation & Underground Transmission Line	Gurrundah Area Lot 185,186,187,188,204 & 224 DP 754126, Lot 1 & 2 DP 877769, Lot 6 DP 1115749, Lot 1 & 2 DP 1115746, Lot 7,197,226,319 DP 754126, Lot 4 DP 1031856, Lot 100 DP 1026064, Lot 103 DP	Under Assessment

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2018 cont'd**

		Development Applications Outstanding on 31 October 2018 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
			750043, Lot 2 DP 1168750, Lot 101 DP 1083286	
124/2017	29/11/2017	Consolidation	Gurrundah Road, Gurrundah Lot 220 & 221 DP 750019	Final Additional Info Requested
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Referred to Engineering
27/2018 (Mod)	12/3/2018	Poultry Farm	239 Learys Lane, Bannister Lot 101 DP 1083286	Referred to Engineering
33/2018	16/3/2018	Subdivision	Clements St, Crookwell Lot 25, 26, 27, 28, 29, 30, Sec 11 DP 2383 & Lot 1 DP 134469	Under Assessment
57/2018	10/5/2018	Dog Kennels	148 Bigga Rd, Crooked Corner Lot 4 DP 1052845	Under Assessment
58/2018	14/5/2018	Dog Kennels	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment
62/2018	22/5/2018	Transportable Dwelling	Castle Hill Rd, Gunning Lot 607 DP 1086775	Referred to Engineering
70/2018	18/6/2018	Garage/Shed	13 Bray St, Crookwell Lot 2 DP 1231222	Awaiting Additional Information
75/2018	28/6/2018	Dwelling	Grabben Gullen Rd, Gunning Lot 316 DP 754126	Awaiting Additional Information
80/2018	17/7/2018	Dwelling	2 Gunning St, Dalton Lot 199 DP 754111	Referred to Engineering
117/2013 (Mod)	6/8/2018	Dwelling	95 Bigga Rd, Binda Lot 2 DP 1191756 & Lot 95 DP 753028	Under Assessment
87/2018	9/8/2018	Subdivision	Peelwood Rd, Laggan Lot 7 DP 1020135	Referred to Engineering
86/2017 (Mod)	21/8/2018	Dwelling	Strathaird Lane, Goulburn Lot 32 DP 1042610	Awaiting Additional Information
136/2017 (Mod)	24/8/2018	Subdivision	Boongarra Rd, Laggan Lot 3 DP 1163350	Referred to Engineering
95/2018	29/8/2018	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538	Referred to RFS
99/2018	6/09/2018	Hotel Alterations/ Additions	34 Goulburn St, Crookwell Lot 2 DP 800629	Awaiting Applicant to address submissions
100/2018	10/09/2018	Garage/Shed	41 Yass St, Gunning Lot 1 Sec 3 DP 758493	Awaiting Additional Information & Notification

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2018 cont'd**

		Development Applications Outstanding on 31 October 2018 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
101/2018	11/09/2018	Transportable Dwelling	998 Peelwood Rd, Laggan Lot 1 DP 1165506	Awaiting Additional Information	
103/2018	11/09/2018	Swimming Pool	Pomeroy Rd, Bannister Lot 17 DP 750043	Under Assessment	
107/2018	17/09/2018	Dwelling	Via Woodhouselee Rd, Crookwell Lot 2 DP 798287	Awaiting Additional Information	
111/2018	25/09/2018	Dwelling	1018 Wombeyan Caves Rd, Wombeyan Caves Lot 3 DP 789337	Awaiting Additional Information	
112/2018	25/09/2018	Community Event	1A Walsh St, Taralga Lot 251 DP 750017	Referred to Engineering	
113/2018	26/09/2018	Subdivision	656 Kangaloolah Rd, Binda Lot 2 DP 1159385 & Lot 2, 3, & 210 DP 753012	Referred to RFS	
116/2018	2/10/2018	Dwelling	20 Cowper St, Crookwell Lot B DP 1007245	Under Assessment	
117/2018	3/10/2018	Alterations & Additions	47 North St, Crookwell Lot 1 DP 1007245	Under Assessment	
118/2018	4/10/2018	Alterations & Additions	979 Mount Rae Rd, Taralga Lot 5 DP 608628	Awaiting Additional Information	
119/2018	10/10/2018	Signs	Gundaroo Rd, Gunning & Hume Hwy, Gunning Lot 19, 20, 21 & 22 DP 746075 and Lot 1 & 3 DP 837871 and Lot 1 DP 856811	Under Assessment	
120/2018	12/10/2018	Private Air Strip	69 Berrabangalo Rd, Lade Vale	Under Assessment	
122/2018	18/10/2018	Dog Breeding Facility	213 Bigga Rd, Crooked Corner Lot 2 DP 1052845	Under Assessment	
172/2009 (Mod)	18/10/2018	Subdivision	Gundaroo Rd, Gunning & Hume Hwy, Gunning Lot 19, 20, 21 & 22 DP 746075 and Lot 1 & 3 DP 837871 and Lot 1 DP 856811	Under Assessment	
121/2018	18/10/2018	Transportable Dwelling	1361 Jerrawa Rd, Dalton Lot 2 DP 1240223	Under Assessment	
123/2018	22/10/2018	Alterations & Additions Retail	87 Goulburn St, Crookwell Lot 2 DP 305613	Under Assessment	
124/2018	23/10/2018	Demolition & Removal of UPSS	217 Goulburn St, Crookwell Lot 2 DP 232587	Under Assessment	

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2018 cont'd**

		Development Applications Outstanding on 31 October 2018 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
125/2018	30/10/2018	Subdivision	Wombat St, Gunning Lot 30 Sec 2 DP 758493	Under Assessment

2. Construction Certificates

Construction Certificates Issued between 1 October 2018 to 31 October 2018		
CC No.	Proposal	Property
76/2018	Dwelling	1707 Jerrawa Rd, Dalton Lot 2 DP 1209732
82/2018	Dwelling	2929 Laggan Rd, Laggan Lot 4 DP 1238814
87/2018	Swimming Pool	1678 Brayton Rd, Marulan Lot 102 DP 740019
88/2018	Garage/Shed	7 Wade St, Crookwell Lot 2 DP 1052018
91/2018	Garage/Shed	30 East St, Crookwell Lot 4 DP 524712
94/2018	Dwelling	72 Denison St, Crookwell Lot 1 DP 355192
95/2018	Transportable Dwelling	7 Cullavin St, Gunning Lot 2 DP 1239043
96/2018	Dwelling	12 Gordon St, Crookwell Lot 13 Sec 4 DP 1809
97/2018	Dwelling	45 Goulburn St, Collector Lot 8 DP 1066071

Approved by Council	
October 2018	Year to date
9	20

3. Occupation Certificates

Occupation Certificates Issued between 1 October 2018 to 31 October 2018		
OC No.	Proposal	Property
54/2018	Alterations & Additions	1859 Sylvia Vale Rd, Binda Lot 216 DP 725470
57/2018	Alterations & Additions	242 Goulburn St, Crookwell Lot B DP 368621
59/2018	Dwelling	Boorowa Rd, Crookwell Lot 1 DP 633368
60/2018	Dwelling	2A Wade St, Crookwell Lot A DP 358283

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2018** cont'd

Approved by Council	
October 2018	Year to date
4	10

4. Subdivision Certificates

Subdivision Certificates Issued between 1 October 2018 to 31 October 2018		
SC No.	Proposal	Property
19/2018	Subdivision	Julong Rd, Binda Lot 23 & 238 DP 753038 Lot 1 & 2 DP 174273

Approved by Council	
October 2018	Year to date
1	10

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	144

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 15 November 2018

ITEM 9.3 **Investments for the month ending October 2018**

FILE REFERENCE **I18/588**

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 October 2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A schedule of the investment portfolio register and summary of available cash by fund as at 31 October 2018 is provided as information to Council.

REPORT

Investments to 31 October 2018

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$350,000	1.45%	N/A	31-10-18	\$808.42
Bank of Qld	TD	\$1,000,000	2.65%	98	07-11-18	\$7,115.07
Bank of Qld	TD	\$800,000	2.55%	91	23-01-19	\$5,086.03
Bank of Qld	TD	\$700,000	2.75%	362	17-04-19	\$19,091.78
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	2.65%	84	14-11-18	\$6,098.63
Bankwest	TD	\$500,000	2.50%	70	05-12-18	\$2,397.26
Bankwest	TD	\$800,000	2.65%	119	30-01-19	\$6,911.78
Bankwest	TD	\$1,000,000	2.75%	196	27-02-19	\$14,767.12
Bankwest	TD	\$1,500,000	2.70%	273	19-06-19	\$30,291.78
Bendigo Bank	TD	\$700,000	2.65%	147	16-01-19	\$7,470.82
Bendigo Bank	TD	\$600,000	2.60%	133	16-01-19	\$5,684.38
Bendigo Bank	TD	\$1,000,000	2.60%	364	13-02-19	\$25,928.77

Information Only**INVESTMENTS FOR THE MONTH ENDING OCTOBER 2018 cont'd**

Bendigo Bank	TD	\$800,000	2.55%	357	13-02-19	\$19,952.88
Bendigo Bank	TD	\$1,200,000	2.75%	371	21-08-19	\$33,542.47
CBA	TD	\$1,000,000	2.62%	77	28-11-18	\$5,527.12
CBA	TD	\$1,000,000	2.71%	308	06-03-19	\$22,867.95
CBA	TD	\$1,000,000	2.68%	364	20-03-19	\$26,726.58
CBA	TD	\$1,000,000	2.71%	363	28-08-19	\$26,951.51
IMB	TD	\$1,000,000	2.50%	140	12-12-18	\$9,589.04
IMB	TD	\$1,000,000	2.60%	154	20-02-19	\$10,969.86
IMB	TD	\$1,300,000	2.75%	231	27-03-19	\$22,625.34
IMB	TD	\$500,000	2.60%	182	10-04-19	\$6,482.19
IMB	TD	\$900,000	2.70%	364	12-06-19	\$24,233.42
NAB	TD	\$1,100,000	2.51%	364	21-11-18	\$27,534.36
NAB	TD	\$1,500,000	2.65%	91	19-12-18	\$9,910.27
NAB	TD	\$1,400,000	2.76%	203	09-01-19	\$21,490.19
NAB	TD	\$700,000	2.75%	362	11-09-19	\$19,091.78
Westpac	TD	\$500,000	2.76%	92	27-10-18	\$3,478.36
Westpac	TD	\$500,000	2.76%	364	26-04-19	\$13,762.19
		\$28,550,000				\$603,553.10

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 OCTOBER 2018**

Interest on Investments Received YTD	\$262,007
Annual budgeted amount for all funds	\$648,900
Percentage of Interest Received YTD	40.38%
Percentage of Year Elapsed	33.70%

BBSW COMPARISON TO 31 OCTOBER 2018

Average market interest rate (90 day BBSW)	1.96%
Average return on all investments	2.70%

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.

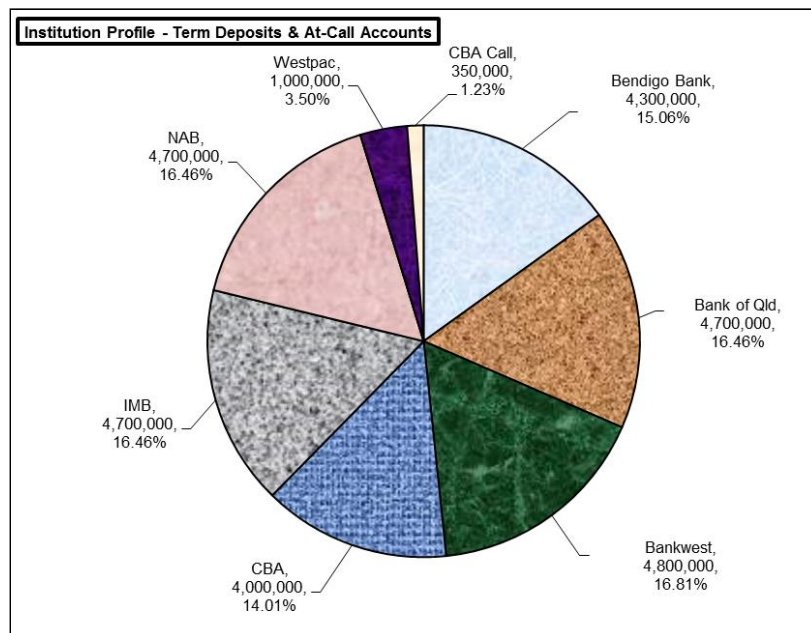
Information Only

INVESTMENTS FOR THE MONTH ENDING OCTOBER 2018 cont'd

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 OCTOBER 2018

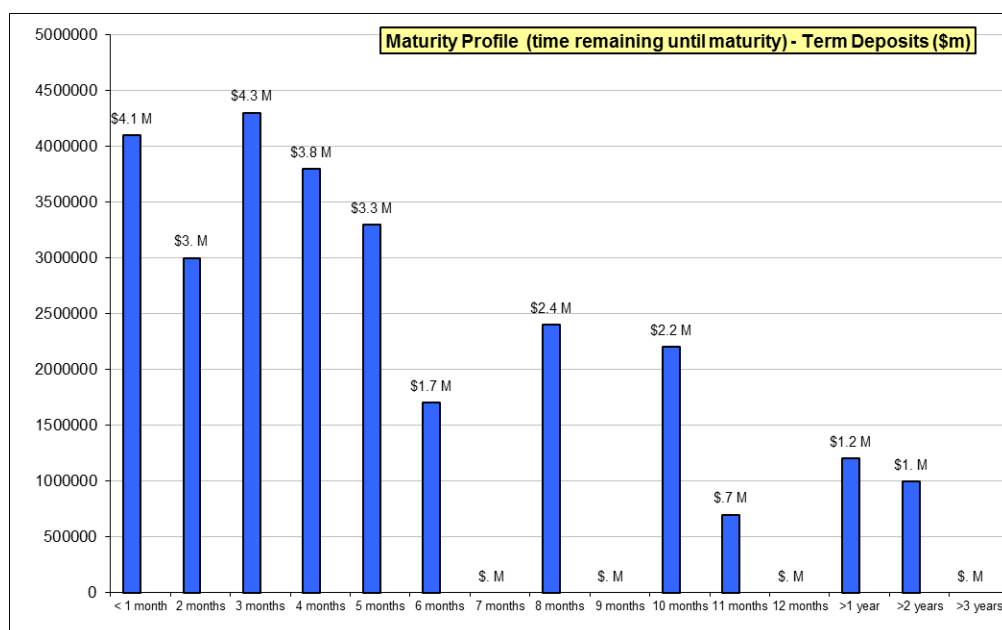
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"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 OCTOBER 2018

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 ENDING OCTOBER 2018 cont'd

TOTAL INVESTMENTS: -

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

POLICY IMPACT

OPTIONS

FINANCIAL IMPACT OF RECOMMENDATIONS

RECOMMENDATION That -

- ## ATTACHMENTS

Nil

Information Only - 15 November 2018

ITEM 9.4 **Bank Balance and Reconciliation - 31 October 2018**

FILE REFERENCE **I18/587**

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation – 31 October 2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

\$

General Ledger Balance brought forward 30 September 2018	(239,587.59)
Add: Receipts for October 2018	4,459,980.64
	<u>4,220,393.05</u>
Deduct: Payments for October 2018	2,848,279.99
Balance as at 31 October 2018	<u>1,372,113.06</u>
Balance as per Bank Statement 31 October 2018	1,616,532.89
Add: Outstanding Deposits	1,420.11
	<u>1,617,953.00</u>
Deduct: Unpresented Cheques / EFTs	245,839.94
Balance as at 31 October 2018	<u>1,372,113.06</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 November 2018

ITEM 9.5 **Rates and Charges outstanding as at 31 October 2018**

FILE REFERENCE **I18/586**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report 2018/2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at month end of October 2018 is detailed.

REPORT

There are attached reports for the 2018/2019 financial year for rates and charges collections. A comparison of the rates and charges outstanding percentage to previous financial years, as at 31 October 2018, is highlighted in the below table:-

Description	31/10/2018	31/10/2017	31/10/2016
Total % Rates and Charges Outstanding	57.70%	56.13%	56.67%
Total \$ Amount Rates and Charges Outstanding	\$6,644,513	\$6,458,501	\$6,156,727

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 - October 2018	Attachment
2. ↓	Arrears by Category - October 2018	Attachment

Rate Collection 2019 Year

Rating Categories	Levy Raised to date	Rates Received to 5 November 2018	Rates Outstanding to 5 November 2018	% Rates Outstanding 5 November 2018
Farmland	4,929,038.85	1,980,791.30	2,948,247.55	59.81%
Residential	1,220,462.98	499,332.71	721,130.27	59.09%
Rural Residential	670,735.40	319,873.27	350,862.13	52.31%
Business	280,278.33	169,626.09	110,652.24	39.48%
Mining	1,893.00	1,893.00	-	0.00%
Water	872,874.00	371,536.86	501,337.14	57.44%
Sewerage	1,404,359.59	587,736.79	816,622.80	58.15%
Domestic & Comm Waste	1,138,966.89	480,825.78	658,141.11	57.78%
Rural Waste	617,698.14	274,880.82	342,817.32	55.50%
Storm Water	46,521.52	18,348.12	28,173.40	60.56%
**Arrears	333,221.86	166,693.16	166,528.70	49.98%
Overall Total Rates	11,516,050.56	4,871,537.90	6,644,512.66	57.70%

Prepared by McClement
 Authorised by Andrew G. Goke

Date 5/11/18
 Date 5/11/2018

I:\2018-2019\Rates\Recs\%outst_October 31-2018

ARREARS OF RATES BY CATEGORY**5 November 2018**

Category	Amount Outstanding		% of rates outstanding
Farmland	\$45,930.15		28%
Residential	\$25,692.10		15%
Residential Non Urban	\$9,682.90		6%
Business	\$2,226.18		1%
Mining	-\$1,640.27		-1%
Water	\$15,756.55		9%
Sewerage	\$31,342.29		19%
Domestic & Commercial Waste	\$22,078.87		13%
Storm Water	\$943.24		1%
Rural Waste	\$14,516.69		9%
Total Amount of Arrears	\$166,528.70		100%

Prepared by McCombeDate 5/11/18Authorised by Andrew G. GokeDate 5/11/2018

I:\2018-2019\Rates\Recs\Arrears of rates by category October 31 -2018

Information Only - 15 November 2018

ITEM 9.6 Action Summary - Council Decisions

FILE REFERENCE I18/583

AUTHOR 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: 15 March 2018

74/18	Council commissions a feasibility study/business plan with respect to the future use of the Crookwell Airstrip and the surrounding land.	DWO	Report to be placed before 20 December 2018 Council Meeting.
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Council Meeting: 21 June 2018

162/18	Organise Workshop on options for waste transfer stations	MO	Workshop to be organised by November 2018.
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Council Meeting: 16 August 2018

230/18	Council does not implement webcasting of Council Meetings until the Office of Local Government determines that webcasting of Council Meetings is mandatory, but Council approves the purchase and installation of audio recording equipment.	DFA	Arrangements being implemented to have 21 February 2019 Council Meeting audio recorded.
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

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.
253/18	Council authorise the Mayor and General Manager to make contact and representations to the Minister for Roads, Maritime and Freight and Local Member requesting that Council retain the existing arrangements and road maintenance and works responsibilities under the RMCC.	GM	Direct request for a meeting with Minister Pavey made on 30 August 2018 and reiterated on 18 September 2018 and a further request made via Hon Pru Goward's office on 5 October 2018.

Council Meeting: 20 September 2018

271/18	Council Depot Land Acquisition - A report is required to clarify the current classification of the subject land, and if it is classified as Community Land then Councils responsibilities under the Local Government Act to reclassify the land as Operational, the report should also clarify the amount of compensation that needs to be paid to acquire this land.	DWO	Report to be provided to 20 December 2018 Council Meeting.
281/18	Council make a suitable funding application to install appropriate lighting for the skate park in Gunning.	GO	Funding application to be made when an appropriate grant is available and the project has been accurately scoped.

Council Meeting: 18 October 2018

294/18	Council forwards correspondence to CNSWJO confirming that Upper Lachlan Shire Council will continue to engage with the CNSWJO operational teams - engagement in any new contracts will accrue a fee of \$1,000.00 per contract.	GM	Correspondence forwarded on 24 October 2018.
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

295/18	Council forwards correspondence to the Crookwell Progress Association advising that they are welcome to forward a submission when the submission process opens in November 2018 for the 2018/2019 Operational Plan on the appropriate forms.	GM	Correspondence forwarded on 24 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	Investigations in progress.
303/18	Council endorses the proposed allocation of the 2018/2019 Local Heritage Places grants with letters of offer to be sent to all successful applicants.	DEP	Correspondence forwarded on 2 November 2018.
305/18	Council defers any decision on the future of the Crookwell Depot, either short term or long term until a further report is provided to Council by the Director of Works and Operations on the total cost of the proposed works as detailed in this report to upgrade the facilities in the Depot to comply with WH&S and Environmental requirements.	DWO	Report to be provided to 21 February 2019 Council Meeting.
306/18	Council refer the proposed new National Disaster Recovery Arrangements to Council's Audit, Risk and Improvement Committee for consideration and advice to Council, and Council convene a briefing and workshop for Councillors and senior staff to consider advice from the Audit, Risk and Improvement Committee and the implications of the proposed new National Disaster Recovery Arrangements.	DWO	Proposed new National Disaster Recovery Arrangements forwarded to Audit, Risk and Improvement Committee meeting held on 21 November 2018.
307/18	Council resolve that the staff Christmas function be held on Friday, 21 December 2018 commencing at 12.30pm at the Crookwell Services Club and finishing at 3.30pm.	GM	Memorandum issued to all staff on 31 October 2018.

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

308/18	Council places on public exhibition the draft Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement, allowing a period of 28 days to seek public comment / submissions.	GM	Advertisement placed in local newspapers and on Council's website commencing 23 October 2018.
309/18	Council accepts the letter of offer from the Department of Premier and Cabinet, regarding the community infrastructure projects, for Round 2 of the NSW Government Stronger Country Communities Fund, and that Council's General Manager be authorised to sign and seal the Statement of Acceptance of Funding.	GM	Awaiting receipt of Round 2 of the NSW Government Stronger Country Communities Fund Statement of Acceptance of Funding.
310/18	Council adopts the reviewed Child Protection Policy.	EA	Placed in Policy Register and on the Website on 23 October 2018.
310/18	Council adopts the Work Experience Placement Policy.	EA	Placed in Policy Register and on the Website on 23 October 2018.
313/18	That a further report be provided to Council from the Director of Works and Operations detailing what assessments and actions have been taken in relation to the safety concerns raised by the community to the use of heavy vehicles on the Council's local roads, what responses have been issued and what was the outcome and findings of the enforcement action undertaken by the Roads and Maritime Services.	DWO	Report to be provided to 21 February 2019 Council Meeting.
316/18	Council accepts an executed Irrevocable Authority directed to Robert J McCarthy and Co that all outstanding Section 94 Contributions levied by Council (after allowance of Resolution No 374/14) be paid from the proceeds of the initial sales within 21 days of the date of registration of the Subdivision Plan by NSW Land Registry Services.	DEP	Correspondence forwarded on 26 October 2018.

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

317/18	Council accept the tender submitted by Denrith Pty Ltd for Winning and Crushing Gravel Contract Number 2018/46 for the period up until 30 June 2020.	DWO	Correspondence forwarded on 2 November 2018.
318/18	Council accept the tender submitted by Downer Australia for CONTRACT NO: ULSC 2018/17 for the period up until 30 June 2020.	DWO	Correspondence forwarded on 2 November 2018.
319/18	The Mayor and General Manager be authorised to negotiate and finalise the sale to Crookwell Taralga Aged Care for the entire parcel of Lot 3 DP1112816 with the minimum sale price as per the valuation provided by Douglas Walker and Associates (Consultant Valuers) contained within the report plus GST, with all purchase costs being the responsibility of the purchaser and an appropriate covenant being arranged where the land can only be used for an aged care facility and if substantial commencement of the development is not undertaken within a period of 5 years that the land be returned to Council at the purchasers cost at the original sale price.	GM	Correspondence forwarded on 29 October 2018.

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 November 2018

ITEM 9.7 **Local Government NSW Conference 2018**

FILE REFERENCE **I18/599**

AUTHOR **General Manager**

ISSUE

Providing details in relation to the Local Government NSW Conference held over the period 21-23 October 2018 and attended by the Mayor and the General Manager.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Providing details in relation to the Local Government NSW Conference held over the period 21-23 October 2018 in Albury and attended by the Mayor and the General Manager.

REPORT

Key features of the conference included a presidential welcome from Cllr Linda Scott, President of Local Government NSW and a civic welcome by the Mayor of Albury, Cllr Kevin Mack on Sunday, 21 October 2018.

The NSW Premier, the Hon Gladys Berejiklian MP then addressed the delegates and responded to several questions by the conference delegates, noting that there would be no forced amalgamations of Councils in the future.

The conference commenced with a "Welcome to Country" and an official address from Cllr Linda Scott, President of LGNSW.

The conference including adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business session and consideration of motions.

The Hon Gabrielle Upton MP, Minister for Local Government, gave a ministerial address and then participated in a question and answer session regarding local government issues.

The conference also received an address by Mr David O'Loughlin, President of the Australian Local Government Association who then participated in a question and answer session.

Information Only

LOCAL GOVERNMENT NSW CONFERENCE 2018 cont'd

The conference received an address by the Mr Stephen Jones MP, Federal Shadow Minister for Local Government who accepted facilitated questions from the conference.

A keynote address regarding 'Smart Places' was provided by Simon Hunter, Executive Director of Strategy and Planning, Infrastructure NSW.

A panel session was convened and facilitated by Ellen Fanning based on a 'Smart Cities, Smart Data and Smart Strategies' including the following panel members: Mr Adam Beck, Executive Director, Smart Cities Council Australia New Zealand; Geof Heydon, Associate at Creator Tech and Chair of Platforms and Interoperability at the Internet of Things Alliance Australia and Chris Isles, Executive Director Planning, Place Design Group.

There were no elections held for the LGNSW Board as they only occur every two years.

The Mayor attended the Conference and may wish to elaborate on the addresses, meetings and issues raised in the report.

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 November 2018

ITEM 9.8 **Grants Report**

FILE REFERENCE **I18/602**

AUTHOR **General Manager**

ISSUE

Advising Council of grants available, grant applications in progress, submitted or unsuccessful and Grant Projects funded.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is attached to this report for Councillors information.

A list of grants available and ongoing grants listed on Council's website can be accessed by the following link:

<https://www.upperlachlan.nsw.gov.au/community/grants>

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. 	Grants Report for Council - 15 November 2018.pdf	Attachment
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Grants Report to Council - 15 November 2018

Grant Applications in progress/submitted/unsuccessful								
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment
Building Better Regions Fund - Round 3	15.11.2018	Grabine Road Upgrade	\$ -	\$ 3,500,000	\$ 3,500,000	\$ 7,000,000	\$ 7,000,000	Lodged
		Wombeyan Caves Road Upgrade	\$ -	\$ 2,528,000	\$ 2,500,000	\$ 5,028,000	\$ 5,028,000	Lodged
Community Sports Infrastructure Grant Programme	14.09.18	Crookwell Memorial Community Sports Centre	\$425,113	\$ 926,500	\$ 221,294	\$1,572,907	\$ 1,572,907	Awaiting word on success
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$ -	\$ -	\$ 315,000	\$ 315,000	\$ 315,000	All successful - Allocated amount \$1,188,772
		Active Villages Project	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	
		Lights Football Action	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	
		PAMP – 1 st priorities	\$ -	\$ -	\$ 356,772	\$ 356,772	\$ 356,772	
		Breadalbane Hall Pergola	\$ -	\$ -	\$ 67,000	\$ 67,000	\$ 67,000	
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	Awaiting word on success
Local Sport Defibrillator Grant Program	05.09.18	Defibrillator for Memorial Oval Sports Centre	\$ 1,640	\$ -	\$ 1,300	\$ 2,940	\$ 2,940	Awaiting word on success
Regional Growth Environment and Tourism Fund	19.09.18	Wombeyan Caves Road Upgrade	\$100,000	\$ -	\$3,395,700	\$3,495,700	\$3,495,700	Awaiting word on success

Grant Applications in progress/submitted/unsuccessful									
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment	
Community Building Partnerships Program	15.06.18	Gunning Library Roof Replacement	\$ 39,835	\$ -	\$ 20,000	\$ 59,835	\$ 59,835	Awaiting word on success	
Growing Local Economies Fund	5.7.18	Grabine Road Upgrade	\$200,000	\$ -	\$3,300,000	\$3,500,000	\$3,500,000	Successful with both applications - Allocated amount \$5,728,000	
		Wombeyan Caves Road Upgrade	\$100,118	\$ -	\$2,428,000	\$2,528,118	\$2,528,118		
Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment	
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	Successful	
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$425,113	\$ 11,500	\$ 600,000	\$1,036,613	\$ 1,036,613	Construction starting November 2018	
Veolia Mulwaree Trust	01.04.18	Breadalbane Hall Patio	\$ -	\$ 11,782	\$ 7,855	\$ 19,637	\$ 19,637	Project Progressing (also successful with SCCF2 pergola over top of patio)	
Community Building Partnership Fund	08.08.17	Goodhew Park - Drainage, play equipment and toilet block	\$160,000	\$ -	\$ 50,000	\$ 210,000	\$ 210,000	External management - Randall - tender documents completed	

Grant Projects Funded										
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment		
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP	\$ -	\$ -	\$ 344,487	\$ 344,487	\$ 344,487	Taralga pathway progressing		
		Pumpkin Festival Walkway	\$ -	\$ -	\$ 220,000	\$ 220,000	\$ 220,000	External management - Randall		
		Kiamma Reserve Walkway	\$ -	\$ -	\$ 223,564	\$ 223,564	\$ 223,564			
		Clifton Park Walkway/BBQ	\$ -	\$ -	\$ 112,189	\$ 112,189	\$ 112,189	Walkway completed, BBQ/Shelter arriving December		
		AP&H Improvement	\$ -	\$ -	\$ 275,141	\$ 275,141	\$ 275,141	AP&H management - funds transferred		
Veolia Mulwaree Trust	23.05.16	Tuena Campground Ablutions Block	\$ 45,051	\$ -	\$ 45,000	\$ 90,051	\$ 90,051	Work progressing		
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$ 81,260	\$ -	\$ 450,000	\$ 531,260	\$ 1,062,460 Project Progressing			
Fixing Country Roads 2015	02.05.16		\$ -	\$ -	\$ 531,230	\$ 531,230				
Bridges to Renewal (Round 1)	28.08.14	Replacement of Abercrombie River Bridge	\$ 75,000	\$ -	\$ 775,000	\$ 850,000	\$ 1,525,000 Project Progressing			
Fixing Country Roads 2014	01.11.14		\$ -	\$ -	\$ 675,000	\$ 675,000				

Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment	
Veolia Mulwaree Trust	28.03.18		\$ -	\$ -	\$ 45,082	\$ 45,082			
Stronger Communities Programme (Round 3)	14.09.17	Clifton Park Toilet Block	\$ -	\$ 30,000	\$ 20,000	\$ 50,000	\$ 95,082	Building of toilet commenced 1 November 2018	

Grants Available:

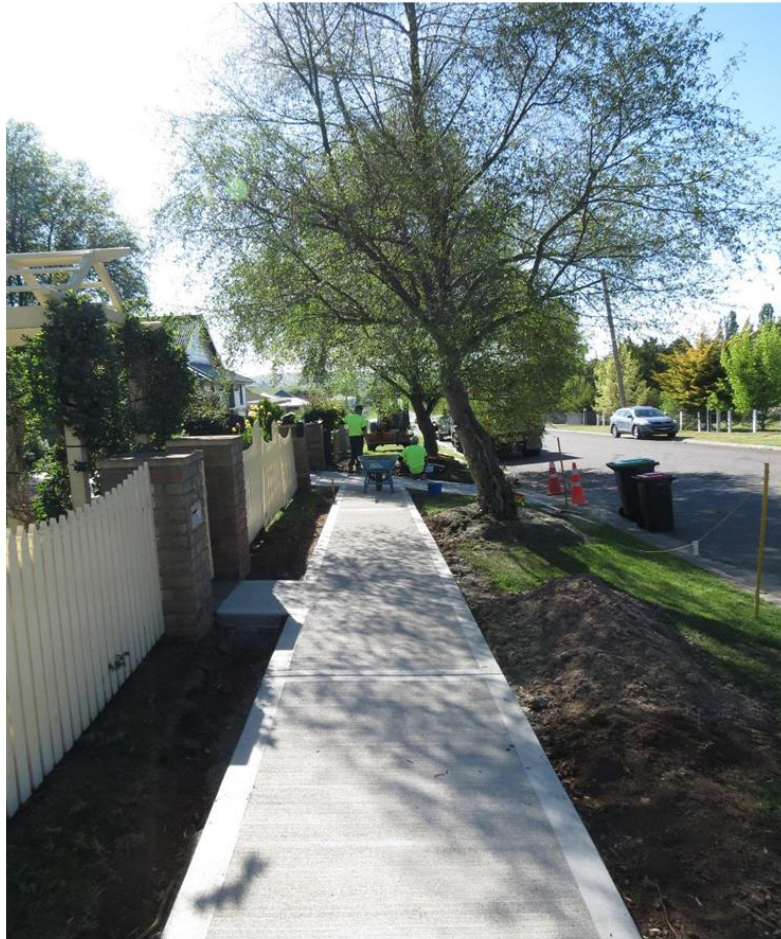
A list of grants available and ongoing grants is available on the November edition of Council's Web site

<https://www.upperlachlan.nsw.gov.au/community/grants>

Clifton Park Walkway completed - SCCF1 - Clifton Park Community Connections and Pathway



Church Street Taralga Pathway - SCCF1 - PAMP



Tuena Disabled Toilet and Waste Water Project - Veolia Mulwaree Trust



Pad for new disabled toilet

Absorption Trench and septic



Clifton Park Toilet Block - Veolia Mulwaree Trust, Lions, Stronger Communities Programme



Asif Faisal (Project Delivery Engineer) laying of slab for Clifton Toilet Block



10 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

10.1	Upper Lachlan Development Control Plan 2010 Draft Amendment No 4 - Electricity	76
10.2	Draft Plan of Management - Pye Cottage Precinct	79

Environment and Planning - 15 November 2018

ITEM 10.1 **Upper Lachlan Development Control Plan 2010 Draft
Amendment No 4 - Electricity**

FILE REFERENCE **I18/594**

AUTHOR **Director of Environment and Planning**

ISSUE

An amendment to the Upper Lachlan Development Control Plan 2010 to update appropriate planning controls to address alternative energy supply systems for subdivisions in RU1 Primary Production zone and RU2 Rural Landscape zone.

RECOMMENDATION That -

1. Council endorse Upper Lachlan Development Control Plan 2010 draft Amendment No 4 – Electricity.

BACKGROUND

In accordance with Resolution No 236/18 Council was to prepare an amendment to the Upper Lachlan Development Control Plan 2010 to update planning controls to address alternative energy supply systems for subdivisions in RU1 Primary Production zone and RU2 Rural Landscape zone.

REPORT

At its meeting held on the 16 August 2018 Council resolved (Minute No. 236/18) to amend DCP 2010, Section 8.2 Rural Development – Subdivision – Electricity.

The draft Amendment No 4 to the Upper Lachlan Development Control Plan 2010 was publically exhibited from the 20 September 2018 to 26 October 2018 at the Crookwell – Council's Environment and Planning Department, Gunning – Council Administration Office, Taralga – Post Office/Community Centre and Council's website. A copy of the amendment is attached for Councillors information.

No submissions regarding the draft amendment were received.

POLICY IMPACT

Upper Lachlan Development Control Plan 2010

OPTIONS

1. Endorse draft Amendment No 4.
2. Not endorse draft Amendment No 4.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council endorse Upper Lachlan Development Control Plan 2010 draft Amendment No 4 – Electricity.

ATTACHMENTS

1. 	Upper Lachlan Development Control Plan 2010 Amendment No 4	Attachment
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Upper Lachlan Development Control Plan 2010 Draft Amendment No. 4

The proposal is to update Section 8.2 Subdivision (Electricity) of the Upper Lachlan Development Control Plan 2010.

Section 8.2 – Electricity

Council requires adequate arrangements to be made for connection to grid supplied electricity infrastructure or its equivalent for each allotment that has the potential for the erection of a future dwelling house.

Alternative electricity sources and arrangements may be considered by Council only for subdivision in RU1 Primary Production Zone and RU2 Rural Landscape Zone where the applicant:

- can demonstrate the provision of reticulated services is prohibitive due to cost of connection, and
- the alternative system proposed is sufficient to supply electricity to a dwelling house on the land, and
- has identified there is clear environmental benefit in not connecting to grid supplied electricity infrastructure (e.g. enabling use of renewable sources, avoiding the removal of vegetation), and
- has demonstrated the land is considered to be in a location where these services cannot be provided economically.

Where alternative electricity supply is proposed the applicant may, where practical, install the approved supply system prior to release of a Subdivision Certificate or where the alternative electricity supply is not provided to a lot a Section 88B Instrument under the Conveyancing Act 1919 must be provided advising electricity will not be available to the lot unless financial arrangements are made with the relevant electricity supplier or a stand-alone alternative electricity supply system is installed on the land.

Environment and Planning - 15 November 2018

ITEM 10.2 **Draft Plan of Management - Pye Cottage Precinct**

FILE REFERENCE **I18/598**

AUTHOR **Director of Environment and Planning**

ISSUE

Providing details in relation to the Draft Plan of Management for Pye Cottage Precinct, Gunning.

RECOMMENDATION That -

1. Council not adopt the Draft Plan of Management for Pye Cottage Precinct.
2. Council enter into a Memorandum of Understanding with the Gunning District Historical Society.

BACKGROUND

Council resolved under 419/17 on the 21 December 2017 that “*the Draft Plan of Management for Pye Cottage Precinct, Gunning be placed on public exhibition for a minimum period of 28 days*”.

REPORT

At its meeting held on the 21 December 2017 Council resolved (Minute No. 419/17) to publicly exhibit the Draft a Plan of Management for Pye Cottage Precinct.

The draft Plan of Management for Pye Cottage Precinct was publically exhibited from the 11 January to 9 February 2018 at the Crookwell – Council’s Environment and Planning Department and Library, Gunning – Council Administration Office and Library and Council’s website. A copy of the submissions are attached for Councillors information.

A total of 3 submissions regarding the Draft Plan of Management were received. Copies of the submissions are attached for Councillors information.

Further to the public exhibition of the Draft Plan of Management, discussions regarding an alternative method of management has been discussed with the Gunning District Historical Society, and as such interest has been given to a Memorandum of Understanding (MOU).

This matter will be further pursued by management and appropriate Councillors.

POLICY IMPACT

Nil

OPTIONS

Council not adopt the Draft Plan of Management for Pye Cottage Precinct.
Council enter into a MOU with appropriate organisations.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council not adopt the Draft Plan of Management for Pye Cottage Precinct.
2. Council enter into a Memorandum of Understanding with the Gunning District Historical Society.

ATTACHMENTS

1. ↓	Submission - Draft Plan of Management for Pye Cottage Precinct	Attachment
2. ↓	Submission - Draft Plan of Management for Pye Cottage Precinct	Attachment
3. ↓	Submission - Draft Plan of Management for Pye Cottage Precinct	Attachment
4. ↓	Draft Plan of Management for Pye Cottage Precinct	Attachment

5th February 2018

Katherine Johnson
Wongalee
112 Lade Vale Road
Gunning NSW 2581

John Bell
General Manager
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Dear John

I wish to object to the submission of the Draft Plan of Management Pye Cottage Precinct on a number of levels.

As a member of the Gunning Rural Fire Brigade I was saddened to see this Draft Plan as there was no consultation with the Gunning Brigade what so ever regarding future development plans for the area behind our/your/the communities Fire Shed.

Gunning is a growing community with new developments for housing increasing the number of residents in Gunning. A testament to this is the local school growing from 60 a few years ago to over 100 in 2018.

This growth means the growth of our RFS Brigade in town. There has been an influx of new members both Male and female without adequate toilet and change rooms especially for the female members. The existing bathroom facilities which are on the Pye Cottage Precinct are in dia need of an upgrade or an upgrade within the station itself. We don't even have water facilities but have to fill the jug or wash up in these inadequate conditions.

We were always under the understanding that the white picket fence was the imaginary barrier between the Pye Cottage area and the Shire area for the Gunning Rural Fire Service and had envisaged as the town grew, the brigade grew thus the facility grew with this to house more fire trucks and be able to cater to the needs of training and protection of the Gunning Township, Rural Community and the Roads and Highway within this area.

I would suggest if I may to demolish the old green building altogether and move the old SES building down onto the Pye Cottage area for the Historical Society to use and develop the back area of the current Fire Shed into another area of the Station to house more Fire Trucks, Toilet/ Change Rooms and develop a training area for Brigade Members.

In conclusion I wish to state that I'm not against the Historic Pye Cottage for tourism in Gunning as most of the Wall Slabs on the Cottage came from our property being part of Peter's grandfathers/grandfathers old home and was carried to the current position by Arthur Johnson for construction of the cottage. Some of the slabs also came from the old Lawton property which is also an old Gunning name in the district.

Therefore I feel it's great that we preserve this heritage but not at the price of a crucial emergency service within Gunning. There is ample room below the white picket fence for History to be preserved in Gunning.

Yours faithfully

Katherine Johnson

5th February 2018

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Therefore I feel it's great that we preserve this heritage but not at the price of a crucial emergency service within Gunning. There is ample room below the white picket fence for History to be preserved in Gunning.

Yours faithfully

Peter Johnson



NSW RURAL FIRE SERVICE
Gunning Fish-River

Overview

This document is a response by the Gunning-Fish River Rural Fire Brigade (RFB) to the "Draft Plan of Management for Pye Cottage Precinct" prepared by the Upper Lachlan Shire Council and currently out for public review until the 9th February 2018.

It outlines concerns that the Gunning-Fish River RFB has about the proposed future development plans for the Pye Cottage Precinct and its impact on the future needs of the brigade both short and long term. This in turn will impact our capacity to service the needs of Gunning and the Upper Lachlan Shire.

These concerns are based on information taken from;

- Draft Plan of Management for Pye Cottage Precinct
- Item 8.1 of "Late Correspondence – Ordinary Meeting Thursday 15 December 2016, 9.00am Council Chambers.

It is requested that an alternate proposal be considered by council around the use of the land as it is currently defined under the management plan. *A proposal that accommodates for both the growth of the Gunning-Fish River RFB as well as the aspirations of the Gunning and District Historical Society.*





NSW RURAL FIRE SERVICE
Gunning Fish-River

Factors to Consider

The Gunning-Fish River RFB was formed more than 85 years ago and has a proud history of serving the local community. Currently we are seeing a number of changes to the brigade, surrounding community and environment in which we live, all of which suggest the brigade will continue to grow as will the need for its services.

The Brigade:

There has been a significant increase in the number of new members, both male and female, with operational membership approximately doubling in the last few years.

This increase in active members brings with it additional challenges. Currently there are not adequate toilet or change room facilities. This is already an issue with female members now making up nearly 25% of the brigade. The existing toilet facilities on the Pye Cottage Precinct are not suitable for ongoing use due to their current condition.

Other issues that will need to be addressed in the near future include increased storage space and secure parking. The majority of practical training activities are currently held away from the station due to a lack of space. Expansion of the station should include a dedicated training area.

NSWRFS requires each station to have a large water tank for emergency water supply, independent of the town reticulated supply. This is not currently in place and will be required in the near future.

Access for trucks is currently limited to three front roller doors. On several occasions these doors have been blocked by cars parked



NSW RURAL FIRE SERVICE

Gunning Fish-River

across the apron, to the extent that we now ask brigade members to be present at the station during events (i.e. the Gunning Fireworks display) to deter people from parking in front of the station. The brigade has been discussing the possibility of truck access to the rear of the station to reduce the likelihood of trucks being stuck in station and not available for response.

The Community:

The growth of Gunning and surrounds is evident through new developments such as the "Big Hill" sub development and the approved development behind the Doo Duck Inn. The local primary school has grown from approx. 60 students five years ago to 100 in 2018.

Each year the brigade is being called upon to attend an increasing number of incidents of a varying nature. From bush and grass fires, structural fires and motor vehicle accidents, the remit of the Gunning-Fish River RFB has continued to grow and with the nearest "village-capable" emergency services located in Crookwell, Goulburn and Yass (at least 30 minutes away), the reliance on the Brigade as the first response will only grow.

The Environment:

While Australians are no strangers to hot and dry summers, we are currently seeing temperature records being broken nearly every year. There is no question that each decade is getting hotter and drier than the last and that with this increase in temperature comes an increase in fire activity. Gunning-Fish River RFB wants to ensure that it is able to grow, expand and respond as required.



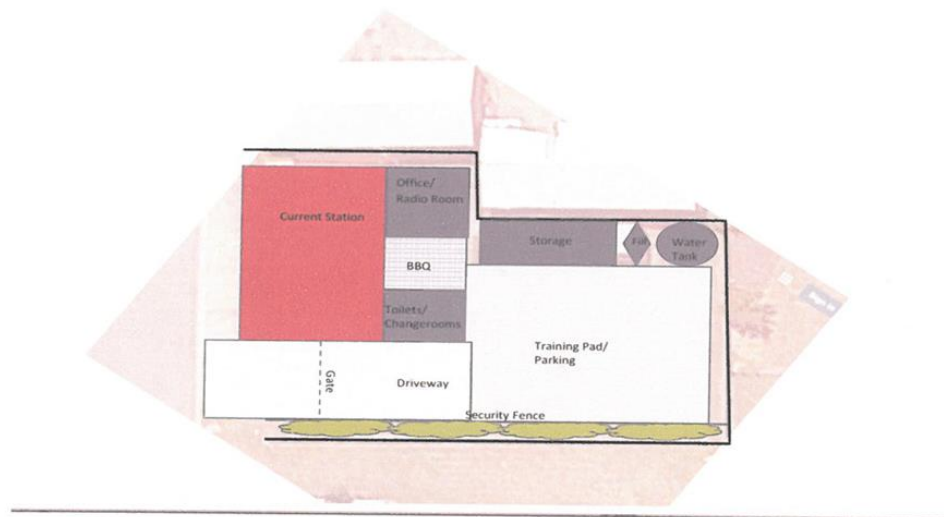


NSW RURAL FIRE SERVICE
Gunning Fish-River

What are the ideas and plans for the Brigade?

In response to the rapid growth of the Brigade a new training room was built in 2015. Since this time longer term plans around what the expansion of the station might look like have been a regular topic of discussion at Brigade meetings.

Below is a representation of how the “emergency services side” of the white picket fence could be used to develop the station while still leaving a large portion of land for the Gunning and District Historical Society.





NSW RURAL FIRE SERVICE
Gunning Fish-River

Why were these concerns not raised earlier?

Gunning Fish-River RFB has had a long held understanding that the white picket fence dividing the Pye Cottage Precinct separated the emergency services section and the historical Pye Cottage.

The Brigade was under the impression this land would be developed over time to meet the needs of local Emergency Services, and as there was no discussion or consultation with the Brigade we were surprised to find the management of this land had been handed to the newly formed Pye Cottage Precinct 355 Committee.

The below picture outlines the areas within the Pye Cottage Precinct seen as being allocated to emergency services. The white picket fence mentioned can be seen at the bottom of the picture.





NSW RURAL FIRE SERVICE
Gunning Fish-River

Conclusion

In summary we believe that due to a large number of factors an expansion of the Gunning Fish-River RFB fire station is inevitable and necessary. The current boundary outlined in the Draft Pye Cottage Precinct Management Plan will prevent this from happening.

We believe this expansion needs to be considered by Council prior to any investment or development of the site by the Pye Cottage Precinct 355 Committee.

Contact Details:

Ms Krystaal Hinds
Captain, Gunning Fish-River RFB
0418 664 496



**PLAN OF MANAGEMENT
FOR
PYE COTTAGE PRECINCT**

Adopted: XX XX 2017 Resolution No: XX/XX

Contents

1. Introduction

- 1.1 Land Summary
- 1.2 Plans of Management
- 1.3 Purpose of Plan of Management
- 1.4 Classification and Catergorisation of Land

2. Management

- 2.1 Issues
- 2.2 Objectives
- 2.3 Scope of Committee Activities

3. Policy and Framework for Management

- 3.1 General (Function and Use)
- 3.2 Maintenance
- 3.3 Upgrade/Improvements
- 3.4 Financial Resources

4. Priorities and Performance

5. Plan of the Land

6. Variation

7. Relevant Legislation and Council Policy and Procedures

8. Schedules

- One (1) – Action Priorities and Performance Management Defined
- Two (2) – Plan of Pye Cottage Precinct
- Three (3) – Management Arrangements

1. Introduction

The *Local Government Act 1993* ("the Act") requires that Councils must classify Public Land as "operational" or community" and that Plans of Management must be prepared for Community Land.

Land in this Plan of Management is Public Land located within the Upper Lachlan local government area. Upper Lachlan Shire Council is the owner and is responsible for the care, control and management of the Land.

The land has been classified Community Land.

This plan of management is to provide a framework for the operational and strategic use and management of the Land. The plan aims to define the values, use, management practices and directions of the land and be consistent with its public purpose or categorisation.

1.1 Land Summary

Name of Land and Location – Insert Property descriptions

1. Pye Cottage Precinct consisting of land and buildings on Lot 3 and Part Lot 4 DP 843551 – 119-121 Yass Street, Gunning

Owner

Upper Lachlan Shire Council

Permissible Uses

Uses permissible under the current zoning of the *Upper Lachlan Local Environmental Plan 2010* and consistent with this Plan of Management.

Permissible Tenures

Leases and Licences for any purpose consistent with the purpose of the Land or the core objectives as categorised under the *Local Government Act 1993*, and are permissible under this Plan of Management.

1.2 Plans of Management

The Act requires that Council prepare a Plan of Management to identify the important features of the Land, clarify how Council will manage it and how it may be used or developed.

These plans become the regulatory instruments, which bind the land owner and give statutory authority to other types of plans.

1.3 Purpose of the Plan of Management

Upper Lachlan Shire Council (ULSC) has prepared a Plan of Management for the Land to meet legislative requirements of the *Local Government Act 1993*, and to reinforce and conserve the Land's values and gain acceptance through public consultation for proposed works.

The Plan of Management is designed to provide clear guidelines for the effective management of Community Land within the Upper Lachlan Shire local government area – General Community Use.

The Plan of Management will identify the important features of the Land, clarify how Council will manage it and how it may be used or developed. This will result in clear and achievable management strategies that reflect the Council's and the community's expectations.

Specific objectives of the Plan are to:

- Identify the values of the Land to the community and values common to Community Land – General Community Use.
- Identify and address the key issues, including leases and licences, conflict between users, and the needs of the residents.
- Identify potential opportunities for sustainable future development of the Land based on community priorities and budgetary considerations.
- Recommend performance measures by which the objectives of the Plan shall be achieved, and the manner in which those measures are addressed.
- Prepare guidelines for future management, planning and the ongoing maintenance of the Land.
- This Plan of Management will provide a basis for assigning priorities in the programming of works and budgeting for new or upgraded facilities.

1.4 Classification and Catergorisation of Land

The Act requires that Councils must classify Public Land as “operational” or “community” and that Plans of Management must be prepared for Community Land.

The Land included in this Plan is classified as “Community Land” under the *Local Government Act 1993*, (the Act).

2. Management

2.1 Issues

The following major issues have been identified as being relevant to the land:

1. **Use of Area:** it is necessary to determine the various users to be allocated use of the area (and the arrangements for same).
2. **Level of Maintenance:** this relates to the level of maintenance required to maintain the area to a standard satisfactory to users.
3. **Community/User Involvement:** Council has identified the need for community / user involvement in maintaining, preparing and contributing to the use of community land.
4. **Future Planning (including upgrading and improvements):** as is the case with all infrastructure, there is an ongoing need to maintain, upgrade and improve facilities.

2.2 Objectives

The objectives of this Plan of Management are to put into place strategies which will:-

1. Provide a facility that is responsive to the demand and needs of the community, particularly in relation to researching, collating, and displaying the history and heritage of the district.
2. Optimise the use of the facility.
3. Ensure access and equity to community facilities for the use of Council’s residents and ratepayers.
4. Together with Council, establish a defined maintenance program for the area that is clear to both Council and the users of the facility;
5. Encourage the community and user groups to participate in the management of the facility;

6. Provide for the progressive improvement of the quality and appearance of the area as funds become available; and
7. Form a component of Council's land management strategies, consistent with its other Plans of Management.
8. Comply with the requirements of the Local Government Act 1993 and other relevant statutes.

2.3 Scope of Committee Activities

The scope of the Committees' activities under the Plan of Management is in accordance with the Local Government Act 1993 and Upper Lachlan Shire Council's Code of Practice – Section 355 Committees and Council's Section 355 Committee Policy.

For the 355 Committee to assist in achieving effective care, control and management, there are certain responsibilities that need to be undertaken.

The responsibilities include the following:-

Care includes:-

- Advising Council of issues that may affect the maintaining of the facility and protecting the physical asset from damage, misuse and deterioration.
- Advising Council of any potential insurance risks that may arise in regard to buildings and users.
- Ensuring sufficient and equitable access to the facility by the community.

Control includes:-

- Holding regular meetings with recorded minutes (minimum quarterly meetings in accordance with Council's Section 355 Committee Policy and Code of Practice).
- Monitoring and maintaining financial records.
- Submitting financial records for an annual audit.
- Recommending hiring fee structures for determination by Council (as defined in Schedule 3).
- Administering and overseeing the use of the facility (as defined in Schedule 3) by other groups.
- Clearly defining the role of office bearers and Committee members.
- Submitting office bearer's names and an audited financial report to Council following the Annual General Meeting.

Management includes:-

- Ensuring all monies received will be used for the benefit of the facility in an equitable, honest and consistent manner.
- Ensuring that the organisation is not used for the financial gain of individual members.
- Being aware of, and involved in, appropriate community activities which are compatible with the goals of the facility.
- Developing and updating long term plans.
- Recommending procedures which contribute toward the effective management of the facility.
- Being accountable to the community and the Council for the Committee's actions and initiatives in respect to the facility.

3. Policy and Framework for Management

3.1 General (Function and Use)

As part of the function and use of the area, consideration will be given by Council to the lease/licence of part of the site (see Schedule 2). Such lease/license will be formulated in accordance with the provisions of the Local Government Act 1993.

The use of the area is for the provision of community facilities and other activities approved by Council.

The 355 Committee is to coordinate the use of the facility by user groups. As part of the occupation and use of various parts of the precinct, user groups recognise that they have an obligation to contribute and agreed component of operational costs that occur due to their use (e.g. lighting/heating). Such arrangements will be recommended by the 355 Committee.

All user groups recognise that the Pye Cottage Precinct is a community facility and accordingly, from time to time, individual areas may be required for community use purposes. In such instances, Council will discuss arrangements with the 355 Committee.

The following operational arrangements apply to the precinct and may be varied from time to time through the 355 Committee.

- The 355 PCMC will coordinate the issuing of keys so that each group can access the front door, hall doors and toilets. Council are to be provided with a copy of all keys to the precinct;
- User groups are responsible for the "management" arrangements of keys issued;

- It is the responsibility of each user group to secure areas/precinct after use;
- User groups are not to utilise areas of precinct other than their own unless prior arrangements have been made through the 355 Committee;
- The various user groups are responsible for day to day maintenance of their respective areas.

3.2 Maintenance

The "core" maintenance of the Complex is regarded as being the provision of a clean, tidy and effective facility. The provision of same will be undertaken by means of funds allocated in Council's budget and arrangements through any management lease/licence of the area.

Schedule 3 of this document defines the "core" maintenance to be carried out at by Council.

Any improvement works proposed to be undertaken by user groups must have the prior approval of Council.

3.3 Upgrade/Improvements

Each year in conjunction with the preparation of Council's Operational Plan the community is invited to submit to Council details of projects that they wish to be considered for inclusion in Council's works programme for the following year. Such projects can be improvements to existing facilities, upgrade of existing facilities, construction and installation of new facilities. Operational Plan Submission forms are to be received by Council no later than the 15 December each year.

The proposed projects will be considered in conjunction with works that have been identified (i.e. by Council, other bodies) and will be prioritised by Council depending on funding available for community groups, grants and contributions etc.

Should opportunities or potential projects arise to increase the provisions of precinct facilities these will be considered by Council with community consultation being undertaken.

3.4 Financial Resources

In conjunction with the preparation of Council's Operational Plan each year the "core" maintenance activities (and associated costs) will be identified by Council. Consideration may be made in Council's Operational Plan and/or management agreements for the provision of same.

Funds for capital upgrades and improvement works will be subject to financial assistance from user groups, funds that may be made available for specific works by Council, general allocations for improvements by Council, the availability of grants through Government Programs etc.

4. Priorities and Performance

See Schedule 1.

5. Plan of the Land

See Schedule 2.

6. Variation

Council reserves the right to reasonably vary the terms and conditions of this Plan to ensure it continues to meet Council's requirements.

7. Relevant Legislation and Council Policy and Procedures

The Following Legislation and Council Policies and documents that are relevant to this Plan include:

- Local Government Act 1993
- Local Government Amendment (Community Land Management) Act 1998
- Government Information (Public Access) Act 2009
- Upper Lachlan Local Environmental Plan 2010
- Upper Lachlan Shire Councils Integrated Planning and Reporting suite of documents
- Code of Meeting Practice Sec 355 Committees
- Section 355 Committee Policy
- Code of Conduct for Councillors, staff and delegates of Council Policy
- Subsidised Use of Public Hall Policy
- GIPA Policy
- Service Delivery Policy
- Interaction between Councillors and Staff Policy
- Volunteers Policy
- Code of Meeting Practice Policy
- Privacy Policy
- Upper Lachlan Shire Council Code of Business Practice
- Any other relevant legislation and guidelines as applicable

SCHEDULE ONE (1)

Objectives	Performance Targets	Statement of Means (Actions)	Timing	Performance Assessment
To provide a facility that is responsive to the demand and needs of the community.	Monitor use of facility and maintain awareness of facilities required by user groups.	Consult with user groups, review of existing facilities and program upgrades/improvements.	Ongoing	Level of user satisfaction.
To optimise use of the area.	Promote use of complex and maintain awareness of the availability of the facility with the community.	Advertising and improvement of facilities.	Ongoing	Increase in use of area.
To establish a defined maintenance. Program.	To ensure that the role of Council and users is clearly defined and understood. A "core" level of maintenance is to be recognised.	Implementation of a maintenance programme which complements Council's responsibilities.	Completed	Level of user acceptance and understanding.
Encourage the community to participate in the operation / development of the facility.	Monitor participation by community/users in facility maintenance, improvements, development.	Response by Council to requests; Council staff consult with users.	Ongoing	Levels of user/community input.
Plan for progressive improvement of the quality and appearance of the area (as funds become available).	Determine improvement work with associated costings on an annual basis.	Participation by users, community and Council in future development.	Ongoing	Level of community satisfaction.
To form a component of Council's Land Management strategies.	Consistent with other Plans of Management established by Council.	Establishment of the Plan in conjunction with other Plans of Management.	Ongoing	Application of strategies.
To comply with Local Government Act 1993 and other legislative requirements.	Review Plan (annual review).	Meet statutory requirements.	Annually	Level of user satisfaction.

SCHEDULE TWO (2)



Two demountable buildings:

- Red-roofed building to be used for administration/history research/workshop area (Gunning and District Historical Society Inc group)
- Silver-roofed building to be used for toilet facilities (for emergency services) and storage for historical items/artefacts



SCHEDULE THREE (3)

MANAGEMENT ARRANGEMENT WITH PYE COTTAGE PRECINCT COMMITTEE

Name of Facility: Pye Cottage Precinct 355
Location of Facility: 119-121 Yass Street, Gunning

The license/authority delegates to the Pye Cottage Precinct 355 Committee, a committee of Council under Section 355, of the Local Government Act 1993, responsibility for the care, control and management of the above named facility for a period of three (3) years from the XX XX XX, and in accordance with Council's policies and the license/authority conditions detailed below: *(Note: Reference in this document to "the Committee" refers to the Pye Cottage Precinct Committee and "Council" refers to Upper Lachlan Shire Council)*

1 Council Policies:

Council has adopted the following policies in relation to the administration of Council community facilities:-

- a. Ensure all Council buildings and facilities, which are available for public use, are utilised to the fullest possible extent by all sections of the community;
- b. Encourage maximum community participation in the management, maintenance and improvements of Council buildings and facilities;
- c. Ensure that Council buildings and facilities under the control of community organisations are maintained at an acceptable level;
- d. Provide administrative, technical and financial assistance to community organisations responsible for the management of Council buildings and facilities.

This license/Authority is issued on the understanding that the Committee will assist Council in achieving these objectives and other objectives identified in the Plan of Management, through the administration of the facility.

2. License/Authority Conditions

- a. Income and Expenditure:
 - i. The Committee shall record in the committee's Income and Expenditure Statement; Income directly received from the use of the facility through fees and charges. The general cashbook shall properly and accurately identify the income;

- ii. Income received from the use of the facility shall be expended on the maintenance, repair and improvement to the facility. The Committee's cash book shall accurately record such expenditure and any excess of income over expenditure at the conclusion of the financial year's activities shall be noted in the Committee's final statement of accounts and shall be brought forward separately in the accumulated funds in the following year;
 - iii. Any variations to the use of the above income shall require the approval of Council's General Manager;
 - iv. The Committee's accounting records shall be submitted to Council for audit at the close of each financial year, in a format approved by Council. A copy of the audited accounts shall be submitted to Council by 10 August each year.
- b. Maintenance and Improvement Works:
 - i. In accordance with Council's policies the facility shall be maintained at an acceptable standard. In view of the public use of the facility it is essential that the Committee fully consider safety aspects in its maintenance programme to eliminate potential injury to the public. Should the Committee experience difficulties in achieving an acceptable maintenance level or require advice on any maintenance aspect it shall immediately contact Council's Director of Environment and Planning (or other Council designated officer).
 - ii. The Committee's delegation includes preparation of an annual program of proposed improvement works (on a priority basis). The improvement works program shall be referred to the Director of Environment and Planning (or other Council designated officer) by 15 December each year for consideration of Council.
 - iii. The Committee is authorised to complete minor improvement works out of income received. Works in excess of \$2,000 require the approval of the Director of Environment and Planning (or other Council designated officer) before expenditure is incurred to ensure repairs are carried out to the satisfaction of Council.
 - iv. Where the Committee considers the works to be of a capital improvements nature, Council should be notified immediately. All capital improvements will be undertaken at Council's discretion, however matters of safety will be

addressed immediately where there is a real threat of injury perceived by the Director of Environment and Planning (or other Council designated officer). (Capital improvements above refer to structural changes to the building e.g. repair/replace roof.)

- v. The Committee shall automatically grant the right of entry to the facility by a duly authorised officer of Council for the purpose of inspection of the premises.
 - vi. The Committee shall be responsible for cleaning those areas under its direct control as identified in Section 3.1 of the general section of this agreement. Any other areas utilised by the Committee or its hirers must be cleaned by no later than 10.30am the next day immediately following its use.
- c. Fees and Charges:
- i. The Committee shall determine its fees and charges in February each year effective from the next financial year. A complete list of proposed fees and charges shall be submitted to Council by March each year for adoption.
 - ii. When establishing fees and charges the Committee shall take into account all expenses in administering the facility together with future improvement works.
- d. Leases and Contracts:
- i. The Committee shall not lease out any part of the facility or property without the consent of Council.
 - ii. The Committee shall not enter any contract where the property or buildings is involved, without the consent of Council.
- e. Insurance:
- i. Public Liability Insurance policy shall be included under Council's insurance policies. The Committee in conjunction with the Director of Environment and Planning (or other Council designated officer) and Council's WH&S Committee shall identify and report any potential hazards or risks both internal and external to the building at minimum on an annual basis.

- ii. Property Protection Insurance, including the building, sheds and contents of building, shall be included in Council's insurance policies. The Committee shall liaise with Council where alterations to buildings are to be made to arrange appropriate adjustments to the sum insured. Annual returns shall be submitted by the Committee to identify standard contents items and reflect changes in the value of contents.
- iii. The Committee and user groups are responsible for independently arranging contents insurance for their equipment stored at the facility. Satisfactory evidence of the policy renewal shall be submitted to Council upon request.
- iv. Council will annually arrange a public liability policy for casual hirers of all Council facilities. The policy provides coverage for the Committee and Council against possible claims resulting from the negligence of the casual hirer.

It should be noted that the casual hirer's policy does not extend to seasonal hirers such as sporting groups, clubs, incorporated bodies, or hirers for commercial activities (calculated as being users of the facility on more than twelve (12) times per calendar year). These non-commercial or non-profit making groups should retain their own policy and this aspect should be checked before hiring the complex. It is the responsibility of the Committee to implement this provision. Council has established a procedure and standard form for casual hirers.

Casual hirers include such functions as weddings, meetings, etc.

f. General:

- i. The Committee shall be governed as follows:-
 - There is to be a minimum of five (5) community representatives which may comprise of regular user groups of the facilities (appointed by Council, as a Section 355 Committee of Council);
 - There shall be one (1) official Council representative to the Committee, as determined annually by Upper Lachlan Shire Council;
 - There shall be at minimum biannual Committee meetings to be conducted in accordance with

Council's Section 355 Committee Policy and Code of Practice;

- The Committee meetings require at minimum three (3) Committee members to be in attendance for a meeting "quorum";
 - The Committee is to hold an Annual General Meeting (AGM), which is to be advertised in the Lions Newsletter at least thirty days prior to the Meeting. The AGM is to be held in the facility and is to be open to all members of the public;
 - At the Committee's AGM an election of office bearers shall take place with a Chairman (to be a community representative) to be elected. The AGM shall be in October each year;
 - The Minutes of the AGM and all Committee meetings shall be forwarded to the Council General Manager as soon as practicable after the meeting;
 - The Committee is a formal Section 355 Committee of Council and as such each Committee member should conduct themselves in an appropriate manner at all times. Council has an adopted Code of Conduct and would expect that each Committee member would be expected to respect the terms and conditions of that Code.
 - Council has the final decision in selection and appointment of members to the Committee.
- ii. The Committee shall grant to Upper Lachlan Shire Council free use of the facility for civic and other official functions organised by Council. Civic bodies include designated management committees of Council, Australia Day celebrations, citizenship ceremonies etc. Any costs associated with Civic / Council functions i.e. cleaning, breakages, will be covered by Council.
- iii. The committee shall not utilise nor make application for a licence to retail liquor on the premises without the prior written consent of the General Manager.
- iv. Any additional request for financial assistance by the Committee to assist in meeting Council's objectives in relation to these facilities shall be submitted to Council in writing together with supporting details by 15 December

each year to allow such request to be considered in Council's Operational Plan for the following year. Council does not guarantee that all or any requests for financial assistance will be included in Council's budget.

Executed on behalf of the UPPER LACHLAN SHIRE COUNCIL

.....
JOHN BELL
GENERAL MANGER

DATE:

Executed on behalf of the PYE COTTAGE PRECINCT 355

.....
GRAHAM DYER
DEPUTY CHAIRPERSON

DATE:

11 WORKS AND OPERATIONS

The following items are submitted for consideration -

11.1	Proposed Compulsory Acquisition Part Lot 7003 DP 94728 – Oolong Rural Fire Shed site Hillgrove Road	108
11.2	Draft Road Naming Policy and Road naming register	136

Works and Operations - 15 November 2018

ITEM 11.1 **Proposed Compulsory Acquisition Part Lot 7003 DP 94728
– Oolong Rural Fire Shed site Hillgrove Road**

FILE REFERENCE **I18/590**

AUTHOR **Design Engineer**

ISSUE

This report advises Council of a section of Part Lot 7003 DP 84728 that is utilised by Oolong RFS site on Hillgrove Road. This land is on Crown Land and will need to be compulsory acquired from Department of Industry - Lands

RECOMMENDATION That -

1. Council compulsorily acquire Lot 1 shown on the plan of acquisition of Part Lot 7003 DP 94728.
2. That the Mayor and General Manager be authorised to sign and affix Council's seal the proposed acquisition and make application to the Minister for the Compulsory Acquisition of the proposed Lot 1 from part Lot 7003 DP 94728.

BACKGROUND

Upper Lachlan Shire Council approved a development application for the construction of Oolong Rural Fire Shed in 2011. The shed is on Crown Land and will require a compulsory acquisition of Part Lot 7003 DP 94728. This is shown as Lot 1 and highlighted on the attached survey plan.

Council previously lodged an application with Crown Lands for an easement for electricity across this Crown land. This was approved but is no longer necessary.

As part of the Compulsory acquisition process an application is completed including a Council report and resolution approving the acquisition of Pt Lot 7003 DP 94728.

REPORT

1. It will be necessary to Compulsory acquire Pt Lot 7003 DP 94728 pursuant to the Land Acquisition (Just Terms Compensation) Act 1991.
2. Council has completed an application to Compulsory acquire this Pt Lot 7003 DP 94728 pursuant to the Land Acquisition (Just Terms Compensation) Act 1991.

Works and Operations

PROPOSED COMPULSORY ACQUISITION PART LOT 7003 DP 94728 – OOLONG RURAL FIRE SHED SITE HILLGROVE ROAD cont'd

3. A Council Report and Resolution is required as part of this application to proceed, this will be forwarded to Council's solicitor who will lodge the application with the Department of Industry - Lands on behalf of Upper Lachlan Shire Council.

POLICY IMPACT

The recommendations are consistent with Council's Land Acquisition Policy.

OPTIONS

Nil




FINANCIAL IMPACT OF RECOMMENDATIONS

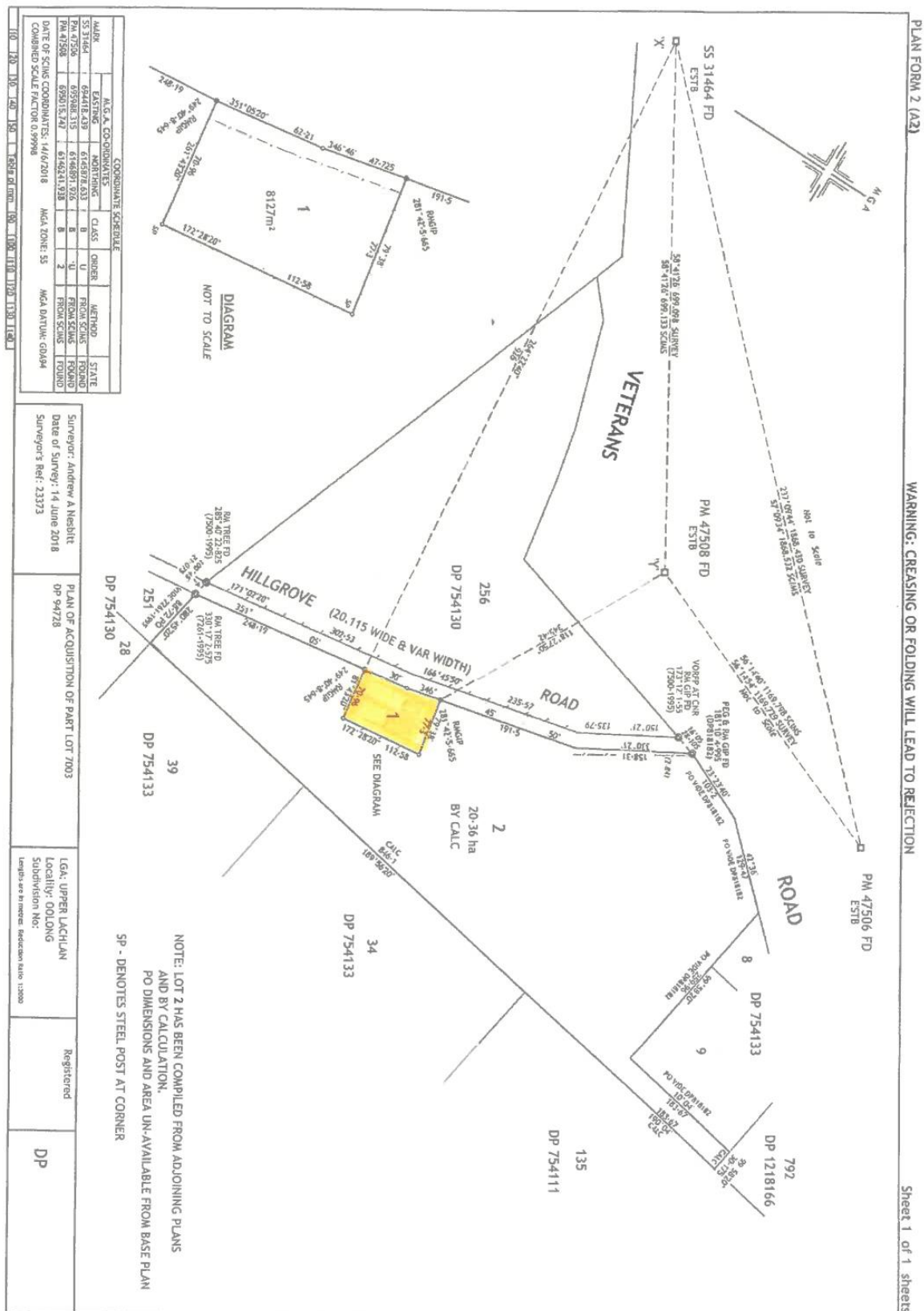
The Valuer General determines the amount of compensation payable. Compensation is assessed in accordance with the Land Acquisition (Just Terms Compensation) Act 1991.

RECOMMENDATION That -

1. Council compulsorily acquire Lot 1 shown on the plan of acquisition of Part Lot 7003 DP 94728.
2. That the Mayor and General Manager be authorised to sign and affix Council's seal the proposed acquisition and make application to the Minister for the Compulsory Acquisition of the proposed Lot 1 from part Lot 7003 DP 94728.

ATTACHMENTS

1. 	Proposed Acquisition Plan - Oolong Fire Shed site	Attachment
2. 	Compulsory Acquisition: Consent to Acquire Crown Land Application	Attachment
3. 	Previous correspondence from NSW RFS	Attachment



PLAN FORM 6 (2017)	DEPOSITED PLAN ADMINISTRATION SHEET	Sheet 1 of 2 sheet(s)
Office Use Only	Office Use Only	
Registered:		
Title System:		
PLAN OF ACQUISITION OF PART LOT 7003 DP 94728	LGA: UPPER LACHLAN Locality: OOLONG Parish: MUNDOONEN County: KING	
Survey Certificate I, Andrew A Nesbitt of Southern Cross Consulting Surveyors – PO Box 142 Goulburn 2580 a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> , certify that: *(a) The land shown in the plan was surveyed in accordance with the Surveying and Spatial Information Regulation 2017, is accurate and the survey was completed on 24 MAY 2018, or *(b) The part of the land shown in the plan being LOT 1 and connections was surveyed in accordance with the Surveying and Spatial Information Regulation 2017, the part surveyed is accurate and the survey was completed on 14 June 2018, the part not surveyed was compiled in accordance with that Regulation, or *(c) The land shown in this plan was compiled in accordance with the Surveying and Spatial Information Regulation 2017. Datum Line: 'X'-'Y' Type: *Urban/*Rural The terrain is *Level-Undulating / *Steep-Mountainous. Signature: Dated: Surveyor Identification No: 8300 Surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> *Strike out inappropriate words. **Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.	Crown Lands NSW/Western Lands Office Approval I, (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature: Date: File Number: Office:	
	Subdivision Certificate I, *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.109J of the <i>Environmental Planning and Assessment Act 1979</i> have been satisfied in relation to the proposed subdivision, new road or reserve set out herein. Signature: Accreditation number: Consent Authority: Date of endorsement: Subdivision Certificate number: File number: *Strike through if inapplicable.	
Plans used in the preparation of survey/compilation: DP 94728 DP 818182 7500-1995 7261-1995	Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land.	
Surveyor's Reference: 23373	Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A	

Page 112



Compulsory Acquisition: Consent to Acquire Crown Land Application

Description of Form

This form is only for use by Public Authorities seeking consent to compulsorily acquire Crown land and/or easements pursuant to the *Land Acquisition (Just Terms Compensation) Act 1991*.

Fee

An acquisition fee of \$487.70 applies to this process and will be requested by way of an invoice. Do not include payment with this application.

For further information on fees please refer to the Fee schedule on the NSW Department of Industry - Lands website.

Contact Us

For more information, please contact us at:

Department of Industry -
Lands PO Box 2185
DANGAR NSW 2309

T: 1300 886 235

F: 02 4925 3517

E: acquisitions@crowland.nsw.gov.au

W: www.industry.nsw.gov.au

The processing of this application will only proceed once all of the information is received.

Contact details

This information may be used to positively identify you during your dealings with the Department

Authority name	Upper Lachlan Shire Council		
Authority contact officer name	John Bell		
Authority reference			
Postal address	Po Box 42 GUNNING NSW 2581		
Email	council@upperlachlan.nsw.gov.au		
Work telephone	48301000	Mobile	

Acting Agent details

Agents must provide copy of authority to act

Acting agent name			
Postal address			
Email			
Work telephone		Mobile	

Acquisition details

I/we seek to acquire lands/easements described below and/or shown on the attached diagram(s)

Lot(s)	DP	Land (tick if applicable)	Lease (tick if applicable)	Easement (tick if applicable)	Area
7003	94728	<input type="checkbox"/> Whole Lot <input checked="" type="checkbox"/> Part Lot	<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Easement	8127 m2
		<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Easement	
		<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Easement	
		<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Easement	
		<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Whole Lot <input type="checkbox"/> Part Lot	<input type="checkbox"/> Easement	

Legislative Provisions Allowing Acquisition

Name of Act:	Land Acquisition (Just Terms Compensation) Act 1991
Relevant Section:	29

Purpose of acquisition:

The part acquisition of Lot 7003 is required for the Oolong Rural Fire Brigade . This includes the shed , water tank, driveway and parking area. The site is contained within the proposed Lot 1 . The site has been occupied by Oolong Rural Fire Brigade since 2011.

Construction/Site Improvements:

Have any construction works occurred? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date construction occurred: Construction of the shed was completed on 30.3.2011
Is there any current occupation on the site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what occupation/infrastructure exists on the site: This includes the RFS shed , water tank, driveway and parking area.
Has previous agreement to occupy been granted (ie lease or licence)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details: Yass Rural Lands Protection Board had no objections to the Bush fire shed built in November 2008.

Supporting documentation checklist

Please tick:

- ☒ Complete this form in full;
- ☒ Attach a detailed site plan, diagram or survey showing the location of the proposal;
- ☒ Include or attach a detailed description of the proposal sufficient to understand its full extent and likely impacts;
- ☐ Council resolution approving acquisition (mandatory for Councils)

Declaration

I acknowledge that the making of this application attracts an administrative fee of \$487.70 for which an invoice will issue.

Name	John Bell		
On behalf of	Upper Lachlan Shire Council		
Signature		Date	

Fee

An acquisition fee of \$487.70 applies to this process and will be requested by way of an invoice. **Do not include payment with this application**

Lodgement

→Mail to Department of Industry - Lands, PO Box 2185 DANGAR NSW 2309

→Email to acquisitions@crowland.nsw.gov.au

→Fax to (02) 4925 3517

Privacy notice: Information collected will not be given to any other third party except where required by law. All information provided will be held by the NSW Department of Industry – Lands and will be managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998.

Office use only – Refer to the Receipting and Referrals Codes Document				
ACQ	Code		Account number	
Fee Paid \$			Receipt Number	
Staff members name			Date	

Page 3 of 3
 Acquisitions: Consent to Acquire Crown Land Application
 {DOC14/142931}, {FOR035} {Version 1.4}, {Feb 2017}



Mr Stephen Watts
 NRM Project officer
 Crown Lands - Department of Primary industries
 PO Box 2185
 DANGAR NSW 2309

16/96/PLA
 RFB/15923

Monday 5th September 2016

Dear Stephen,

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
- 7 SEP 2016
File No:

RE: *Proposed easement for power*

SITE: *Oolong NSW Rural Fire Brigade Shed*

Lot 7003 DP 94728, Parish: Mundoonen, County: King (27 Hillgrove Road, Jerrawa)

Crown Reserve 195 (camping and water supply - Local Land Service)

Travelling Stock Route Reserve Number: R1002428

Aboriginal Land Claim No: 38632 (submitted 26.03.2016)

I refer to the above Crown Reserve, and to the Oolong NSW Rural Fire Brigade Shed, which is located on the site, and to correspondence between the NSW Rural Fire Service (RFS) and the Department of Primary Industries (DPI) dated 01.02.2016 and 17.06.2016 (attachments 1&2).

The purpose of this letter is to;

1. provide the DPI with a background to the site; and
2. initiate the process to have the area of the site over which the Oolong NSW Rural Fire Brigade Shed is located excised from the current lot 7003 DP 94728; and
3. confirm if the Reserve would require re-classification in relation to its purpose (currently camping and water supply), and if so, what the next steps in the process should be; and
4. confirm that the NSW DPI would have no objection to the creation of the easement for electricity purposes over this reserve (from the shed to the freehold property to

Postal address

NSW Rural Fire Service
 P O BOX 597
 YASS NSW 2582

Street address

NSW Rural Fire Service
 1410 Laidlaw Street
 YASS NSW 2582

T (02) 6226 3100
 F (02) 6226 3716
lynne.hewett@rfs.nsw.gov.au

the east (Lot 39 DP 754113 - "Chain O Ponds") and confirm what the next steps in the process should be.

Background

The development and use of the Crown Reserve for the Oolong RFB shed was given Development Approval by the Upper Lachlan Shire Council on 10.01.2011 (attachment 3). This was supported by the Rural Lands Protection Board via correspondence dated 19.10.2008. (see attachment 4). It is noted that the site is managed as a Travelling Stock Route (R1002428) and the purpose of the reserve is for "*camping and water supply*".

Construction of the shed was completed on 30.03.2011 and the shed has been occupied by the Oolong Rural Fire Brigade since this time. The Brigade currently rely on a portable generator for power to the shed and have recently secured funding to establish a permanent connection to the electricity network.

Details

To facilitate the creation of the electricity easement, and to minimise further delays during for future upgrades to the shed, the NSW RFS are seeking to create an easement for electricity purposes and to excise the part of the site occupied by the fire shed, driveway and parking area and its curtilage from Lot 7003 DP 94728 .

The easement would allow for electricity to be connected between the shed and the freehold property to the east (Lot 39 DP 754113 - "Chain O Ponds").

The creation of a separate lot for the fire shed and its surrounds would minimise delays should future upgrades etc be required on the site.

A letter of no objection is currently being sought from the NSW Aboriginal Land Council, and from the South Eastern Local Land Services (attachment 5).

Given that there are tight funding time frames, the NSW RFS is seeking confirmation of the matters outlined in this letter, in particular consent to commence the steps for the creation of the easement for electricity purposes and support for the excision of the land occupied by the fire shed, by 30th September 2016. Should you require any additional information in relation to this matter, please do not hesitate to contact me on 02 6226 3100.

Yours faithfully



Peter Alley

Zone Manager - Southern Highlands Zone

CC: The General Manager
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

- Attachment 1: correspondence between the NSW Rural Fire Service (RFS) and the Department of Primary Industries dated 01.02. 2016
- Attachment 2: email correspondence between the NSW Rural Fire Service (RFS) and the Department of Primary Industries dated 17th June 2016
- Attachment 3: Notice of Determination of Development Application (DA Number: 171/2010) Upper Lachlan Shire Council dated 10/01/2011.
- Attachment 4: Correspondence from the Rural Lands Protection Board to the NSW RFS 19.10.2008
- Attachment 5: Correspondence from the RFS to South Eastern Local Land Service and NSW Aboriginal Land Council



Mr Steve Watts

Department of Primary Industries & Lands

P O Box 2185

DANGAR NSW 2309

Our Ref: ADM/026

16/01/IK/MLH

1st February, 2016

Dear Steve,

Re: Oolong RFB Station Power Line

As discussed previously by phone, the NSW Rural Fire Service (Upper Lachlan District) wishes to connect power to the Oolong Rural Fire Station at Hillgrove Road, Oolong.

The power line will come from Mr Terence Hazell's property "Chain O Ponds",

Lot 39 DP 754113 across to Lot 7003 DP 94728 (Crown Land) on which the Fire Station is located

Does your Department require an easement to be created between the Station and the boundary? If so, we seek your approval to create an easement.

I look forward to you giving this your earliest attention

Regards,

Ian Kennerley
Superintendent / Operations
Southern Tablelands Zone



Shed - several years

Postal address

NSW Rural Fire Service
P O BOX 49
CROOKWELL NSW 2583

Street address

NSW Rural Fire Service
Lot 1 McIntosh Road
CROOKWELL NSW 2583

T (02) 4832 0268
F (02) 4832 2057

www.rfs.nsw.gov.au

Cherie Roach

From: Stephen Watts [stephen.watts@crowmland.nsw.gov.au]
Sent: Friday, 17 June 2016 1:40 PM
To: Cherie Roach
Subject: Oolong fire shed easement

Cherie

Following up our conversation today about creating an electricity easement over Lot 7003 DP 94728 Parish Mardoona County Argyle, to an already constructed Fire shed.

The Reserve had an Aboriginal Land Claim No: 38632 place on it on the 26th March 2015 by the NSW Aboriginal Lands Council.

Therefore DPI-Lands is unable to provide the RFS permission until the Land Claim is finalised and any appeal period expires.

The affected land comprises Reserve 195 for camping and water supply and is under the management of the Local Land Service. Local Land Service will also need to provide consent if any activities are to occur upon the reserve.

Please note that also Native Title has not been addressed and will also have to be dealt with for the proposal to proceed.

Stephen Watts | NRM Project Officer
Crown Lands
Department of Primary Industries
Level 2 /Front Tower
159 Auburn St, Goulburn NSW 2580
PO Box 2185
Dangar NSW 2309
T: +61 02 48243712
E: stephen.watts@crowmland.nsw.gov.au
W: www.dpi.nsw.gov.au



[Read the DPI Strategic Plan and watch our video](#)

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of their organisation.



ABN 81 011 241 552

Upper Lachlan Shire Council

All correspondence addressed to the General Manager, PO Box 125, Gunning NSW 2581

Crookwell Office: 44 Spring Street, Crookwell NSW 2583

p: 02 4830 1000 | f: 02 4832 2066 | e: council@upperlachlan.nsw.gov.au | www.upperlachlan.nsw.gov.au

Gunning Office: 123 Yass Street, Gunning NSW 2581

p: 02 4845 4100 | f: 02 4845 1426 | e: council@upperlachlan.nsw.gov.au

Taraiga Office: Taraiga Community Service Centre, Orchard Street, Taraiga NSW 2580

p: 02 4840 2099 | f: 4840 2296 | e: taralgacsc@ceinternet.com.au

RECEIVED

NSW RURAL FIRE SERVICE
YASS DISTRICT

FILE NO.

15 RFB/15923

ACTION

C80

DATE

18/1/11

(W Long RFB)

Notice of Determination of a Development Application

Issued under the *Environmental Planning and
Assessment Act 1979 Section 80 and 80A*

development application no 171/2010

development application

applicant name

NSW Rural Fire Service

applicant address

Attention: Mr Peter Dyce

PO Box 597

YASS NSW 2582

land to be developed: address

Lot: 7003 DP: 94728

27 Hillgrove Road JERRAWA

proposed development

RFS Shed

determination

made on (date)

10/01/2011

determination

Consent granted subject to the following conditions

consent to operate from (date)

10/01/2011

see note 1

consent to lapse on (date)

09/01/2016

DETAILS OF CONDITIONS (including section 94 conditions) See Note 2

PART 1 GENERAL CONDITIONS

The following conditions have been applied to ensure that the use of the land and /or the building is carried out in such a manner that it is consistent with the aims and objectives of the planning instrument affecting the land.

For the purpose of these conditions, the term 'applicant' means any person who has the authority to act on the development consent.

- (1) The development is to be carried out generally in accordance with the plans referenced: TSC-01, TSC-02 & TSC-03, dated 27/01/06 prepared by The Shed Company and details submitted with the application except where varied by the following conditions.

ADVISING

This Consent does not include approval for removal of native vegetation under the Native Vegetation Act 2003. Roads, dwelling house sites and internal accesses shall be located to ensure no tree removal is required. Separate approval is required from the relevant Catchment Management Authority for any clearing.

- (2) All building work must be carried out in accordance with the provisions of the Building Code of Australia. A reference to the Building Code of Australia is a reference to that code as in force on the date the application for the relevant construction certificate is made.

- (3) Where Council is appointed as your Principal Certifying Authority, **48 hours notice** must be given to Council to permit inspection:-

- a. After excavation for, and prior to the placement of, any footings, and
- b. Prior to pouring any in-situ reinforced concrete building element, and
- c. Prior to the covering of any framework for any floor, wall, roof or other building element, and
- d. Prior to covering waterproofing in any wet areas, and
- e. Prior to covering any stormwater drainage connections, and
- f. After building work has been completed and prior to any occupation certificate being issued in relation to the building.

These are critical stage inspections and must be inspected by your Principal Certifying Authority (Council). Failure to comply will require Council to withhold the issuance of an occupation certificate.

Bookings for inspections should be made through our Crookwell Office on 4830 1000 or Gunning Office on 48454100.

ADVISING - Any re-inspection or additional inspection will incur a fee in accordance with the current Management Plan for Upper Lachlan Shire Council. This fee must be paid prior to the release of the Occupation Certificate.

- (4) The structure or building shall not be used, fitted or occupied for industrial, commercial or residential purposes under any circumstances.

- (5) For the purpose of ensuring the compliance with the terms of the approval, an approved copy of the plan and this Consent and Construction Certificate shall be kept on site at all times.

- (6) As Council is the authority responsible for water & sewerage, 48 hours notice must be given to Council to permit inspection of:-

- g. Internal drainage, and
- h. Hot & cold water; and
- i. External drainage.

Bookings for inspections should be made through our Crookwell Office on 4830 1000 or Gunning Office on 48454100.

ADVISING

Any re-inspection or additional inspection will incur a fee in accordance with the current Management Plan for Upper Lachlan Shire Council. This fee must be paid prior to the release of the Occupation Certificate.

- (7) The development is to be conducted in a manner to ensure that the environment of the surrounding locality is not adversely affected, disturbed or disrupted. Disturbing or disruption of the surround environment includes dust emissions, excessive noise or the like.

PART 2 PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

The following conditions of consent must be complied with prior to the issue of a construction certificate by the principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for a construction certificate.

- (1) The following details relating to the On-site Sewage Management System shall be submitted to Council for approval prior to the issue of a Construction Certificate:
- a. A report prepared by a suitably qualified geotechnical engineer / consultant for the proposed on-site sewage management system;
 - b. Manufacturers details of the proposed system;
 - c. A site plan detailing the location of the proposed on-site sewage management system.
- (2) The building and associated parking must be constructed in accordance with Australian Standard AS1428.1-2001 - Design for access and mobility. Details must be submitted with the construction certificate plans.

PART 3 - PRIOR TO COMMENCEMENT OF WORK

The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with prior to the commencement of any work on site.

- (1) Prior to commencing any construction works, the following provisions of the *Environmental Planning and Assessment Act 1979* (the 'Act') are to be complied with:
- (a) A Construction Certificate is to be obtained in accordance with Section 81A(4)(a) of the Act.
 - (b) A Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 81A(4)(b) of the Act.
 - (c) Council is to be notified in writing, at least two days prior to the intention of commencing buildings works, in accordance with Section 81A(4)(c) of the Act.
- (2) A sign is to be erected on the development site, which shows the builders name and contact details, the details of the PCA and must include the words *"Unauthorised entry to the work site is prohibited"*.
- The sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.
- (3) Provision must be made for temporary toilet accommodation on-site prior to the commencement of building works.

PART 4 - DURING CONSTRUCTION

The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with during the construction of the development on site.

- (1) Roofwater must be discharged into a suitable water-storage tank and the overflow must be diverted to the water table.
- (2) All plumbing and drainage work must be completed and certified by a licensed plumber to be in accordance with the NSW Code of Practice or the national Plumbing and Drainage Codes Australian Standard 3500.2-1996, 3500.1-2003 and 3500.4-2003. In addition an accurately drawn sewer diagram must be prepared and submitted to Council prior to final approval.
- (3) Building material must not be deposited on Council roads, gutters and or footpaths, unless existing damage to infrastructure is notified in writing prior to commencement, the builder or land owner will be liable for the cost of repairs.
- (4) To ensure that access to the lot is constructed and provided to the Council standard enabling vehicles to enter and leave the property in an effective and safe manner the access from the road to the gate of the Lot shall be constructed to Council Standard.

ADVISING

To comply with this requirement the applicant may make the following arrangements:

- The gateway is to be indented 17m from the edge of the road pavement.
- Approach vehicle sight distance is satisfactory subject to vegetation / trees being maintained to provide a sight distance of 180m in both directions.
- Installation of 3 x 375mm RCP with precast headwalls or similar. The culvert is to be installed with cover and bedding requirements in accordance with manufacturer's recommendations based on the design load and class of pipe.
- Provision of a vehicle access of 200mm consolidated thickness of approved gravel, minimum 4m wide pavement is to be provided with a double 14/7mm bituminous wearing surface.

Council requires all work on the road reserve area to be conducted by Council or Council approved contractors and who comply with the OH&S Act 2000 and associated regulations.

Note: Only contractors who can comply with the conditions in the attached memo shall be engaged to undertake works on public lands / roads. Any trees and or vegetation removed from the road side clearing are to be transported to the owners property.

- (5) Any excavation or filling shall be adequately retained or suitably battered (no steeper than 2:1). Any retaining wall exceeding 600mm will require approval from the consent authority.

PART 5 -PRIOR TO ISSUE OF THE OCCUPATION CERTIFICATE

The following conditions of consent must be complied with prior to the issue of an occupation certificate by the principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for an occupation certificate.

- (1) Prior to occupation of the premises an Occupation Certificate must be obtained. Occupation of a building without an Occupation Certificate is contrary to the EP&A Act 1979 and subject to potential legal action by Council.

ADDITIONAL NOTES/REQUIREMENTS AS YOUR PRINCIPAL CERTIFYING AUTHORITY (PCA)

(1) Note the clearing of Native Vegetation requires the approval of your local Catchment Management Authority prior to clearing commencing. Please contact your local Catchment Management Authority for further information.

(2) The finished slab floor level must be a minimum of 150mm above the surrounding ground level and the external finished surface surrounding the slab must be drained away from the building for at least 1 metre. Location of the overflow gully may require a greater slab height.

(3) The door to a fully enclosed sanitary compartment must-

- (a) open outwards; or
- (b) slide; or
- (c) be readily removable from the outside of the compartment, unless there is a clear space of at least 1.2m between the closet pan within the sanitary compartment and the nearest part of the doorway.

(4) The overflow gully (on the sewerage drainage line) must be a minimum of 75mm above the surrounding surface and a minimum of 150mm below the lowest ground floor level.

(5) All 'wet areas' must be waterproofed with floors drained to either a floor waste or a doorway opening to the outside.

Other Approvals

List Local Government Act
1993 Approvals granted under
s 78A (5)

B1 - Carry out water supply work
B4 - Carry out sewerage work
B5 - Carry out stormwater drainage work
C5 - Install waste treatment device and drain connected to such device

general terms of other
approvals integrated as part
of the consent (list approvals)

The conditions of the above Local Government Act approvals are integrated within the development conditions of consent.

right of appeal

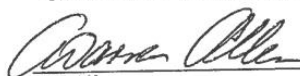
If you are dissatisfied with this decision section 97 of the *Environmental Planning and Assessment Act 1979* gives you the right to appeal to the Land and Environment Court within 12 months after the date on which you receive this notice

**section 97 of the Environmental Planning and Assessment Act 1979 does not apply to the determination of a development application for State significant development or local designated development that has been the subject of a Commission of Inquiry.*

signed
signature

on behalf of the consent authority

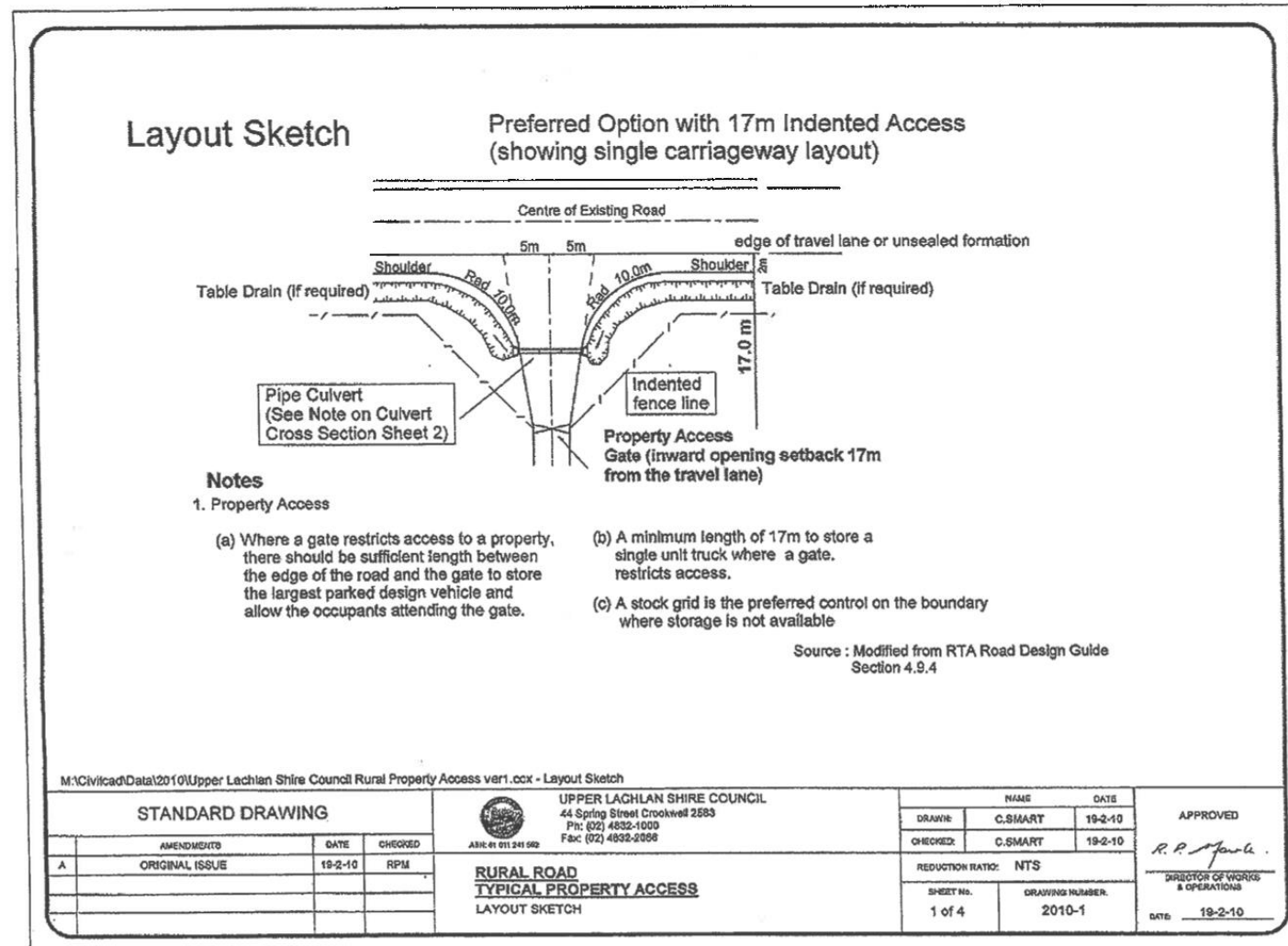
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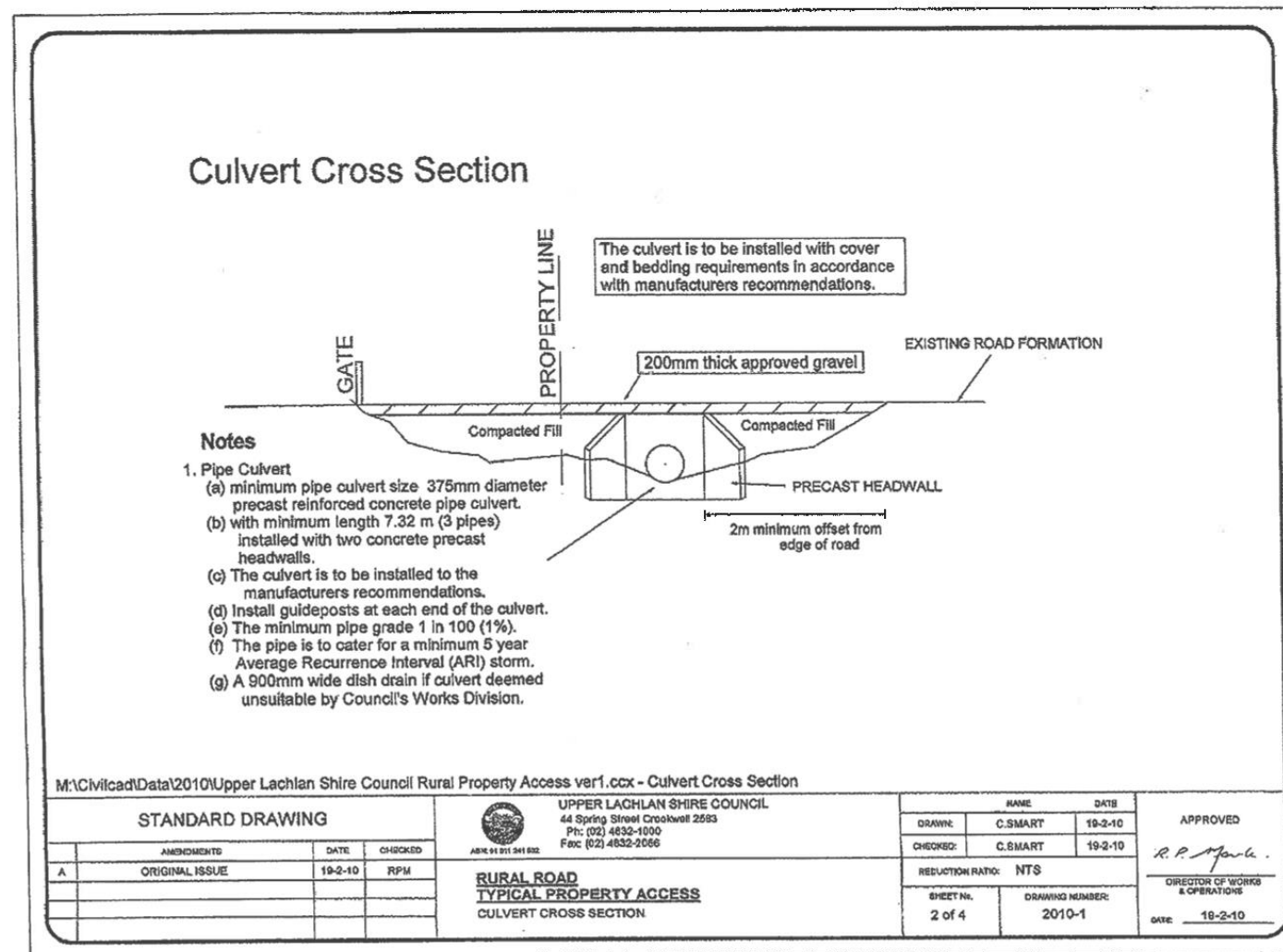


W Allen
10/01/2011

Note 1 where the consent is subject to a condition that the consent is not to operate until the applicant satisfies a particular condition the date should not be endorsed until that condition has been satisfied.

Note 2 clause 69A of the Regulation contains additional particulars to be included in a notice of determination where a condition under section 94 of the *Environmental Planning and Assessment Act 1979* has been imposed.

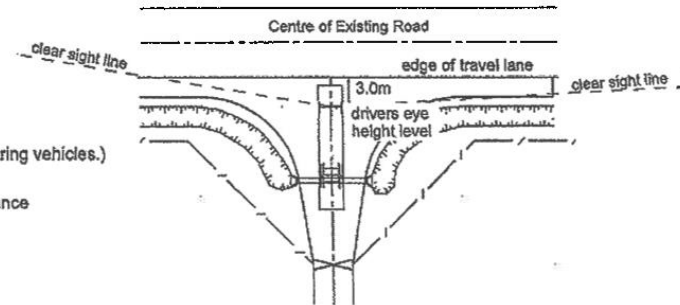




Sight Distance

Notes

1. Safe Intersection sight distance must be provided for the through traffic and 5 seconds minimum gap sight distance (1.15m to 0.6m for entering vehicles.)
2. There should be adequate sight distance to and from the access point.
3. Roadside landscaping should not restrict horizontal and vertical sight lines.


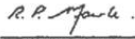


Sedimentation and Erosion Control

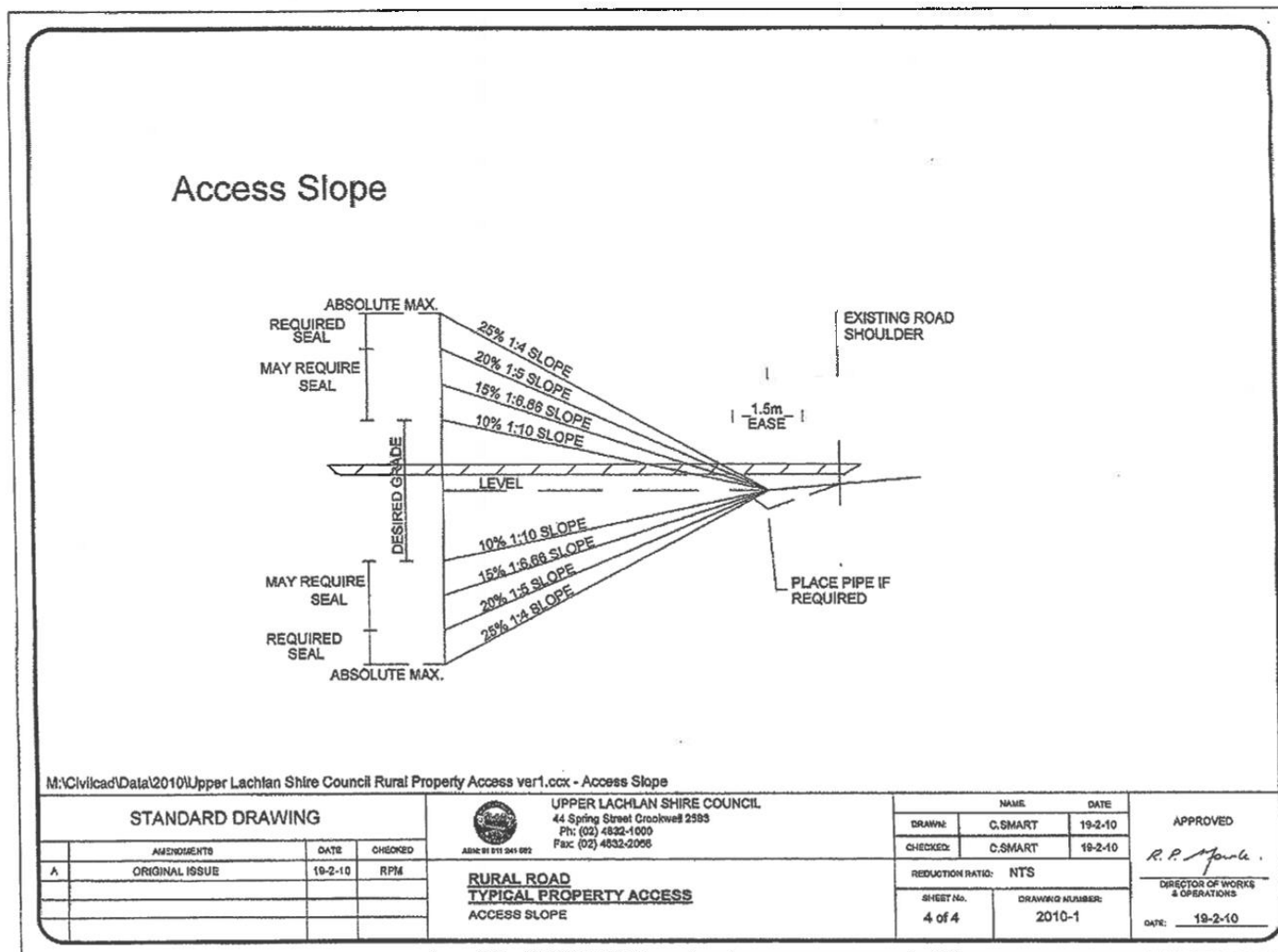
Notes

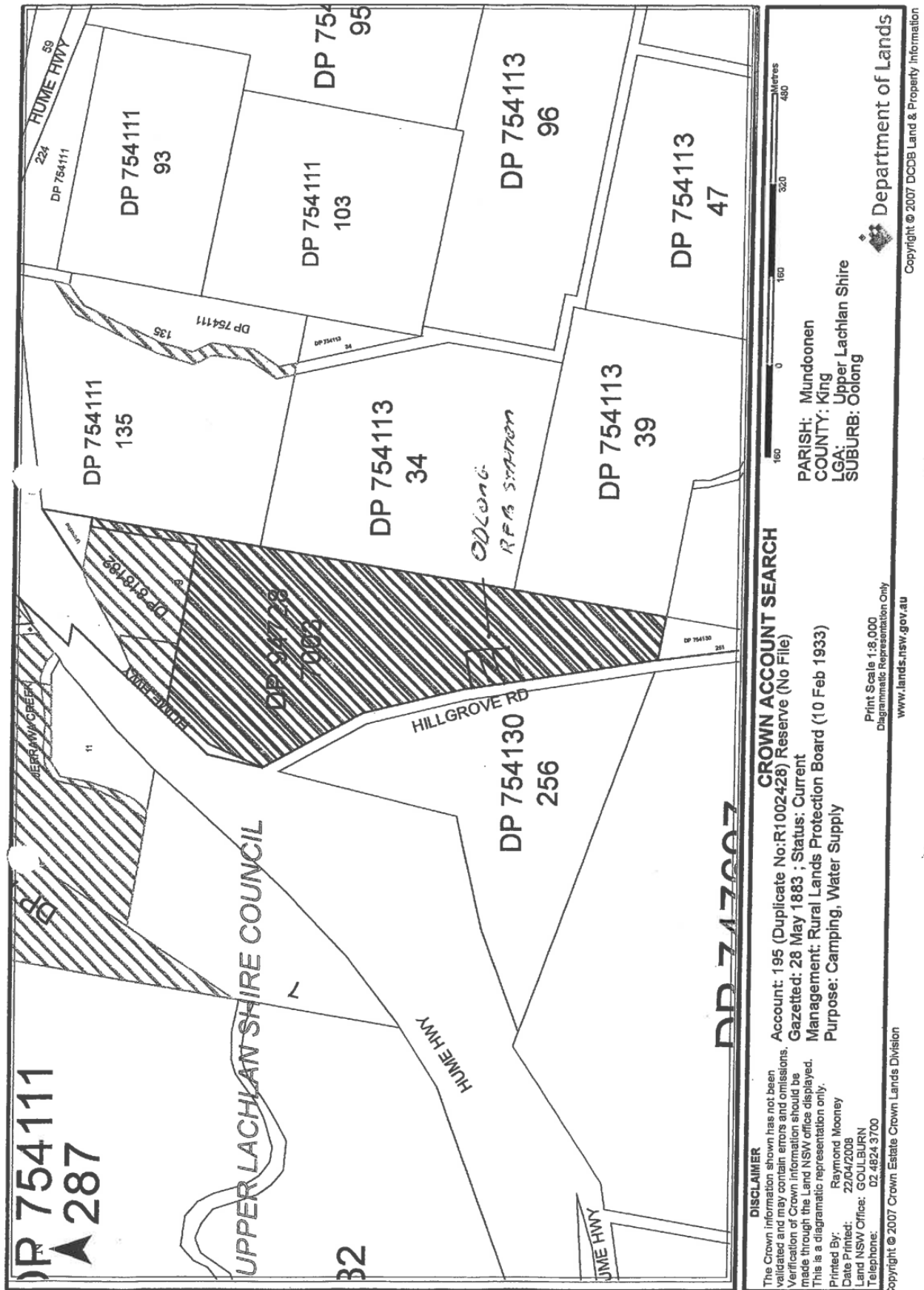
1. The work is to provide for erosion & sedimentation control measures and be in accordance and follow best management practices as outlined in the NSW Department of Housing's "Managing Urban Storm Water: Soils & Construction" March 2004 manual "The Blue book"
2. The standard drawings shown in this manual are to be adopted and used in the installation for each Property Access.
3. Erosion and sediment control measures are required to be implemented prior to any work commencing and must be maintained for as long as necessary after the completion of works, to prevent sediment and dirty water entering any river system.

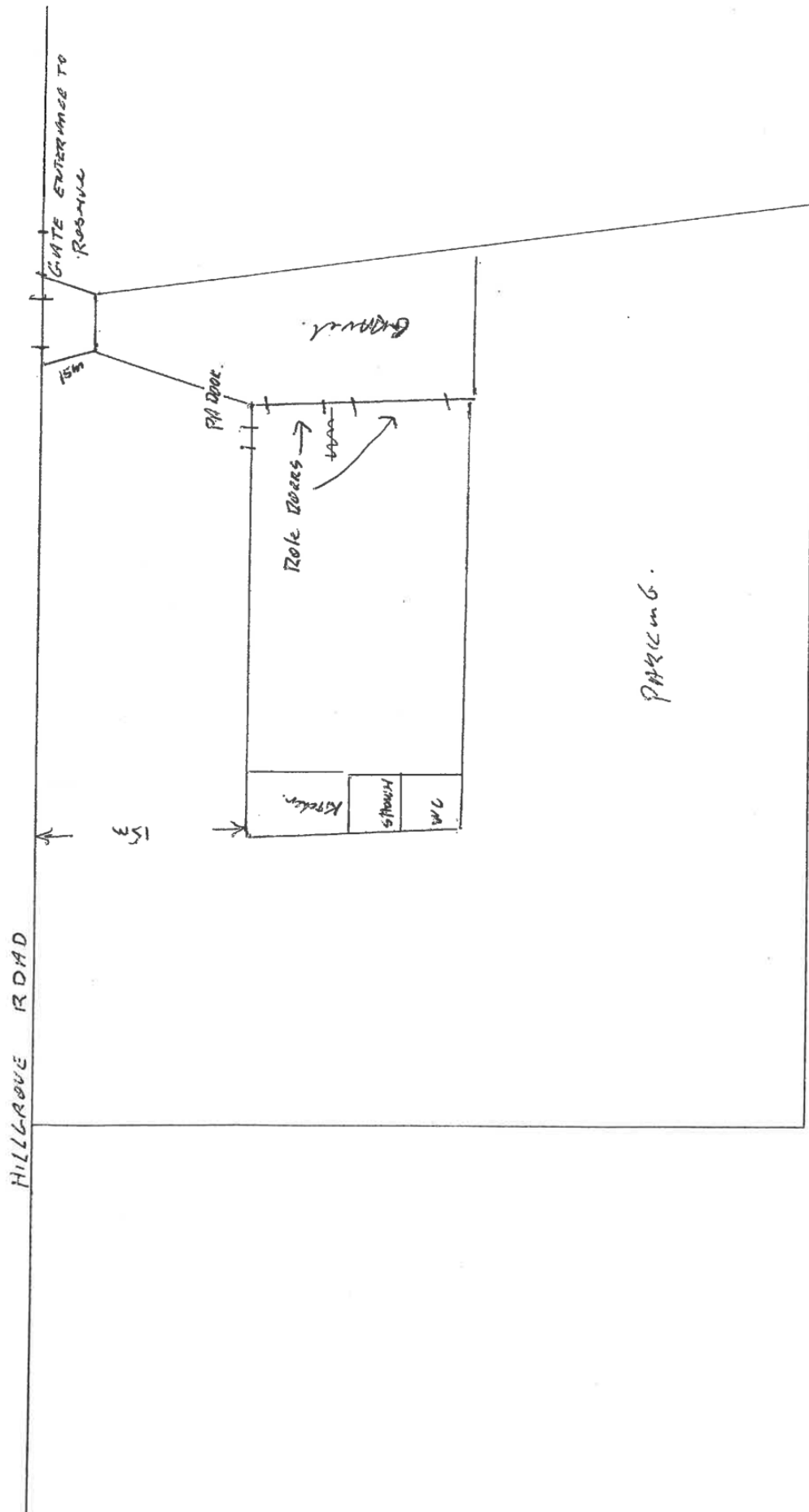
M:\Civilcad\Data\2010\Upper Lachlan Shire Council Rural Property Access ver1.ccx - Sight Distance

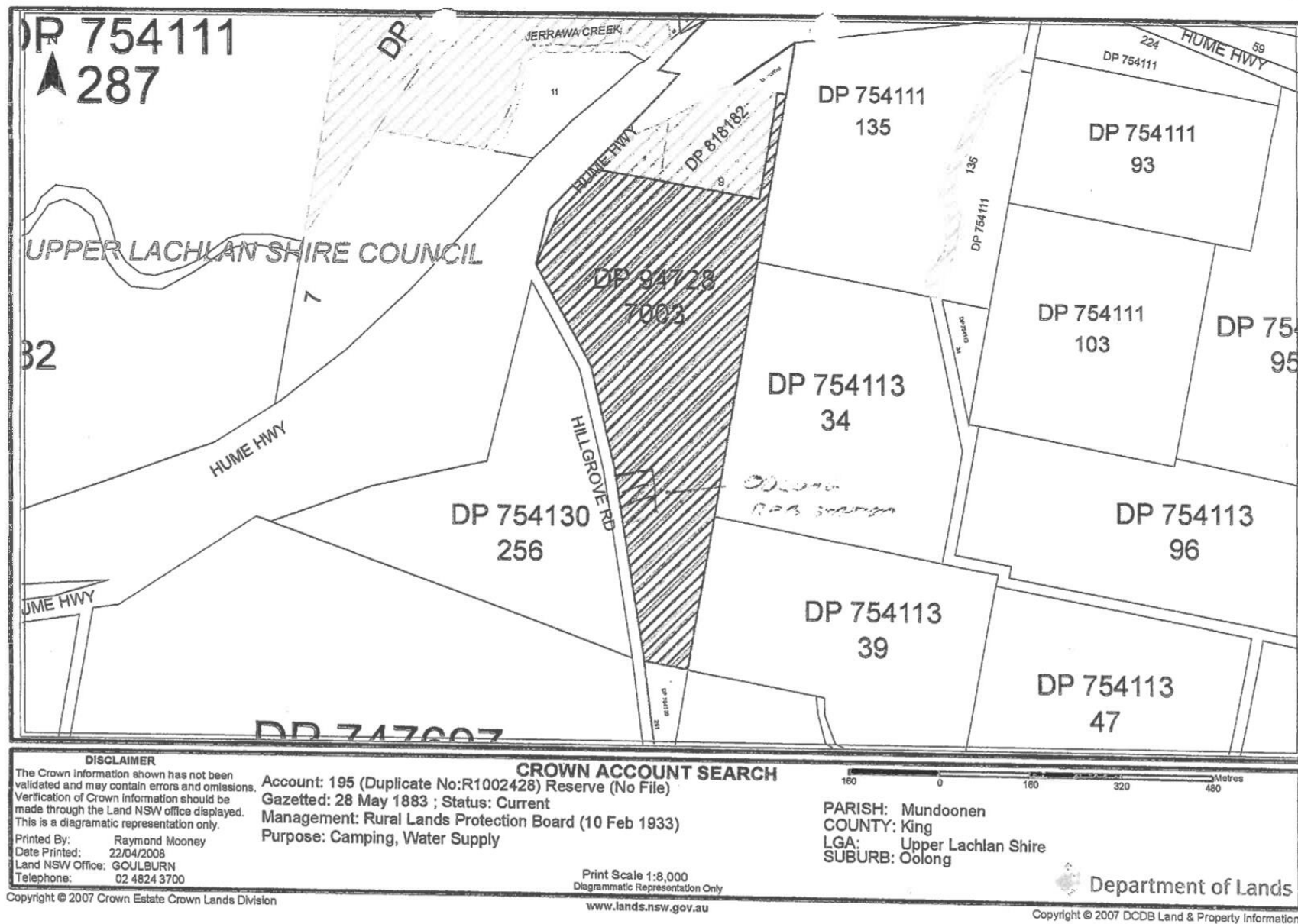
STANDARD DRAWING				 UPPER LACHLAN SHIRE COUNCIL 44 Spring Street Crookwell 2593 Ph: (02) 4832-1000 Fax: (02) 4832-2066		NAME DATE		APPROVED  DIRECTOR OF WORKS & OPERATIONS DATE: 19-2-10	
AMENDMENTS A ORIGINAL ISSUE				DATE 19-2-10		CHECKED C.SMART			DATE 19-2-10
CHECKED C.SMART				REDUCTION RATIO: NTS		SHEET NO. 3 of 4			DRAWING NUMBER: 2010-1

RURAL ROAD
TYPICAL PROPERTY ACCESS
 SIGHT DISTANCE / SEDIMENTATION AND EROSION CONTROL









Doolong Shed

YASS RURAL LANDS PROTECTION BOARD

BOARD OFFICE, MITCHELL STREET, YASS N.S.W. 2582

ALL COMMUNICATIONS TO BE
ADDRESSED TO

P.O. BOX 10, YASS N.S.W. 2582

PHONE: (02) 6226 1155
FAX: (02) 6226 2989
EMAIL: yass.admin@rlpb.org.auNSW Rural Fire Service
1410 Laidlaw St
Yass NSW 258219th October 2008

Dear Peter,

Rural Lands Board Reserve R1002428**RECEIVED**
N.S.W. RURAL FIRE SERVICE
YASS DISTRICTFILE NO. (36) RFB/15923
ACTION 2M.
DATE 27/11/08

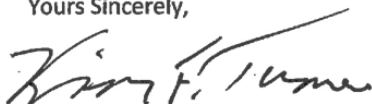
At the meeting of the Board of Directors on the 23rd of October 2008 your letter regarding Reserve no R1002428 was received.

The board of directors discussed this matter. They have resolved that there is no objection to the Bush Fire Shed being built on this portion of the Travelling Stock Reserve.

Contact will be made with the current occupant of this Reserve to advise of the situation.

If you require anything further in relation to this matter please don't hesitate to contact the office.

Yours Sincerely,

Kim Turner
Manager
Yass RLPB**Working for Rural NSW**



Mr David Mitchell
 Chair - South East Local Land Services
 PO BOX 10
 YASS NSW 2583

16/95/PLA
 RFB/15923

5th September 2016

Dear Sir,

RE: Proposed easement for electricity purposes and creation of new lot
SITE: Oolong NSW Rural Fire Brigade Shed
 Lot 7003 DP 94728, Parish: Mundoonen, County: King (27 Hillgrove Road,
 Jerrawa)
 Crown Reserve 195 (*camping and water supply* - Local Land Service)
 Travelling Stock Route Reserve Number: R1002428
 Aboriginal Land Claim No: 38632 (submitted 26.03.2016)

I refer to the above Crown Reserve, and to the Oolong NSW Rural Fire Brigade Shed which is located on the above reserve. The purpose of this letter is to;

1. provide the Local Land Service (LLS) with a background to the site; and
2. initiate the process to have the area of the site over which the Oolong NSW Rural Fire Brigade Shed is located excised from the current lot 7003 DP 94728; and
3. confirm if the Reserve would require re-classification in relation to its purpose (currently camping and water supply), and if so, what the next steps in the process should be; and
4. confirm that the NSW LLS would have no objection to the creation of the easement for electricity purposes over this reserve (from the shed to the freehold property to the east (Lot 39 DP 754113 - "Chain O Ponds").

Background

The development and use of the Crown Reserve for the Oolong RFB shed was given Development Approval by the Upper Lachlan Shire Council on 10.01.2011 (attachment 1).

Postal address

NSW Rural Fire Service
 P O BOX 597
 YASS NSW 2582

Street address

NSW Rural Fire Service
 1410 Laidlaw Street
 YASS NSW 2582

T (02) 6226 3100
 F (02) 6226 3716
 lynne.hewett@rfs.nsw.gov.au

This was supported by the Rural Lands Protection Board via correspondence dated 19.10.2008. (see attachment 2). It is noted that the site is managed as a Travelling Stock Route (R1002428).

Construction of the shed was completed on 30.03.2011 and the shed has been occupied by the Oolong Rural Fire Brigade since this time. The Brigade currently rely on a portable generator for power to the shed and have recently secured funding to establish a permanent connection to the electricity network.

Details

To facilitate the creation of the electricity easement, and to minimise further delays during for future upgrades to the shed, the NSW RFS are seeking to;

- create an easement for electricity purposes easement, to allow for electricity to be connected between the shed and the freehold property to the east (Lot 39 DP 754113 - "Chain O Ponds"); and
- excise the part of the site occupied by the fire shed, driveway and parking area and its curtilage from Lot 7003 DP 94728, and to create a new lot. This minimise delays should future upgrades etc be required on the site; and
- reclassify the reserve (over which the fire shed is located) to better reflect its legal use, if this is required.

A letter of no objection is also being sought from the NSW Aboriginal Land Council, and upon receipt of this and consent from the LLS, the matter will be forwarded to the Department of Primary Industries to commence the steps required to create the easement and existing the part of the site occupied by the fire shed.

Given that there are tight funding time frames, it would be appreciated if confirmation of the matters outlined in this letter, in particular consent to the creation of the easement for electricity purposes and support for the excision of the land occupied by the fire shed, could be received by 30th September 2016. Should you require any additional information in relation to this matter, please do not hesitate to contact me on 02 6226 3100.

Yours faithfully



Peter Alley

Zone Manager - Southern Highlands Zone

Works and Operations - 15 November 2018

ITEM 11.2 **Draft Road Naming Policy and Road naming register**

FILE REFERENCE **I18/596**

AUTHOR **Assets & Risk Coordinator**

ISSUE

Council's current Road Naming Policy is out of date and requires an update. This report explains the update and invites the community to suggest street and road names for adoption.

RECOMMENDATION That -

1. Council invite comments from the community by placing the Draft Road Naming Policy on public consultation for a 28 day period;
2. Council invites the community to suggest road and street names for inclusion in the proposed Road Naming Register;

BACKGROUND

Council's current Road Naming Policy is out of date and requires an update. Additionally, Council does not have a list of Road Names pre-approve for future use within the Local Government area as per 7.3 pre-approval of NSW Addressing Use Manual

Council is not using the NSW online naming system (NORMS) to support automation of road naming application and gazettal process. The primary objective is to continuously improve the efficiency and precision of road naming while supporting the requirement of the NSW Addressing User Manual. Spatial Services and GNB are committed to improving the system to support the requirement of the NSW Address Policy

This report address both of the two issues.

REPORT

The draft updated Road Naming Policy is annexed as Attachment 1. The update includes the critical role played by Geographic Names Board (GNB) in the naming process and also includes the process to be followed for consultation with relevant stakeholders. It is recommended that the policy is placed out for public comment for 28 days before considering and adopting any changes to the policy.

The policy refers to a NSW Addressing user Manual that is requires to update Council internal processes. In order to develop such a register of pre-approved road names, it is recommended that the community is invited to suggest appropriate road names from their area. Once the names are accepted into the pre-approved list of road names,

Works and Operations

DRAFT ROAD NAMING POLICY AND ROAD NAMING REGISTER cont'd

Council can consider selecting those names in accordance with the NSW Addressing User Manual 7.3 Pre-approvals.

POLICY IMPACT

If the revised policy is adopted, it will replace the previous policy.

OPTIONS

Council can choose to defer, adopt or replace the recommendation with alternatives.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council invite comments from the community by placing the Draft Road Naming Policy on public consultation for a 28 day period;
2. Council invites the community to suggest road and street names for inclusion in the proposed Road Naming Register;

ATTACHMENTS

1. 	DRAFT Street and Road Naming Policy - Council meeting 15 November 2018 - Review November 2018	Attachment
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POLICY:-	
Policy Title:	Street and Road Naming Policy
File reference:	
Date Policy was adopted by Council initially:	28 August 2008
Resolution Number:	242/08
Other Review Dates:	15 November 2018
Resolution Number:	
Current Policy adopted by Council:	20 March 2014
Resolution Number:	54/14
Next Policy Review Date:	2020

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

RESPONSIBILITY:-	
Draft Policy Developed by:	
Committee/s (if any) consulted in the development of this policy::	
Responsibility for implementation:	Director of Works and Operations
Responsibility for review of Policy:	Coordinator Assets and Risk

Objective

The objective of this document is to provide consistent format to be followed for the naming of public road in Upper Lachlan Local Government Area. The policy will ensure road names conform to the road naming principles outlined in NSW Addressing User Manual

Definitions

Classified Roads are Defined in the NSW Roads Act 1993.

Public Road means:

- (a) any road that is opened or dedicated as a public road, whether under the NSW Roads Act 1993 or any other Act or law; and
- (b) any road that is declared to be a public road for the purposes of the NSW Roads Act 1993.

Roads Authority means as defined within the NSW Roads Act 1993, and declared to be a roads authority in relation to a particular public road.

- (a) The RMS is the roads authority for all freeways.
- (b) the minister is the roads authority for all Crown roads.
- (c) the regulations may declare that a specified public road, or for all public roads within a specified area, other than any freeway or Crown road.
- (d) the council of the local government area is the roads authority for all public roads within the area, other than:
 - I. any freeway or Crown road; and
 - II. any public road for which some other public authority is declared by the regulations to be the roads authority.

RMS means the Roads and Maritime Service constituted under the Transport Administration Act 1988.

Road Naming Principles

Section 6.7 of NSW Addressing user Manual

1. Ensuring Public safety and service Delivery
2. Language
3. Roads to be Name
4. Uniqueness, Duplication
5. Acceptable Road Names
6. Commemorative Road Names
7. Road Extents
8. Suffixes, Prefixes and irectional Indicators
9. Amending Road Names

10. Road Types
11. Cross-Jurisdictional Naming or Renaming
12. Name of Water features or island

Road Naming Processes

General

The Geographic Names Board (GNB) is responsible for assigning names to places anywhere in NSW.

The Board has prepared Guidelines for the naming of roads, a copy of which is attached. A copy of this should be provided to all developers to assist them when proposing names to roads within their developments.

Road Naming / Renaming a road

The process for naming or renaming a road is defined in NSW Addressing user manual chapter 8, the following are the process work flow tasks

- Define Road extent and select a Road name
- Check name against gazetteer, principles and Policies
- Help and suitability advice
- Consultation with public and authorities
- Finalise proposal and submit to GNB
- GNB secretariat considers proposal
- GNB considers proposal
- Update Gazetteer Council Issue Gazettal Notice
- Appeal Decision – Referral to Road Minister
- Notification and Signage

The NSW Addressing user manual has detailed process and task descriptions as a guide.

Process Considerations by Council

1. When naming or renaming a public road, Council must consider:
 - i. letters will be forwarded to neighbours seeking their submissions within 21 days for new name(s); and
 - ii. A public notice of the proposal is published in a local newspaper seeking submissions within 21 days;
 - iii. At the expiration of the 21 days period of time, a letter will be forwarded to the GNB indicating that Council is proposing to either name an unnamed road or to re-name an existing named road, as the case may be.

The letter should indicate the name(s) proposed, the views of any local residents and whether there are any other names that might be considered. Council must give the GNB at least 30 days to respond.

- iv. Following the response from the GNB, if there is an objection a review of the name proposed must be conducted.
- v. If the GNB approves the proposed name, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB has no objection to the name or names proposed. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
- vi. Following a decision by Council to the proposed naming or re-naming of a road:
- vii. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what was happening now;
- viii. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
- ix. Notify the relevant NSW State Government Agency of the proposed name for registration and if required serve a notice on the affected agencies inviting submissions, in writing to the Council, within 21 days.
- x. If the Council resolves to adopt the proposed name:
 - (a) Publish a notice in the relevant Gazette and in a local newspaper giving (in the case of a road that is being named for the first time) a brief description of the location of the road; and
 - (b) Notify the NSW State Government Agency of the new name and the agency if required will inform the following, given sufficient particulars to enable the road to be identified:
 - Australia Post;
 - the Registrar General;
 - the Surveyor General;
 - the Chief Executive of the Ambulance Service of NSW;
 - Fire and Rescue NSW;
 - the NSW Rural Fire Service;
 - the NSW Police Force;
 - the State Emergency Service;
 - the New South Wales Volunteer Rescue Association Inc;
 - and
 - in the case of a classified road – the RMS.
 - (c) Inform everyone who has made a request or submission and neighbours of Council's decision.
 - (d) Update Council records and relevant signs.

Responsibility

Director of Works & Operations

To Be Advised

Design Engineer

To Be advised

Asset & Risk Coordinator

To Be advised

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

The following Legislation and Council Policies and documents that are relevant to this Policy include:-

Geographical Names Act 1966
Road Act 1993
Road (General) Regulation 2000
Crown Land Act
Environment & Plan Act 1979
Local Government Act 1993
Transport Administration Act 1988
Surveying & Spatial Information Act 2002
Surveying & Spatial Information Regulation 2012

12 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

12.1	2017/2018 Financial Statements and Independent Auditor's Report Presentation	144
12.2	Presentation of the 2017/2018 Annual Report	161
12.3	Quarterly Budget Review Statements - 1st Quarter 2018/2019	164

Finance and Administration - 15 November 2018

ITEM 12.1 **2017/2018 Financial Statements and Independent Auditor's Report Presentation**

FILE REFERENCE **I18/584**

AUTHOR **Director of Finance and Administration**

ISSUE

Upper Lachlan Shire Council's 2017/2018 Financial Statements and Independent Auditor's Report presentation to the public.

RECOMMENDATION That -

1. Council endorses the Audit Office of NSW external Independent Auditor's Report and Independent Report on the Conduct of the Audit for the 2017/2018 Financial Statements.

BACKGROUND

In accordance with Section 418 (1) (b), of the Local Government Act 1993, Council fixed the date and gave public notice of the presentation of the Financial Statements and external Independent Auditor's Report at the Ordinary Council Meeting on 15 November 2018.

REPORT

Audit Office of NSW, through appointed contractor Intentus Chartered Accountants completed the Independent Auditor's Reports with respect to Council's annual General Purpose Financial Statements, Special Purchase Financial Statements, Permissible General Income and Conduct of the Audit. The audit visitation on site of Council's 2017/2018 Financial Statements was completed on 2-4 October 2018.

Mrs Leanne Smith, a Director of Intentus Chartered Accountants, and contract auditor to the Audit Office of NSW, will attend the Ordinary Council Meeting on the 15 November 2018, and deliver a presentation of the Auditor's Report with respect to the Financial Statements for the period ending 30 June 2018.

The Independent Auditor's Reports are attached to this report and the Financial Statements are available on the Councillors iPads as an Appendix to this report.

Section 420 (2), of the Local Government Act 1993, provides that submissions to the Financial Statements must be in writing and submissions close seven days after the Financial Statements are presented at the public meeting. Any submissions received will be referred to Council's auditors for comment and/or action as necessary.

The 2017/2018 Financial Statements have been prepared in compliance with:-

- The Local Government Act 1993 (as amended) and Regulations made there under;
- The Local Government Code 26 of Accounting Practice and Financial Reporting Guidelines; and
- The Australian Accounting Standards and professional pronouncements.

To the best of my knowledge and belief these Financial Statements:-

- Present fairly the Council's operating result and financial position for the year; and
- Accords with Council's accounting and other records.

Financial Performance

The result of Upper Lachlan Shire Council's operations in the Income Statement for the year ended 30 June 2018 is summarised as follows: - the Operating Result from all Council Activities totals \$7.512 million surplus. The Net Operating Result for the year, before capital grants and contributions, totals a \$1.430 million operating surplus. Council had originally budgeted for an operational budget surplus of \$674,000.

It should not be interpreted that Council had a cash surplus of \$7.512 million. Capital grants and contributions income of \$6.082 million are restricted for the purposes of specific capital works projects for which the grant funds were provided.

Details of the material variations, of greater than 10%, to the original budget estimate for both revenues and expenses are outlined in Note 17 to the Financial Statements.

Financial Position

Upper Lachlan Shire Council is at present in a sound financial position to meet all provisions and liabilities. Note 22 (a) to (c) Statement of Performance Measures to the Financial Statements and Special Schedule 7 Report on Infrastructure Assets provides further information which outline the financial management and sound financial position of Council and comparison to previous year's results.

Note 6 (c) to the Financial Statements details the cash, cash equivalents and investments totalling \$30.005 million. This note details external cash restrictions, i.e. restrictions for water supply, sewerage, Section 94 contributions, unexpended grants and domestic waste, totals \$15.032 million. The internal cash restrictions total \$12.526 million, i.e. employee leave entitlements, plant replacement, IT reserves, uncompleted carryover works, Financial Assistance Grant prepayment, gravel pit and rubbish tip remediation and buildings and infrastructure reserves. There is \$2.447 million in unrestricted cash.

In the Financial Statements there was the revaluation of the Buildings, Operational Land, Other Structures, Open Space/Recreational assets and Plant and Equipment asset classes "at fair value" as at 30 June 2018. The revaluation of Council individual asset classes is to be conducted at minimum once every five (5) years.

Income Statement by Fund

Note 21 to the Financial Statements provides the Financial Result and Financial Position by Fund.

<u>2017/2018 Financial Statements</u>		2018 Current (\$'000)	2017 Previous (\$'000)
INCOME STATEMENT:			
Total Income from Continuing Operations		33,762	37,571
Total Expenses from Continuing Operations		26,250	25,803
NET OPERATING RESULT FOR THE YEAR		7,512	11,768
Net Operating Result before Grants and Contributions provided for Capital Purposes		1,430	5,221
STATEMENT OF FINANCIAL POSITION:			
Total Current Assets		33,998	33,642
Total Current Liabilities		(9,846)	(7,721)
Net - Current Assets		24,152	25,921
Total Non-Current Assets		407,643	392,422
Total Non-Current Liabilities		(1,988)	(2,707)
Net - Non-Current Assets		405,655	389,715
TOTAL EQUITY		429,807	415,636
OTHER FINANCIAL INFORMATION:			
Unrestricted Current Ratio	Ratio	2.97	5.14
Debt Service Cover Ratio	Ratio	19.85	25.52
Operating Performance Ratio	Percentage	5.29%	16.47%
Rates and Annual Charges Outstanding Ratio	Percentage	2.94%	3.35%
Buildings and Infrastructure Renewals Ratio	Percentage	204.09%	136.54%
Own Source Operating Revenue Ratio	Percentage	56.37%	52.13%

Finance and Administration**2017/2018 FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT PRESENTATION** cont'd

The Net Operational Result compared to budget estimate, before capital grants and contributions, is further divided into net operating result by each individual fund as follows:-

Operating Result by Fund Budget (Before capital grants)	Actual (\$'000)	Budget (\$'000)	Material Variance to
General Fund employee cost	\$1,076	\$ 352	Lower operation
Water Supply Fund	\$ 27	\$ 100	Minor variations to budget
Sewerage Fund	\$ 182	\$ 222	Minor variations to budget
Domestic Waste Fund budget	\$ 145	\$ 0	Minor variations to
Total Consolidated Result	<u>\$1,430</u>	<u>\$ 674</u>	

General Fund - Fit for the Future Office of Local Government Benchmarks

Measure/Benchmark – General Fund *(Ratio is an average over 3 years)	2017/2018 Result	2016/2017 Result
Operating Performance Ratio*	✓	✓
Own Source Operating Revenue Ratio*	✗	✓
Infrastructure Asset Renewals Ratio*	✓	✓
Infrastructure Backlog Ratio (one year)	✓	✗
Asset Maintenance Ratio*	✓	✓
Debt Service Cover Ratio*	✓	✓
Real Operating Expenditure Per Capita (one year)	✓	✓

POLICY IMPACT

Nil

OPTIONS

Nil



FINANCIAL IMPACT OF RECOMMENDATIONS

The financial performance and financial position of Council is detailed in the 2017/2018 Financial Statements.

RECOMMENDATION That -

1. Council endorses the Audit Office of NSW external Independent Auditor's Report and Independent Report on the Conduct of the Audit for the 2017/2018 Financial Statements.

ATTACHMENTS

1. 	Audit Office of NSW - Independent Auditor's Reports 2017/2018 Financial Statements	Attachment
2. 	Upper Lachlan Shire Council - Financial Statements 2017/2018 - Final Audited Copy	Appendix



The Mayor
Councillor John Stafford
c/- Upper Lachlan Shire Council
PO Box 42
Gunning NSW 2581

Contact: Karen Taylor
Phone no: (02) 92757311
Our ref: D1826703/FA1797

31 October 2018

Dear Mr Mayor

**Report on the Conduct of the Audit
for the year ended 30 June 2018
Upper Lachlan Shire Council**

I have audited the general purpose financial statements of the Upper Lachlan Shire Council (the Council) for the year ended 30 June 2018 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's general purpose financial statements.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2018 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the general purpose financial statements issued under section 417(2) of the Act.

INCOME STATEMENT

Operating result

	2018 \$m	2017 \$m	Variance %
Rates and annual charges revenue	10.2	9.9	↑ 3.0
User charges and fees	7.5	8.3	↓ 9.6
Grants and contributions revenue	14.7	17.9	↓ 17.9
Operating result for the year	7.5	11.8	↓ 36.4
Net operating result before capital amounts	1.4	5.2	↓ 73.1

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Council's operating result (\$7.5 million including the effect of depreciation and amortisation expense of \$6.1 million) was \$4.3 million lower than the 2016–17 result.

Consistent with this, the net operating result before capital grants and contributions (\$1.4 million) was \$3.8 million lower than the 2016–17 result.

A change in the relative mix of operating and capital revenue has impacted on Council's operating results before and after capital grants and contributions for the year.

Rates and annual charges revenue (\$10.2 million) increased by \$0.3 million (3.0 per cent) in 2017–18. Rates increased by 2.0 per cent which is marginally higher than the rate pegging amount of 1.5 per cent. Annual charges increased by 3.9 per cent consistent with Council's operational plan.

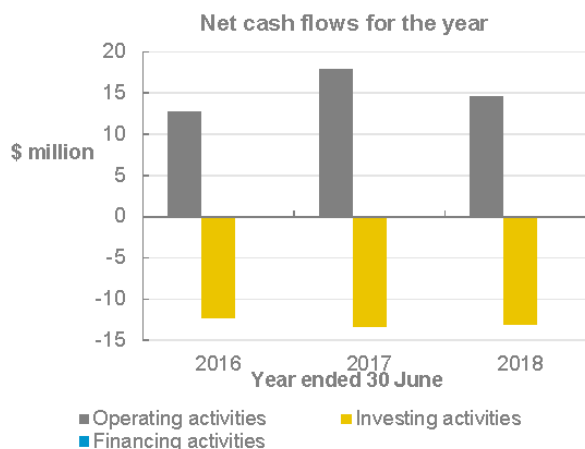
The decrease in user charges and fees revenue was mainly due to less revenue from the RMS for work on State Roads, which fell by \$1.1 million.

Grants and contributions revenue (\$14.7 million) decreased by \$3.2 million in 2017–18 due to:

- Financial Assistance Grants received in 2017–18 were \$4.5 million compared to \$6.5 million in 2016–17 due to the timing of payments by the Commonwealth
- Capital grants for water projects were \$3 million lower as the new Crookwell Water Treatment project was completed in 2017–18
- offset by a total increase in transport related operating and capital grants from the RMS of \$1.6 million.

STATEMENT OF CASH FLOWS

The net cash inflow for 2017–18 was \$1.3 million (2017 net cash inflow of \$4.2 million). The decrease was primarily influenced by Council's cash flows from operating activities, which fell by \$3.3 million.



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FINANCIAL POSITION

Cash and Investments

Cash and Investments	2018	2017	Commentary
	\$m	\$m	
External restrictions	15.0	11.6	Externally restricted balances include unexpended developer contributions water, sewer and domestic waste management charges.
Internal restrictions	12.5	13.0	
Unrestricted	2.5	5.7	Balances are internally restricted due to Council policy or decisions for forward plans including works program. Unrestricted balances provide liquidity for day-to-day operations.
Cash and investments	30.0	30.3	

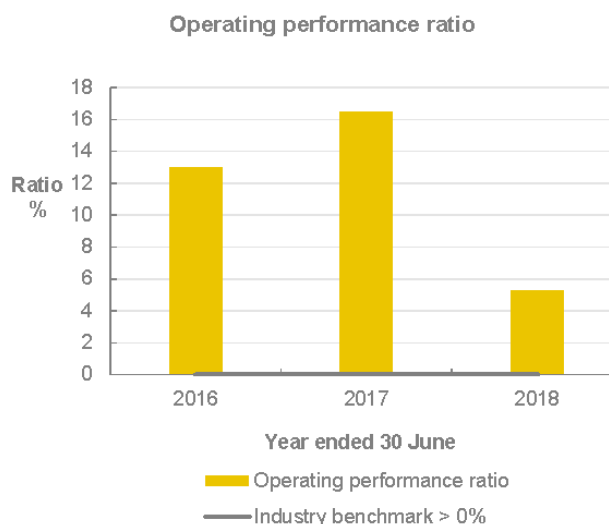
PERFORMANCE RATIOS

The definition of each ratio analysed below (except for the 'building and infrastructure renewals ratio') is included in Note 22 of the Council's audited general purpose financial statements. The 'building and infrastructure renewals ratio' is defined in Council's Special Schedule 7 which has not been audited.

Operating performance ratio

The ratio decreased primarily due to the decrease in operating grants and contributions compared to the prior years.

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the Office of Local Government (OLG) is greater than zero per cent.



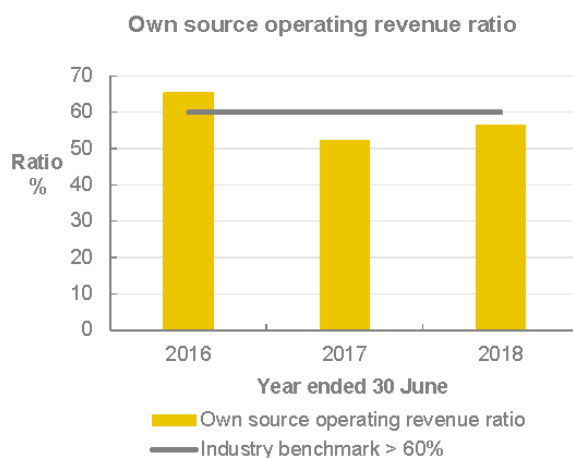
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Own source operating revenue ratio

The decrease in this ratio is due to the decrease in the level of RMS works on State Roads compared to the prior period.

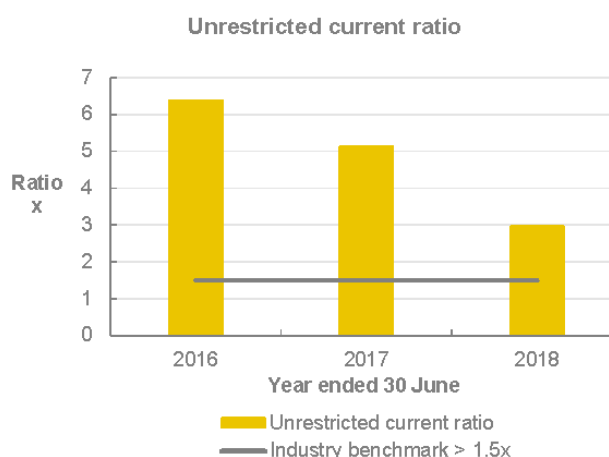
The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.



Unrestricted current ratio

Council effectively manages its liquidity to consistently exceed the benchmark of 1.5 times.

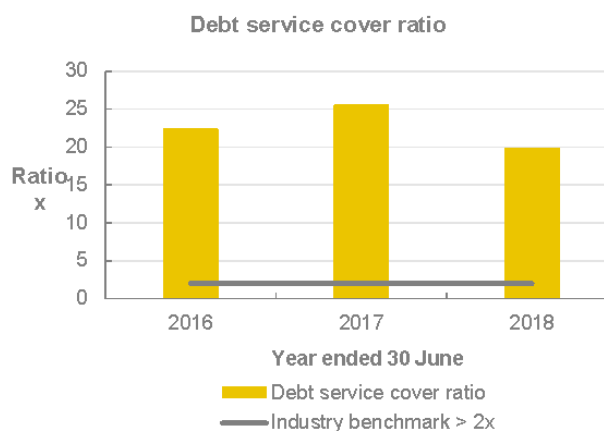
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



Debt service cover ratio

This ratio has remained fairly stable over the last few years, as Council continues to repay existing loans and not draw down additional funds.

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



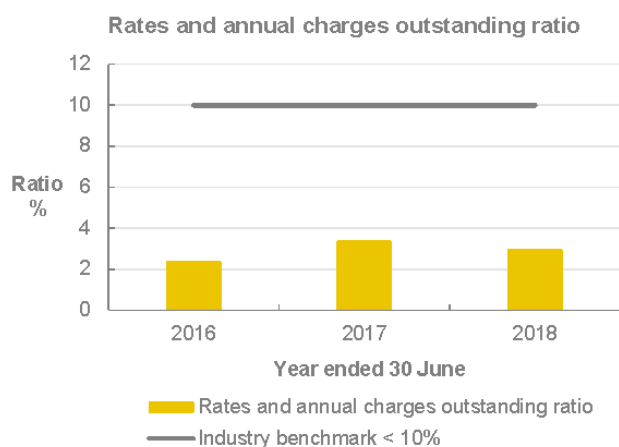
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Rates and annual charges outstanding ratio

A sustained effort to effectively manage recovery has seen Council consistently outperform the benchmark for rural councils.

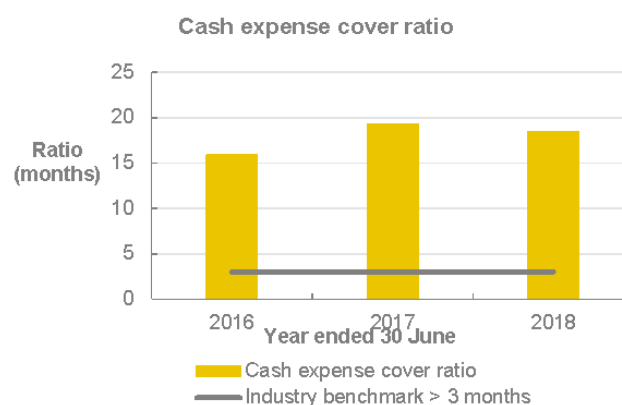
The 'rates and annual charges outstanding ratio' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for rural councils.



Cash expense cover ratio

Council's strong liquidity is reflected by this measure. Council comfortably exceeded the benchmark, as it has done for a number of years.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

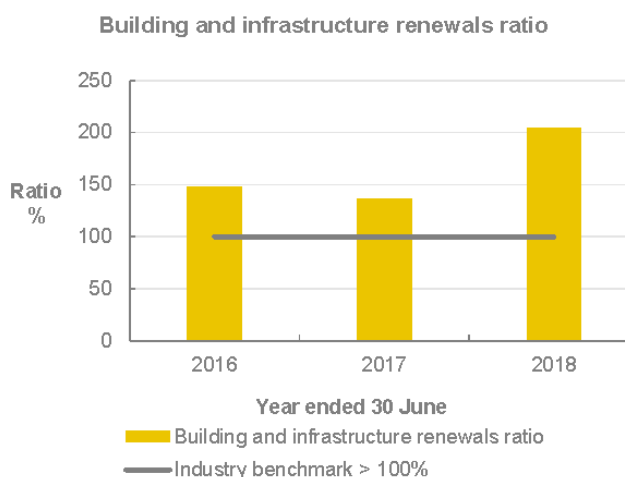


Building and infrastructure renewals ratio (unaudited)

Council has exceeded the building and infrastructure renewals ratio benchmark over the past three years. Council has continued to focus on renewing its assets to meet a standard acceptable to the community. This includes renewal work for water treatment plants and road rehabilitation projects.

The 'building and infrastructure renewals ratio' assesses the rate at which these assets are being renewed against the rate at which they are depreciating. The benchmark set by OLG is greater than 100 per cent.

This ratio is sourced from council's Special Schedule 7 which has not been audited.



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OTHER MATTERS

New accounting standards implemented

AASB 2016-2 'Disclosure Initiative – Amendments to AASB 107'

Effective for annual reporting periods beginning on or after 1 January 2017

This Standard requires entities to provide disclosures that enable users of financial statements to evaluate changes (both cash flows and non-cash changes) in liabilities arising from financing activities.

Council's disclosure of the changes in their liabilities arising from financing activities is disclosed in Note 11.

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial reports. The Council's:

- accounting records were maintained in a manner and form to allow the general purpose financial statements to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

A handwritten signature in blue ink, appearing to read 'Karen Taylor'.

Karen Taylor
Director, Financial Audit Services



INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial report

Upper Lachlan Shire Council

To the Councillors of the Upper Lachlan Shire Council

Opinion

I have audited the accompanying financial report of Upper Lachlan Shire Council (the Council), which comprise the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2018, the Statement of Financial Position as at 30 June 2018, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Councillors and Management.

In my opinion,

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial report:
 - has been presented, in all material respects, in accordance with the requirements of this Division
 - is consistent with the Council's accounting records
 - presents fairly, in all material respects, the financial position of the Council as at 30 June 2018, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial report have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Report' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the financial report and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial report does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule 2 - Permissible income for general rates.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Report

The Councillors are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting except where the Council will be dissolved or amalgamated by an Act of Parliament, or otherwise cease operations.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to:

- obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial report.

A description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does *not* provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note 17 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule 2 - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial report on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial report.



Karen Taylor
Director, Financial Audit Services

31 October 2018
SYDNEY



INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial report

Upper Lachlan Shire Council

To the Councillors of the Upper Lachlan Shire Council

Opinion

I have audited the accompanying special purpose financial report (the financial report) of Upper Lachlan Shire Council's (the Council) Declared Business Activities, which comprise the Income Statement of each Declared Business Activity for the year ended 30 June 2018, the Statement of Financial Position of each Declared Business Activity as at 30 June 2018, notes comprising a summary of Significant accounting policies and other explanatory information for the Business Activities declared by Council, and the Statement by Councillors and Management.

The Declared Business Activities of the Council are:

- water supply
- sewerage
- domestic waste management

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Council's declared Business Activities as at 30 June 2018, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Report' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial report which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial report may not be suitable for another purpose.

Other Information

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the financial report and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial report does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 2 - Permissible income for general rates.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Report

The Councillors are responsible for the preparation and fair presentation of the financial report and for determining that the accounting policies, described in Note 1 to the financial report, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to:

- obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial report.

A description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the best practice management disclosures in Notes 2 and 3 of the financial report
- about the security and controls over the electronic publication of the audited financial report on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial report.



Karen Taylor
Director, Financial Audit Services

31 October 2018
SYDNEY

Finance and Administration - 15 November 2018

ITEM 12.2 **Presentation of the 2017/2018 Annual Report**

FILE REFERENCE **I18/585**

AUTHOR **Director of Finance and Administration**

ISSUE

Presentation of the Upper Lachlan Shire Council 2017/2018 Annual Report.

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2017/2018 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005, and other applicable legislation.

BACKGROUND

Nil

REPORT

Councils are required to prepare an Annual Report in accordance with Section 428, of the Local Government Act 1993, and Part 9, Division 7, of the Local Government (General) Regulation 2005.

The Upper Lachlan Shire Council is required, within 5 months after the end of each financial year, to furnish the Office of Local Government with a copy of the Annual Report.

Upper Lachlan Shire Council has prepared an Annual Report relating to Council's operations and achievements with respect to the identified objectives and performance targets in Council's 2017/2018 Operational Plan.

It is a legislative requirement that the Annual Report contains the following information:-

- A full copy of Council's audited Financial Statements;
- A full copy of Council's Social and Community Plan;
- A full copy of Council's Disability Inclusion Plan;
- Comparisons of Council's actual performance of principal activities with projected performance of those activities;
- A report as to the State of the Environment in the Shire;
- A report on the condition of public works;
- A summary of legal proceedings;

- A statement regarding the provision of fees and facilities to the Mayor and Councillors and total amount of money expended on payment of Councillor expenses;
- A statement regarding senior staff employed by Council;
- Details of each contract awarded by Council exceeding \$150,000;
- A report regarding bush fire hazard reduction activities;
- Details of multicultural programs;
- Details of subsidised private works;
- Details of total amount of contributions and donations made under Section 356;
- A statement of human resource activities;
- A statement regarding Council's Equal Employment Opportunity Management Plan;
- A statement of external bodies that exercised functions delegated by Council;
- A statement of all companies in which Council held a controlling interest;
- A statement regarding Council's establishment of complaints handling mechanism for competitive neutrality complaints;
- Comparison of actual Stormwater Management services with proposed services stated in the Council Operational Plan;
- Information included on Government Information (Public Access) (GIPA) activities in accordance with GIPA Act and Regulation requirements;
- Information included on Public Interest Disclosures in accordance with the Act;
- A statement of activities in relation to companion animal management; and
- Privacy and Personal Information Protection Act compliance with requirements of Section 33 (3).

The Local Government (General) Regulation 2005 stipulate information that is required to be included in Council's Annual Report, including Clause 217, containing requirements such as details of interstate and overseas visits by Councillors or Council staff, a summary of Council Category 2 business activities and a number of other statements.

All of the above requirements have been met and a copy of the 2017/2018 Annual Report is an Appendix to this report.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2017/2018 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005, and other applicable legislation.

ATTACHMENTS

1. ➡	2017-2018 Upper Lachlan Shire Council Annual Report	Appendix
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Finance and Administration - 15 November 2018

ITEM 12.3 **Quarterly Budget Review Statements - 1st Quarter 2018/2019**

FILE REFERENCE **I18/592**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 1st Quarter Budget Review in 2018/2019.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2018/2019 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 1st Quarter Budget Review in 2018/2019.

REPORT

The Quarterly Budget Review Statements are prepared for Upper Lachlan Shire Council in accordance with the Office of Local Government guidelines. The quarterly review statements are comprehensive and should be read in conjunction with the Operational Plan performance summary report.

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 1st Quarter of the 2018/2019 financial year. The following is a financial summary of the data as at 30 September 2018 – see Attachment 3:-

1. Council has raised 52% of the operating budgeted income.
2. Council has expended 26% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 2% of the revised budgeted capital income.
4. Council has expended 20% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$309,610.

Since the original budget was adopted there are operational budget net revotes of expenditure for the 1st Quarter totalling \$236,800.

The revised net operating budget details a reduced surplus result forecast totalling \$72,810, before capital grants and contributions. The operational and capital budget revotes of income and expenditure and movements in transfer from reserves for the 1st Quarter are detailed in Attachment 5.

Operational Budget Analysis

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total revenue received year to date is comparable to the anticipated budget forecast. Likewise the year to date actual to budget operating expense shows that total expenditure year to date is similar to that anticipated.

The Operating Budget Review Statement by Function/Activity gives further detail of Council services in Attachment 4. This document shows the net budgeted cost of each Council function / activity and illustrates the cost to Council in providing a particular service.

Capital Budget Analysis

Total capital expenditure budget, for all funds, including accounts payable commitments, is 20% complete at year to date as detailed in Attachment 7. This attachment provides details in regards to progress of each individual capital project.

The General Fund revised capital expenditure program is 18% completed at year to date. Major projects substantially commenced include the local roads gravel re-sheeting from Section 94 funds, Grabine Road reconstruction and sealing project, the Roads to Recovery program on local road gravel re-sheeting projects and completion of carry over works such as Gundaroo Road MR52 rehabilitation and Black Spot project on MR258 Wombeyan Caves Road. Bannister Lane road reconstruction project is completed and DWM green waste service commenced in September 2018.

The General Fund actual capital expenditure year to date is lower than anticipated principally due to delays in the MR256 Abercrombie Bridge replacement and MR248E Kiamma Creek Bridge replacement and delays in the Crookwell landfill project.

Cash flow

Council's projected short term liquidity financial position is satisfactory with the total cash and investments held as at 30 September 2018 totalling \$30.160 million.

The cash and investments held at 30 June 2018, totalled \$30.005 million. The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and movements to 30 September 2018.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are operational budget net revotes in the first quarter totalling \$236,800; therefore the projected operational budget surplus is \$72,810. There are capital income and expenditure revotes detailed in Attachment 5 including transfers from internal and external restricted reserves for prior years carry over works and unexpended grant projects.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2018/2019 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review Statement by Function-Activity	Attachment
5. ↓	Material Variations and Revotes Budget Review Statement	Attachment
6. ↓	Cash and Investment Budget Review Statement	Attachment
7. ↓	Capital Expenditure (Assets) Budget Review Statement	Attachment
8. ↓	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
9. ↓	Operational Plan KPI - 1st Quarter 2018/2019	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 1st Quarter 2018/2019, ended 30 September 2018****Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 202(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 30 September 2018 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2019 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: Andrew CrokeDate: 2 / 11 / 2018

Andrew Croke
Director of Finance and Administration
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2018/2019**

Budget Review for the quarter ended 30 September 2018

Contracts Listing - for contracts entered into during the quarter and have yet to be fully performed, excluding contractors that are on the Council's preferred suppliers list. Contracts for employment are not to be included. Minimum reporting level is \$50,000.

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
Goulburn Country Motors	Purchase of Dmax Motor Vehicle	\$53,349	2/07/2018	Supply	Y
Building & Environmental Services Today Pty Ltd	Consultant for Town Planning Service	Schedule of Rates	2/07/2018	9 weeks	Y
Re-Group	Recyclables Processing Agreement	50:50 sharing on revenue	27/09/2018	12 month	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2018/2019**

Budget Review for the quarter ended 30 September 2018

Expense	YTD (Actual + Comm \$)	2018/2019 Budget	Budgeted (Y/N)
Legal Fees	\$13,288	\$77,000	Yes
Consultancies*	\$319,027	\$182,000	Partially

* Note: Consultant fees for Building Surveyor Services and Town Planning Services were not in the original budget and are partially funded by salaries and wages budgeted savings and 2017/2018 Council revoted funds to internally restricted reserve fund.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL

Income and Expenses Budget Review Statement - 2018/2019
Budget Review for the quarter ended 30 September 2018

(Actual YTD figures include creditor commitments)

							Actual YTD Pay YTD	25.00% 20.16%
Operational Activities	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Employee Benefits and On-Costs	2,199,871	10,286,994				10,286,994	21.38%	19.99%
Borrowing Costs	4,764	178,900				178,900	-2.66%	-1.16%
Depreciation & Amortisation #	1,651,409	6,605,634				6,605,634	25.00%	25.00%
Materials & Contracts	1,795,346	5,751,931	1,324,000			7,075,931	25.37%	23.44%
Other Expenses	1,249,067	2,533,248	12,800			2,546,048	49.06%	46.91%
Loss on Disposal of Assets	0	103,846				103,846	0.00%	0.00%
Total Expenses from Continuing Operations	6,890,929	25,460,553	1,336,800	0	0	26,797,353	25.71%	24.48%
Rates & Annual Charges**	10,468,445	10,595,533				10,595,533	98.80%	100.00%
User Charges & Fees	1,746,735	5,027,976	1,100,000			6,127,976	28.50%	20.45%
Interest and Investment Revenue	202,782	680,700				680,700	29.79%	38.46%
Other Revenues	264,465	731,020				731,020	36.18%	22.09%
Non-Capital Operating Grants and Contributions	1,297,479	8,734,934				8,734,934	14.85%	22.95%
Gain on Disposal of Assets	0	0				0		
Total Income from Continuing Operations	13,979,907	25,770,163	1,100,000	0	0	26,870,163	52.03%	53.13%
OPERATING SURPLUS BEFORE CAPITAL AMOUNTS	7,088,978	309,610	236,800	0	0	72,810		
Capital Grants and Contributions	81,785	3,568,423	39,500	0	0	3,607,923	2.27%	8.32%
NET RESULT FROM ALL ACTIVITIES	7,170,763	3,878,033	197,300	0	0	3,680,734		

Note: Depreciation expense is an estimate and has not been processed for year-to-date.

** Rates and Annual Charges are net of internal/Council rates and annual charges expenses.

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UPPER LACHLAN SHIRE COUNCIL								
Operating Budget Review Statement by Function/Activity - 2018/2019								
Budget Review for the quarter ended 30 September 2018								
1) Actual YTD figures includes creditor commitments 2) Budget figures includes 1 quarter revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement								
Function or Activity (Alternate Key 8 Report)	Expenditure to 30 Sept 2018 \$	Expenditure to 30 Sept 2018 %	Budgeted Expenses from continuing operations \$	Income to 30 Sept 2018 \$	Income to 30 Sept 2018 %	Budgeted Income from continuing operations \$	Actual YTD Pay YTD Operating Result to 30 Sept 2018 \$	25.00% 20.16% Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
COMMUNITY	684,965	31.32%	2,186,897	40,176	10.13%	396,644	(644,789)	(1,790,253)
Health Services, Medical Centres, Aged, Disabled & Community Services	56,994	19.30%	295,339	19,784	32.75%	60,400	(37,210)	(234,939)
Public Halls, Cultural Services, Community Services and Museums	73,522	55.61%	132,200	13,387	38.03%	35,200	(60,134)	(97,000)
Animal Control	23,155	28.84%	80,284	1,934	13.82%	14,000	(21,220)	(66,284)
Swimming Pools	15,655	7.33%	213,647	0	0.00%	33,500	(15,655)	(180,147)
Sporting Grounds and Parks and Gardens	137,724	24.30%	566,865	634	1.98%	32,000	(137,090)	(534,865)
Public Libraries	179,789	47.84%	375,779	4,436	8.28%	53,544	(175,353)	(322,235)
Emergency Services and Fire Protection	198,126	37.90%	522,783	0	0.00%	168,000	(198,126)	(354,783)
ENVIRONMENT	419,726	25.19%	1,665,995	100,915	21.35%	472,700	(318,811)	(1,193,295)
Town Planning and Development Control	137,754	22.73%	605,914	55,843	27.44%	203,500	(81,911)	(402,414)
Building Control	178,246	34.07%	523,162	39,807	31.67%	125,700	(138,439)	(397,462)
Environmental Systems and Protection	10,955	11.93%	91,814	0	0.00%	0	(10,955)	(91,814)
Housing	15,817	63.52%	24,900	4,800	19.20%	25,000	(11,017)	100
Noxious Weeds Control	76,942	18.78%	409,705	465	0.42%	111,000	(76,476)	(298,705)
Food Control and Inspections	12	0.12%	10,500	0	0.00%	7,500	(12)	(3,000)
ECONOMY	1,761,853	26.48%	6,652,958	1,487,663	40.31%	3,691,005	(274,190)	(2,961,953)
Financial Services	137,893	18.15%	759,600	2	0.00%	0	(137,892)	(759,600)
Administration and Corporate Support	695,269	62.35%	1,115,034	274,668	75.77%	362,500	(420,601)	(752,534)
Information Technology	174,008	37.59%	462,923	0	0.00%	0	(174,008)	(462,923)
Workforce (Human Resources, Labour Oncosts and WH&S)	234,089	32.02%	731,102	350	0.00%	0	(233,739)	(731,102)
Caravan Parks	12,025	27.10%	44,368	10,520	19.48%	54,000	(1,505)	9,632
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works, Bar	508,569	14.37%	3,539,931	1,202,123	36.71%	3,274,505	693,554	(265,426)

UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2018/2019 Budget Review for the quarter ended 30 September 2018								
1) Actual YTD figures includes creditor commitments 2) Budget figures includes 1 quarter revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement								
Actual YTD 25.00% Pay YTD 20.16%								
Function or Activity (Alternate Key 8 Report)	Expenditure to 30 Sept 2018 \$	Expenditure to 30 Sept 2018 %	Budgeted Expenses from continuing operations \$	Income to 30 Sept 2018 \$	Income to 30 Sept 2018 %	Budgeted Income from continuing operations \$	Operating Result to 30 Sept 2018 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	2,307,851	26.33%	8,765,687	4,731,775	45.85%	10,320,310	2,423,924	1,554,623
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	1,258,671	24.51%	5,134,558	590,800	15.87%	3,723,833	(667,871)	(1,410,725)
Water Supply Services	256,048	21.15%	1,210,490	848,169	44.72%	1,896,453	592,121	685,963
Sewerage Services	154,133	19.79%	778,966	1,377,573	92.67%	1,486,512	1,223,440	707,546
Stormwater and Drainage	0	0.00%	16,000	46,547	100.26%	46,425	46,547	30,425
Quarries and Gravel Pits	209,120	22.24%	940,477	162,216	15.68%	1,034,500	(46,904)	94,023
Domestic Waste Management	97,945	10.17%	962,717	1,094,127	94.17%	1,161,825	996,182	199,108
Waste Centres, Rubbish Tips and Street Cleaning	204,927	42.14%	486,271	582,270	86.13%	676,062	377,342	189,791
Public Conveniences and Amenities	45,941	27.26%	168,500		0.00%	0	(45,941)	(168,500)
Public Cemeteries	28,912	26.00%	111,200	21,309	22.27%	95,700	(7,603)	(15,500)
Engineering, Purchasing and Works Supervision	304,699	31.89%	955,505	8,764	4.40%	199,000	(295,935)	(756,505)
Plant and Equipment Operations (net excluding depreciation)	(252,546)	12.63%	(1,998,997)	0	0.00%	0	252,546	1,998,997
CIVIC LEADERSHIP	253,741	27.58%	920,182	0	0.00%	5,000	(253,741)	(915,182)
Governance and Real Estate Development	253,741	27.58%	920,182	0	0.00%	5,000	(253,741)	(915,182)
GENERAL PURPOSE REVENUES				7,807,993	65.15%	11,984,505	7,807,993	11,984,505
General Purpose Items and Rates				7,807,993	65.15%	11,984,505	7,807,993	11,984,505
DEPRECIATION EXPENSE	1,651,409	25.00%	6,605,634				(1,651,409)	(6,605,634)
Depreciation Operating Expense	1,651,409	25.00%	6,605,634	0			(1,651,409)	(6,605,634)
Note: Internal Rates and Charges are allocated to each cost centre	(188,616)		0	(188,616)		0	0	0
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	6,890,928	25.71%	26,797,353	13,979,906	52.03%	26,870,163	7,088,978	72,810

UPPER LACHLAN SHIRE COUNCIL

Material Variations and Revotes Budget Review Statement - 2018-2019

Budget Review for the quarter ended 30 September 2018

Budget Capital Income and Expenditure - 1st Quarter Revotes

Activity	Job Description	Adopted Budget 2018/2019	Revote net amendment	Revised Budget 2018/2019
01.55522.4150.002	Effluent Dump Point (RV Friendly Town) - Talga		7,500	7,500
01.27001.4250.999	Carry Over Works (Transfer from Reserve)		-7,500	-7,500
01.55426.4103.002	Memorial Oval - Building Replacement - Amenities, Gym & Function Centre	1,036,000	300,000	1,336,000
01.35301.1750.320	Memorial Oval - Building Replacement - Amenities, Gym (Loans)	-436,000	-300,000	-736,000
01.55102.4135.002	IT - Design Engineer & Trainees 1 x 64 bit Windows 7 PCs for Civilcad		12,700	12,700
01.24000.4251.999	IT (Transfer from Reserve)		-12,700	-12,700
01.55163.5101.002	Urban Sealed Roads - Bitumen Resealing and Pavement Rehab		40,000	40,000
01.31001.4250.999	Carry Over Works 2017/18 Local Roads (Transfer from Reserve)		-40,000	-40,000
01.55162.5101.002	Rural Local Sealed Road - Bitumen Resealing and Pavement Rehab		108,000	108,000
01.31001.4250.999	Carry Over Works 2017/18 Local Roads (Transfer from Reserve)		-108,000	-108,000
01.50527.5101.002	Rehabilitation - Gundaroo Road MR52		181,500	181,500
01.31001.4250.999	Carry Over Works 2017/18 Local Roads (Transfer from Reserve)		-181,500	-181,500
01.52563.2415.002	MR256 - Timber Bridge Replacement - Abercrombie River		1,254,000	1,254,000
01.31001.1700.978	MR256 - Timber Bridge Replacement - Abercrombie River - BRP Income		-579,000	-579,000
01.31001.1700.978	MR256 - Timber Bridge Replacement - Abercrombie River - FCR Income		-675,000	-675,000
01.55401.9006.002	Towns & Villages Streetscape Investigation & Program	150,000	154,000	304,000
01.31001.4250.999	Carry Over Works 2017/18 (Transfer from Reserve)		-154,000	-154,000
01.55631.4150.002	Barbour Park Baby Swing Erection		10,060	10,060
01.55301.1750.932	Other Contributions - GDA Barbour Park		-1,500	-1,500
01.41001.1750.287	S94 Open Space (Transfer from Reserve)		-8,560	-8,560
01.55187.4159.002	Collector Stormwater Drainage	160,000	80,000	240,000
01.39701.4250.999	Carry Over Works Collector Stormwater Drainage (Transfer from Reserve)		-80,000	-80,000
01.32501.1700.332	Capital Grants Bus Shelters - Income		-30,000	-30,000
01.55633.2300.002	Bus Stop Bigga Construction Grant Expense		10,000	10,000
01.55634.2300.002	Bus Stop Talga Grant Expense		10,000	10,000
01.55635.2300.002	Bus Stop Binda Construction Grant Expense		10,000	10,000
01.55351.4050.002	s94 - Talga Bush Fire Brigade Assets		2,935	2,935
01.55307.4050.002	s94 Land Broadway/Oolong RFS Shed Site		5,518	5,518
01.55231.4050.002	s94 - Gunning Bush Fire Brigade Assets		5,820	5,820
01.55454.4050.002	s94 Gurrundah Bushfire Brigade		2,400	2,400
01.55442.4050.002	s94 Binda Bush Fire Brigade Assets		3,121	3,121
01.38001.4250.999	S94 Contribution Bushfire Brigades (Transfer from Reserve)		-19,794	-19,794
01.55464.4103.002	Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings		3,291	3,291
01.55609.4103.002	Bigga Memorial Hall - Water Tank replacement	10,000	7,953	17,953
01.55586.4150.002	Kiamma Creek/Pat Cullen Reserve Marsden Street Entrance Improvements		10,000	10,000
01.35301.1750.901	Carry Over Works 2017/18 (Transfer from Reserve)		-10,000	-10,000
01.55588.4155.002	Crookwell Swimming Pool Improvements 2017/18 - Toddler's Pool		12,209	12,209
01.55276.4155.002	Crookwell Swimming Pool - Painting Facade		15,000	15,000
01.35010.4251.999	Carry Over Works Crookwell Swimming Pool (Transfer from Reserve)		-15,000	-15,000
01.55186.2899.002	LEP Review & Section 94 Plan Review (\$75k Plan Administration Sec 94 Funded)		45,000	45,000
01.41001.4251.999	S94 Contributions (Transfer from Reserve)		-45,000	-45,000
01.55551.4130.002	IT - Unified Telecommunications System		56,098	56,098
01.24000.4251.999	IT (Transfer from Reserve)		-56,098	-56,098
01.55582.2605.002	Rural Local Road - s94A Bannister Lane Curve Realignment & Initial Seal		315,926	315,926
01.30301.4250.999	Carry Over Works Bannister Lane, Council Resolution 207/118 (Tfr Reserve)		-140,000	-140,000
01.30301.4250.999	S94A Contributions Plan - Bannister Lane Wind Farm Income		-175,926	-175,926
01.52582.5103.001	Black Spot Funding MR258 Wombeyan Caves Rd		169,770	169,770
01.31001.1700.318	Unexpended Grant - MR258 Wombeyan Caves Road		-156,658	-156,658
01.55564.1681.002	Kiamma Creek Boardwalk Replacement		8,000	8,000
01.35301.1750.901	Kiamma Creek Landcare Group - Contribution Income		-8,000	-8,000
01.55531.4050.002	Crookwell Office carpark - fuel tank/seal		21,140	21,140
01.55396.4251.999	Carry Over Works (Transfer from Reserve)		-21,140	-21,140
06.06502.4050.002	DWM Purchase of 120 & 240 Litre Mobile Bins		115,000	115,000
06.06011.4250.999	DWM - Green Waste Bins & Service Implementation (Transfer from Reserve)		-115,000	-115,000
02.02562.4200.002	Crookwell DAFF Water Treatment Plant		328,961	328,961
02.02001.4250.999	Water Treatment Plant Unexpended Grant		-328,961	-328,961
03.03535.4300.002	Sewer Main Rehabilitation / Renewal	100,000	58,715	158,715
03.03532.4135.002	Computer Replacement Sewer Fund STP	2,100	14,327	16,427
03.03011.4250.999	Sewer Reserves (Transfer from Reserve)		-73,041	-73,041
Totals		1,022,100	36,566	1,058,666

UPPER LACHLAN SHIRE COUNCIL

Budget Operating Income and Expenditure - 1st Quarter Revotes

Activity	Job Description	Adopted Budget 2018/2019	Revote net amendment	Revised Budget 2018/2019
01.10000.2404.002	Governance - Donation s356 - Creditors	43,000	12,800	55,800
01.25070.2814.002	WH & S - Consultancies for Asbestos Mgt Plan and Register - Creditors		90,000	90,000
01.70001.1100.329	Private Works - Wind Farm DA Woodhouse Rd (North) Upgrade	0	-1,100,000	-1,100,000
01.71528.9010.002	Private Works - Wind Farm DA Woodhouse Rd (North) Upgrade		1,100,000	1,100,000
01.41100.2814.002	E&P - Building Control Consultancies (Transfer from Reserve)		134,000	134,000
Totals		43,000	236,800	279,800

Operational Plan budget surplus 2018/2019

-309,610

236,800

-72,810

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Upper Lachlan Shire Council**Cash and Investments Budget Review Statement 2018/2019**

Budget review for the year ended 30 September 2018

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	1st Quarter Closing Balance (\$'000)
TOTAL UNRESTRICTED	(1,428)	2,447	30		2,477
EXTERNAL RESTRICTIONS:					
Section 94 - Development Contributions Plan	245	3,145	144	(79)	3,210
Section 94A - Development Contributions Plan	(176)	176	0	(176)	0
Specific Purpose Unexpended Grants	0	1,625	120		1,746
Water Supplies	335	2,529	78		2,607
Sewerage Services	371	4,350	283		4,632
Domestic Waste Management Services	(1,283)	2,071	225		2,297
Stormwater Management	(200)	283	47	(1)	328
Wind Farms CEF Program	0	(8)	167		159
Trust Fund (Fund 8)	0	16		(10)	6
RMS Contributions	0	845			845
TOTAL EXTERNAL RESTRICTED	(708)	15,032	1,064	(266)	15,830
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements	100	1,918	100		2,018
Plant and Equipment Replacement	(308)	1,445	0	(21)	1,423
Buildings and Infrastructure Improvements	0	1,360		0	1,360
Council Houses capital works	0	61	0		61
Information Technology and Equipment	0	269	0	0	269
Public Halls and Community Projects	0	51			51
Gravel Pit Restoration	20	333	0	0	333
Rubbish Tips Remediation	(1,300)	1,809	0		1,809
Garbage / Waste Disposal	0	37			37
Library Services Cooperative distribution	0	71		0	71
Upper Lachlan Tourist Association (ULTA)	0	32	0		32
Financial Assistance Grants Payment in Advance	0	2,289	0	(458)	1,831
Deposits and Retentions (subdivision bonds)	0	161	0		161
State Road MR54 works contingencies	119	195		0	195
Uncompleted Carry-over Works	0	2,496		(293)	2,203
TOTAL INTERNAL RESTRICTED	(1,369)	12,526	100	(772)	11,854
TOTAL RESTRICTED	(2,077)	27,558	1,164	(1,038)	27,684
TOTAL CASH AND INVESTMENTS	(3,505)	30,005	1,193	(1,038)	30,160

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UPPER LACHLAN SHIRE COUNCIL**Capital Budget Summary Review Statement - 2018/2019****Budget Review for the quarter ended 30 September 2018**

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
<u>CAPITAL FUNDING</u>							
Rates and Other Untied Charges (General Fund)	1,160,129	5,418,700	44,594			5,463,294	21%
Operational Grants and Contributions (All Funds)	562,132	1,577,400				1,577,400	36%
Capital Grants and Contributions (All Funds)	9,500	3,049,123	58,060			3,107,183	0%
Internal Restrictions (General Fund)							
- renewals/new assets	1,562,448	3,928,000	2,627,536			6,555,536	24%
External Restrictions (excluding grants)							
- water supply	328,888		328,961			328,961	100%
- sewerage							
- domestic waste management (DWM)							
- stormwater							
- section 94	73,939	359,500	19,794			379,294	19%
Other Capital Funding Sources e.g.							
- loans	0	974,000	300,000			1,274,000	0%
Income from Sale of Assets							
- plant and equipment (general fund)							
- land and buildings							
TOTAL CAPITAL FUNDING	3,697,036	15,306,723	3,378,945			18,685,668	20%
<u>CAPITAL EXPENDITURE</u>							
New Assets							
- plant and equipment							
- land and buildings							
- Roads, Bridges, Footpaths	26,379	1,062,460				1,062,460	2%
- infrastructure	475,427	3,960,000	328,961			4,288,961	11%
- other new assets	76,417	127,900	76,298			204,198	37%
Renewals (Replacement)							
- plant and equipment	555,091	1,258,500	8,456			1,266,956	44%
- land and buildings	136,834	529,500	11,338			540,838	25%
- Roads, Bridges, Footpaths	1,706,023	4,893,323	2,157,196			7,050,519	24%
- infrastructure	350,657	1,549,140	58,715			1,607,855	22%
- other asset renewals	363,979	1,694,200	737,980			2,432,180	15%
Loan Repayments (Principal)							
- renewals	6,230	231,700				231,700	3%
- new assets							
TOTAL CAPITAL EXPENDITURE	3,697,037	15,306,723	3,378,945			18,685,668	20%

Cap QBRs Stat 2019

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND							
1.COMMUNITY							
<i>Emergency Services and Fire Protection</i>							
s94 - Taralga Bush Fire Brigade Assets	01.55351.4050.002	\$2,935		\$2,935	\$2,935	100%	
Land Broadway/Oolong RFS Shed Site- s94 fund	01.55307.4050.002	\$5,518		\$5,518	\$5,518	100%	
s94 - Gunning Bush Fire Brigade Assets	01.55231.4050.002	\$5,820		\$5,820	\$5,820	100%	
Gurrundah Bushfire Brigade	01.55454.4050.002	\$2,400		\$2,400	\$2,400	100%	
Binda Bush Fire Brigade Assets - (s94)	01.55442.4050.002	\$3,121		\$3,121	\$3,121	100%	
<i>Animal Control</i>							
Crookwell Pound - Impounding Yard Improvements (Sec. 94 Funded)	01.55183.4103.002		3,000		\$3,000		
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>							
Health Services, Medical Centres - (18/19 & 19/20 Internal Painting Crookwell Health	01.55229.4103.002		30,000		\$30,000		
Implementation of Disability Action Plan - Program to be Identified	01.55463.2899.002						
<i>Public Libraries</i>							
Crookwell and Gunning Libraries - Computers and Printers	01.55190.4135.002	\$6,316	7,500		\$7,500	84%	
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings	01.55464.4103.002	\$3,291		\$3,291	\$3,291	100%	
Gunning Library - Roof Replacement and Structural Repairs	01.55106.4103.002	\$8,460	50,000		\$50,000	17%	
<i>Public Halls, Cultural Services, Community Centres and Museums</i>							
Crookwell Memorial Hall - Crookwell Historical Society - Internal Painting	01.55112.4103.002		10,000		\$10,000		
Bigga Memorial Hall - Water Tank replacement	01.55609.4103.002	\$17,953	10,000	\$7,953	\$17,953	100%	
Tony Foley Centre - Roof, Painting & Toilet Upgrade	01.55242.4103.002		65,000		\$65,000		
<i>Sporting Grounds and Parks and Gardens</i>							
Kiamma Creek/Pat Cullen Reserve Marsden Street Entrance Improvements	01.55586.4150.002	\$9,247		\$10,000	\$10,000	92%	
Memorial Oval - Building Replacement - Amenities, Gym & Function Centre	01.55426.4103.002	\$18,511	1,036,000	\$300,000	\$1,336,000	1%	
(\$600k grant funded, \$540k received 17/18 & \$60k in 18/19)							
(\$736,000 funded from Loans)							
Barbour Park Baby Swing Erection	01.55631.4150.002	\$4,609		\$10,060	\$10,060	46%	
<i>Swimming Pools</i>							
Crookwell Swimming Pool Improvements 17/18 - Toddler's Pool	01.55588.4155.002	\$12,209		\$12,209	\$12,209	100%	
Crookwell Swimming Pool - Painting Facade	01.55276.4155.002	\$12,132		\$15,000	\$15,000	81%	
Gunning Swimming Pool - step access to pool	01.55589.4155.002		25,000		\$25,000		
Total Community Expenditure		112,523	1,236,500	378,307	1,614,807	7%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revolves & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND							
2. ENVIRONMENT							
<i>Town Planning and Development Control</i>							
LEP Review & Section 94 Plan Review (\$75k Plan Administration Sec 94 Funded)	01.55186.2899.002	\$20,250		\$45,000	\$45,000	45%	
ePlanning Stage 2 - Implementation & GIS Integration	01.55430.4130.002		40,000		\$40,000		
<i>Housing</i>							
Staff Accommodation Capital Replacements/Improvements (3 Houses)	01.55256.4103.002		15,000		\$15,000		
Staff Accommodation Bathrooms Restoration Redground Road	01.55222.4103.002	\$16,949	20,000		\$20,000	85%	
<i>Environmental Systems and Protection</i>							
<i>Noxious Weeds Control</i>							
<i>Building Control</i>							
Total Environment Expenditure		37,199	75,000	45,000	120,000	31%	
GENERAL FUND							
3. ECONOMY							
<i>Financial Services</i>							
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)	01.60006.4900.002		25,800		\$25,800		
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	01.60008.4900.002		101,400		\$101,400		
<i>Administration and Corporate Support</i>							
<i>Information Technology</i>							
IT - Windows 10 Upgrade	01.55491.4135.002	\$41,898	\$221,800	\$12,700	\$234,500	18%	
IT - Authority Upgrade to 7.1	01.55334.4130.002		5,000		\$5,000		
IT - Software - (Acrobat & Antivirus, etc.)	01.55118.4130.002		40,000		\$40,000		
IT - Hardware (19 x PCs incl. MS Office)	01.55103.4135.002	\$2,430	11,600		\$11,600		
IT - External Tape Backup	01.55429.4135.002	\$2,865	41,000		\$41,000		
IT - Data Projectors Replacement (Gunning)	01.55181.4135.002	\$13,560	14,500		\$14,500		
IT - Microwave Redundancy Units	01.55549.4135.002		5,500		\$5,500		
IT - Replace (UPS) Equipment	01.55245.4135.002	\$3,922	10,000		\$10,000		
IT - Replace Printers	01.55310.4135.002		6,800		\$6,800		
IT - Additional Monitors - Environment & Planning	01.55610.4135.002		5,000		\$5,000		
IT - Network Improvements	01.55001.4135.002	\$2,725	2,000		\$2,000		
IT - Design Engineer & Trainees 1 x 64 bit Windows 7 PCs for Civilcad	01.55102.4135.002	\$4,317	7,200		\$7,200		
<i>Information Technology (cont.)</i>		\$12,079		\$12,700	\$12,700		

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
IT - Smart Phones (6) - iPhones - Management & Mayor	01.55492.4050.002		9,500		\$9,500		
IT - iPads (5) - Environment & Planning	01.55445.4135.002		7,500		\$7,500		
IT - Hardware - Replacement of Existing iPads	01.55445.4135.002		18,000		\$18,000		
IT - Hardware - A2 Printer/Scanner	01.55310.4135.002		15,700		\$15,700		
IT - Stormwater System Software	01.55611.4130.002		4,500		\$4,500		
IT - Civil3D CAD Software	01.55612.4130.002		9,000		\$9,000		
IT - Electronic Stamping Software for Online Lodgement	01.55613.4130.002		9,000		\$9,000		
IT - Unified Telecommunications System	01.55551.4130.002	\$56,098		\$56,098	\$56,098	100%	
<i>Caravan Parks</i>							
<i>Tourism Promotion and Business</i>							
Christmas Decorations Equipment Installation - Goulburn Street Crookwell	01.55590.4103.002		3,000		\$3,000		
Christmas Decorations Equipment Installation - Other Towns & Villages	01.55590.4103.002		3,000		\$3,000		
Effluent Dump Point (RV Friendly Town) - Taralga	01.55522.4150.002			\$7,500	\$7,500		
Total Economy Expenditure		97,997	355,000	76,298	431,298	23%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND AND DWM FUND							
4. INFRASTRUCTURE							
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>							
<i>Urban Local Roads</i>							
<u>Urban Unsealed Rd - Road Reconstruction and Sealing</u>							
Yass Street - (Cooper Street to Park Street) - Gunning	01.55163.5103.002	\$3,706	30,000		\$30,000	12%	
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>							
Warrataw Street - (Cullivan Street to Lerida Street) - Gunning	01.55163.5103.001						
Urban Sealed Roads - Bitumen Resealing and Pavement Rehab	01.55163.5101.002		100,000	\$40,000	\$140,000		
<i>Roads to Recovery</i>							
Roads to Recovery - Local Roads Gravel Resheeting Program		\$143,109	567,000		\$567,000	25%	
Abbey Collins Road	01.50179.1430.002		22,000		\$22,000		
Armours Road	01.50154.1430.002		22,000		\$22,000		
Bevendale Road	01.50127.1430.002		22,000		\$22,000		
Biala Road	01.50128.1430.002		12,000		\$12,000		
Brayton Road	01.50092.1430.002	\$25,500	22,000		\$22,000		
Bulleys Crossing Road	01.50023.1430.002		22,000		\$22,000		
Carrabungla Road	01.50035.1430.002		22,000		\$22,000		
Clancys Road	01.50034.1430.002	\$3,164	22,000		\$22,000		
Craigs Road	01.50076.1430.002	\$19,505	22,000		\$22,000		
Golspie Road	01.50029.1430.002	\$17,325	12,000		\$12,000		
Greenmantle Road	01.50138.1430.002	\$3,418	22,000		\$22,000		
Hillgrove Road	01.50187.1430.002		22,000		\$22,000		
Jerrara Road	01.50108.1430.002	\$2,527	19,500		\$19,500		
Jerrong Road	01.50181.1430.002	\$18,963	22,000		\$22,000		
Lost River Road	01.50142.1430.002		38,500		\$38,500		
Maryvale Road	01.50111.1430.002		22,000		\$22,000		
Middle Arm Road	01.50169.1430.002	\$14,950	13,000		\$13,000		
Old South Road	01.50145.1430.002		22,000		\$22,000		
Peelwood Road	01.50146.1430.002	\$6,844	22,000		\$22,000		
Redground Road	01.50017.1430.002		22,000		\$22,000		
Redground Heights Road	01.50117.1430.002		22,000		\$22,000		
Roads to Recovery - Local Roads Gravel Resheeting Program (cont.)							

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Reids Flat Road	01.50147.1430.002		22,000		\$22,000		
Sapphire Road	01.50149.1430.002		22,000		\$22,000		
Towrang Road	01.50122.1430.002	\$25,500	22,000		\$22,000		
Weroona Lane	01.50186.1430.002		22,000		\$22,000		
Wheeo Road	01.50152.1430.002		22,000		\$22,000		
Woodhouselee Road	01.50078.1430.002	\$5,414	10,000		\$10,000		
<u>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</u>							
Bevendale Road	01.50173.1430.002	\$2,500					
Towrang Road	01.50177.1430.002	\$22,932					
Roads to Recovery - Grubine Road Construction - Total of \$3m over 8 Years (Project funding completed 2019/2020) includes \$200k deferred from 17/18	01.50126.1430.001	\$415,914	400,000		\$400,000	52%	
<u>Rural Local Roads</u>							
Grubine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k (deferred to 18/19), 18/19 \$200k, 19/20 \$200k)	01.55460.9101.001	\$0	400,000		\$400,000		
<u>Gravel Resheeting Rural Local Roads (Transfer from Sec. 94 Reserve)</u>							
<u>Roads Scheduled for Gravel Resheeting</u>		50,015	252,500		\$252,500	20%	
Andersons Road	01.55615.1430.002		11,000		\$11,000		
Biala Road	01.55616.1430.002		10,000		\$10,000		
Chapmans Lane	01.55469.1430.002	\$19,052	22,000		\$22,000		
Broadway Road	01.55617.1430.002		22,000		\$22,000		
Coolalie Road	01.55540.1430.002		22,000		\$22,000		
Golspie Road	01.55541.1430.002	\$833	10,000		\$10,000		
Jerrara Road	01.55618.1430.002		2,500		\$2,500		
Kangaloolah Road	01.55619.1430.002		22,000		\$22,000		
Lower Greendale Road	01.55620.1430.002		22,000		\$22,000		
Middle Arm Road	01.55472.1430.002	\$2,674	9,000		\$9,000		
Old South Road	01.55621.1430.002		22,000		\$22,000		
Peelwood Road	01.55474.1430.002	\$869	22,000		\$22,000		
Prices Lane	01.55622.1430.002	\$16,601	22,000		\$22,000		
Woodhouselee Road	01.55543.1430.002	\$9,986	12,000		\$12,000		
Woodville Road	01.55412.1430.002		22,000		\$22,000		
<u>Rural Local Roads (cont.)</u>							
Rural Local Sealed Road - Bitumen Resealing and Pavement Rehab	01.55162.5101.002		480,000	\$108,000	\$588,000		

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Rural Local Road - Cullerin Road Rehabilitation		\$57,252	100,000		\$100,000	57%	
Rural Local Road - Pejar Road - Replace Corrugated Steel Pipes	01.55530.9006.002	\$91,061	220,000		\$220,000	41%	
Rural Local Road - Bannister Lane Curve Realignment & Initial Seal	01.55582.2605.002	\$378,557		\$315,926	\$315,926	120%	-\$62,632
Rural Local Road - Drainage Improvements	01.55623.9010.002		50,000		\$50,000		
Rural Local Road - Causeway Improvement Program	01.55614.9010.002		25,000		\$25,000		
Regional Roads							
Resealing Program (RMS Block Grant Funded)	01.50523.5101.002	\$56,731	437,400		\$437,400	13%	
Rehabilitation - MR241 - Rye Park Road (100% Black Spot Grant Funded)	01.52412.5101.002	\$16,314	124,423		\$124,423	13%	
(50% RMS REPAIR Grant Funded / 50% Council Funded)							
Rehabilitation - Gundaroo Road MR52	01.50527.5101.002	\$182,030		\$181,500	\$181,500	100%	-\$530
Rehabilitation - MR248E - Laggan Road	01.52484.5101.002		745,000		\$745,000		
(\$311,000 RMS REPAIR Grant Funded)	01.52483.5101.002						
(\$311,000 Council Funded)							
(\$123,000 RMS 3x3 Grant Funded)							
Regional Road Rehabilitation - MR258 - Wombeyan Caves Road - (100% Grant Funded)	01.50528.5101.002	\$27,149					
Black Spot Funding MR258 Wombeyan Caves Rd	01.52582.5103.001	\$169,770		\$169,770	\$169,770	100%	
Regional Road Rehabilitation - Wombeyan Caves Road MR258	01.50523.5101.002						
Regional Roads Timber Bridge Replacement Program							
MR 256 - Timber Bridge Replacement - Abercrombie River	01.52563.2415.002	\$47,460		\$1,254,000	\$1,254,000	4%	
MR 248E - Timber Bridge Replacement - Kiamma Creek	01.52485.2604.002	\$26,379	1,062,460		\$1,062,460	2%	
(Restart NSW Grant (State Govt.) \$531,230)							
(Federal Bridges Renewal Program Grant \$450,000)							
(Block Grant \$81,230)							
Kiamma Creek Boardwalk Repl. - Gravel - (100% Cnc)	01.55564.1681.002	\$3,911		\$8,000	\$8,000		
Local Roads Bridge Program							
Crookwell River (Woodville Road)	01.55624.2604.002	\$4,964	538,000		\$538,000	1%	
Footpaths and Cycleways							
Traffic & Transport Cycleway Program - Lorn Street Collector (School to Church Street)	01.55498.1681.002		100,000		\$100,000		
(Collector Public School) - (Subject to 50% RMS funding)							
(Subject to PAMP endorsement by Council)							
Stronger Country Communities Fund							
Pat Cullen Reserve - Community Recreation Area	01.55606.1681.02	\$18,703	223,564		\$223,564	8%	
Clifton Park - Community Connections and Pathway	01.55607.1681.02	\$13,824	112,189		\$112,189	12%	
Pedestrian Access and Mobility Plan Priorities	01.55604.1681.02		344,487		\$344,487		
Re-energising the Collector Community Project	01.55605.1681.02	\$7,164	220,000		\$220,000	3%	
Footpaths Crookwell AP&H Society	01.30801.1700.990	\$90,796					

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Kerb and Guttering							
Kerb and Gutter Rehabilitation - Colyer Street (Memorial Oval to Wade Street)	01.55594.1640.002	\$28,223	50,000		\$50,000	56%	
Other Infrastructure							
Towns & Villages Streetscape Investigation & Program	01.55401.9006.002	\$90,471	150,000	\$154,000	\$304,000	30%	
RV Parking Taralga	01.55625.9001.002		85,000		\$85,000		
Crookwell Airstrip Concept Plans	01.55626.9006.002		15,000		\$15,000		
Crookwell Depot Land Acquisition	01.55547.9402.002	\$495					
Crookwell Office carpark - fuel tank/seal	01.55531.4050.002	\$21,140		\$21,140	\$21,140		
Bus Stop Bigga Construction	01.55633.2300.02			\$10,000	\$10,000		
Bus Stop Taralga	01.55634.2300.02			\$10,000	\$10,000		
Bus Stop Binda Construction	01.55635.2300.02			\$10,000	\$10,000		
Waste Centres, Rubbish Tips and Street Cleaning							
Crookwell Landfill Remediation - EPA Requirement (\$102,000 from Tip Remediation Reserve & \$1,520,000 funded from DWM Reserve)	01.55257.4103.002	\$146,539	2,180,000		\$2,180,000	7%	
Crookwell Landfill Upgrade - EPA Requirement (\$1.5m funded from Reserve)	01.55627.9006.002		1,780,000		\$1,780,000		
Gunning Landfill Design & Investigation	01.55628.9006.002		50,000		\$50,000		
Waste Bins & Recycling Setup Bigga & Tuena	01.55354.9006.002	\$1,061	5,000		\$5,000	21%	
Public Cemeteries							
Lawn Cemeteries Columbariums (Transfer from Sec. 94 Reserve)	01.55175.4145.002	\$4,130	10,000		\$10,000	41%	
Gunning - Cemetery	01.55559.9010.002	\$1,811					
Stormwater and Drainage							
Goulburn Street Crookwell - Gross Pollutant Trap	01.55569.4159.002	\$8,400					
Brooklands Street Crookwell - Detention Basin Works (funded from Stormwater Res)	01.55188.4159.002		200,000		\$200,000		
Collector Stormwater Drainage	01.55187.4159.002	\$104	160,000	\$80,000	\$240,000	5%	
Denison Street Crookwell - Detention Basin Works - (FRMP - Measure 6&7)	01.55570.4159.002	\$2,726					
Church Street Collector - Storm Drain (Reserves)	01.55567.4103.002	\$9,828					
Public Conveniences and Amenities							
Tuena - Amenities Replacement (50% Veolia Grant funded)	01.55510.4103.002	\$46,937	92,000		\$92,000	51%	
Goodhew Park - Revitalisation (Amenities block, playground equipment & drainage works) (\$94k Transfer from S94 Reserve & \$66k Transfer from Reserve) & (\$50k Stronger Communities)	01.55466.4150.002	\$7,171	210,000		\$210,000	3%	
Goodhew Park /Land Acquisition	01.55599.9402.002	\$3,274					
Clifton Park - toilet / amenities block construction (Veolia grant \$45k & other grants)	01.55603.4103.002	\$42,705	95,000		\$95,000	45%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
<i>Engineering, Purchasing and Works Supervision</i>							
<i>Plant and Equipment Operations</i>							
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	01.59000.4210.004	\$524,023	434,600		\$434,600	44%	
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)	01.59000.4210.004		799,200		\$799,200		
Workshop Plant and Tools	01.55122.4120.002		4,000		\$4,000		
Survey Laptop	01.55630.4135.002	\$2,289					
Survey Equipment	01.55629.4120.002	\$15,776					
Survey Equipment	01.55394.4120.002	\$4,547					
<i>Domestic Waste Management (DWM)</i>							
DWM Plant Net Replacement Cost - (see Plant Schedule)	06.59000.4210.004			\$115,000	\$115,000	94%	
DWM Purchase of 120 & 240 Litre Mobile Bins	06.06502.4050.002	\$108,286					
Total Infrastructure Expenditure		2,903,428	12,851,823	2,477,337	15,329,160	19%	-63,162

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
WATER SUPPLY FUND							
<i>Crookwell Water Supply Fund</i>							
Loan Principal Reduction (Former Crookwell Loan 163W - Finalised 24/4/2022)	02.02600.4900.002		56,300		\$56,300		
Mains Replacement - General	02.02547.2194.002	\$0	150,000		\$150,000	0%	
Crookwell DAFF Water Treatment Plant	02.02562.4200.002	\$328,888		\$328,961	\$328,961	100%	
Computer Replacement Manager of Operations (Laptop)	02.02535.4135.002						
Computer Replacement Water Treatment Plant (PC)	02.02535.4135.002		1,200		\$1,200		
Motor Vehicle- Net Repl. Cost - (see Motor Vehicle Schedule)	02.59000.4210.004						
<i>Gunning Water Supply Fund</i>							
Mains Replacement	09.09511.2194.002		60,000		\$60,000		
<i>Dalton Water Supply Fund</i>							
Mains Replacements	11.11508.2194.002		30,000		\$30,000		
Standpipe	11.11510.4200.002		10,000		\$10,000		
Water Reservoir Restoration	11.11511.4200.002	\$22,440	35,000		\$35,000	64%	
<i>Taralga Water Supply Fund</i>							
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	12.12600.4900.002	\$6,230	12,400		\$12,400	50%	
Mains Replacements	12.12511.2194.002	\$11,735	50,000		\$50,000	23%	
Total Water Supply Services Expenditure		369,293	404,900	328,961	733,861	50%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 30 September 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
SEWERAGE FUND							
<i>Crookwell Sewerage Fund</i>							
Loan Principal Reduction (Former Crookwell Loan 163S - Finalised 24/4/2022)	03.03600.4900.002		35,800		\$35,800		
Sewer Main Rehabilitation / Renewal	03.03535.4300.002	\$158,715	100,000	\$58,715	\$158,715		
Sewerage Pumping Station Upgrades/ pump replacements	03.03530.4300.002		10,000		\$10,000		
New Sludge Lagoon							
Decommission trickling filter plant							
Sewerage Treatment Plant - Internal Roads	03.3537.4300.002		100,000		\$100,000		
Geo Tube for Sludge Drying	03.03527.4300.002		7,000		\$7,000		
Sewerage Treatment Plant Mechanical and Electrical Replacements	03.03528.4300.002						
Motor Vehicle Net Repl. - (see Motor Vehicle Schedule)	03.59000.4210.004		20,700		\$20,700		
Computer Replacement Sewer Fund STP (Laptop)	03.03532.4135.002	\$16,427	2,100	\$14,327	\$16,427		
<i>Gunning Sewerage Fund</i>							
Sewer Main Rehabilitation / Renewal	10.10507.4300.002		80,000		\$80,000		
<i>Teralga Sewerage Fund</i>							
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	13.13600.4900.002	\$1,455	2,900		\$2,900		
Sewer Main Rehabilitation / Renewal	13.13516.4300.002		25,000		\$25,000		
Total Sewerage Services Expenditure		176,596	383,500	73,041	456,541	39%	
GENERAL FUND							
5. CIVIC LEADERSHIP							
<i>Real Estate Development</i>							
Total Civic Leadership Expenditure							
Total Capital Works Expenditure		\$3,697,037	\$15,306,723	\$3,378,945	\$18,685,668	20%	-\$63,162
Capital Works Funding by Fund:-							
General Fund Expenditure	85%	\$2,822,259	\$13,018,323	\$2,976,942	\$15,995,265	18%	-\$63,162
DWM Fund Expenditure	10%	\$328,888	\$1,500,000		\$1,500,000	22%	
Water Supply Funds Expenditure	3%	\$369,293	\$404,900	\$328,961	\$733,861	50%	
Sewerage Funds Expenditure	3%	\$176,596	\$383,500	\$73,041	\$456,541	39%	
Total of All Funds Expenditure	100%	\$3,697,037	\$15,306,723	\$3,378,945	\$18,685,668	20%	-\$63,162

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
1.COMMUNITY						
<i>Emergency Services and Fire Protection</i>						
Bushfire Brigade Transfer from Reserve	01.38001.4250.999	\$19,794		\$19,794	\$19,794	100%
<i>Animal Control</i>						
Crookwell Pound - Impounding Yard Improvements (Transfer from Sec. 94 Reserve)	01.45001.4250.999		\$3,000		\$3,000	
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>						
<i>Public Libraries</i>						
<i>Public Halls, Cultural Services, Community Centres and Museums</i>						
<i>Sporting Grounds and Parks and Gardens</i>						
Kiamma Creek/Pat Cullen Reserve Marsden Street Entrance Improvements (50% contribution from Kiamma Creek Landcare Group)	01.35301.1750.901	\$8,000		\$18,000	\$18,000	44%
Memorial Oval - Building Replacement - Amenities, Gym & Function Centre (\$600k grant funded, \$540k received 17/18 & \$60k in 18/19) (\$736,000 funded from Loans)	01.35301.1750.320	\$18,511	\$1,036,000	\$300,000	\$1,336,000	1%
Other Contributions - GDA Barbour Park	01.35301.1750.932	\$1,500		\$1,500	\$1,500	100%
<i>Swimming Pools</i>						
Carry Over Works Crookwell Swimming Pool (Transfer from Reserve)	01.35010.4251.999	\$12,132		\$15,000	\$15,000	81%
Total Community Income		\$59,937	\$1,039,000	\$354,294	\$1,393,294	4%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
2. ENVIRONMENT						
<i>Town Planning and Development Control</i>						
S94 Contributions(Transfer from Reserve)	01.41001.4251.999	\$20,250		\$45,000	\$45,000	45%
<i>Section 94 - Development Contributions</i>						
Open Space	01.41001.1750.287	\$9,643	\$24,400	\$8,560	\$32,960	29%
Bushfire	01.41001.1750.322	\$4,014	\$22,200		\$22,200	18%
Community Facilities/Amenities	01.41001.1750.288	\$8,718	\$44,600		\$44,600	20%
Roads/Traffic Construction	01.41001.1750.289	\$48,350	\$307,700		\$307,700	16%
Extractive Industries	01.41001.1750.292	\$1,891	\$9,700		\$9,700	19%
Plan Administration	01.41001.1750.295	\$1,092	\$5,400		\$5,400	20%
<i>Housing</i>						
<i>Environmental Systems and Protection</i>						
<i>Noxious Weeds Control</i>						
<i>Building Control</i>						
Total Environment Income		\$93,958	\$414,000	\$53,560	\$467,560	20%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND						
3. ECONOMY						
<i>Financial Services</i>						
<i>Administration and Corporate Support</i>						
<i>Information Technology</i>						
IT- Transfer from Reserve	01.24000.4251.999	\$68,177		\$68,798	\$68,798	99%
<i>Caravan Parks</i>						
<i>Tourism Promotion and Business</i>						
Carry Over Works (Transfer from Reserve)	01.27001.4250.999			\$7,500	\$7,500	
Total Economy Income		\$68,177		\$76,298	\$76,298	89%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND AND DWM FUND</u>						
4. INFRASTRUCTURE						
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>						
Urban Local Roads						
Carry Over Works 2017/18 Local Roads (Transfer from Reserve)	01.30301.4250.999			\$148,000	\$148,000	
Rural Local Roads						
Grabine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k (deferred to 18/19), 18/19 \$200k, 19/20 \$200k)	01.30301.1700.970		\$400,000		\$400,000	
Grabine Road Construction - Total of \$800k over 4 Years (Tranche 3 Special Grant - 50% Funding \$800,000 2021/2022 to 2024/2025) (21/22 \$200k, 22/23 \$200k, 23/24 \$200k, 24/25 \$200k)	01.30301.1700.970					
Bannister Lane Curve Realignment & Initial Seal (\$140k Council Reserve , \$175,926 Gullen solar farm Sec 94A & \$100k Sec. 94)	01.30301.4250.999	\$315,926		\$315,926	\$315,926	100%
Carry Over Works 2017/18 Local Roads (Transfer from Reserve)	01.31001.4250.999	\$181,500		\$181,500	\$181,500	100%
Gravel Resheeting Roads (Transfer from Sec. 94 Reserve)	01.30301.4250.999		\$252,500		\$252,500	
Regional Roads						
Regional Road Rehabilitation - Laggan Road MR248E (50% RMS REPAIR Grant Funded)	01.31001.1700.318		\$311,000		\$311,000	
Rehabilitation - MR241 - Rye Park Road (100% Black Spot Grant Funded 2017/18)	01.31001.1700.318	\$156,658	\$124,423	\$156,658	\$281,081	56%
Regional Road Rehabilitation - MR258 -Wombeyan Caves Road - Reserve	01.31001.4250.999					
Regional Roads Timber Bridge Replacement Program						
MR 248E - Timber Bridge Replacement - Kiamma Creek (Restart NSW Grant (State Govt.) \$531,230) (Federal Bridges Renewal Program Grant \$450,000) (Block Grant \$81,230)	01.31001.1700.960		\$1,062,460		\$1,062,460	
MR256 - Timber Bridge Replacement - Abercrombie River(BRP \$579K, FCR 675k)	01.31001.1700.978	\$47,460		\$1,254,000	\$1,254,000	4%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Local Roads Bridge Program						
Crookwell River (Woodville Road) (Loan funded)	01.30751.6200.983		\$538,000		\$538,000	
Footpaths and Cycleways						
Traffic & Transport Cycleway Program - Lorn Street Collector (Collector Public School) - (50% grant funded)	01.30801.1700.581		\$50,000		\$50,000	
Stronger Country Communities Fund	01.30801.1700.990		\$900,240		\$900,240	
Kerb and Guttering						
Other Infrastructure						
Crookwell Office carpark - fuel tank/seal	01.55396.4251.999	\$21,140		\$21,140	\$21,140	100%
Bus Shelters - Capital Grant Income	01.32501.1700.332			\$30,000	\$30,000	
Towns & Villages Streetscape (Transfer from Reserve)	01.31001.4250.999	\$90,471		\$154,000	\$154,000	59%
Waste Centres, Rubbish Tips and Street Cleaning						
Crookwell Landfill Remediation - EPA Requirement (from MULLER Budget Estimates) (\$102,000 from Tip remediation Reserve & \$1,090,000 funded from DWM Reserve)	01.39201.4250.999		\$1,622,000		\$1,622,000	
Crookwell Landfill Upgrade - EPA Requirement - (Transfer from DWM Reserve)	01.39201.4250.999		\$1,500,000		\$1,500,000	
Remediation of Waste Transfer Station Sites (50% funded by NSW EPA Grant)						
Public Cemeteries						
Lawn Cemeteries Columbariums (Transfer from Sec. 94 Reserve)	01.32001.4250.999		\$10,000		\$10,000	
Stormwater and Drainage						
Brooklands Street Crookwell - Detention Basin Works (funded from Stormwater Levy Reserve)	01.39701.4250.999		\$200,000		\$200,000	
Collector Stormwater Drainage -(Funded Transfer from Reserve)	01.39701.4250.999	\$104		\$80,000	\$80,000	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Public Conveniences and Amenities						
Tuena - Amenities Replacement (50% Veolia Grant Funded)	01.35301.1700.570		\$46,000		\$46,000	
Goodhew Park - Revitalisation (Amenities block, playground equipment & drainage works) (\$94k Transfer from S94 Reserve & \$66k Transfer from reserve) & (\$50k Stronger Communities grant received 17/18)	01.35301.4250.999	\$7,171	\$210,000		\$210,000	3%
Clifton Park - toilet / amenities block construction (Veolia grant \$45k & other grants \$50k)	01.35301.1700.949		\$95,000		\$95,000	
Engineering, Purchasing and Works Supervision						
Plant and Equipment Operations						
Domestic Waste Management (DWM)						
Section 94 Contribution - Garbage Disposal and Facilities	06.06011.1750.290	\$3,186	\$16,000		\$16,000	20%
DWM - Green Waste Bins & Service Implementation	06.06011.4250.999	\$108,286		\$115,000	\$115,000	94%
Total Infrastructure Income		\$931,904	\$7,337,623	\$2,308,224	\$9,645,847	10%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND						
<i>Crookwell Water Supply Fund</i>						
Water Section 64 Development Contributions	02.02001.1750.285		\$26,600		\$26,600	
Crookwell NEW DAFF Water Treatment Plant - Transfer from Reserve	02.02001.4250.999	\$328,815		\$328,961	\$328,961	100%
<i>Gunning Water Supply Fund</i>						
Water Section 64 Development Contributions	09.09001.1750.285		\$15,700		\$15,700	
<i>Dalton Water Supply Fund</i>						
Water Section 64 Development Contributions	11.11001.1750.285		\$2,200		\$2,200	
<i>Taraalga Water Supply Fund</i>						
Water Section 64 Development Contributions	12.12001.1750.285		\$9,600		\$9,600	
Total Water Supply Services Income		\$328,815	\$54,100	\$328,961	\$383,061	86%
SEWERAGE FUND						
<i>Crookwell Sewerage Fund</i>						
Sewerage Section 64 Development Contributions	03.03011.1750.285		\$21,200		\$21,200	
Sewer Reserves (Transfer from Reserve)	03.03011.4250.999	\$73,041		\$73,041	\$73,041	100%
<i>Gunning Sewerage Fund</i>						
Sewerage Section 64 Development Contributions	10.10001.1750.285		\$8,400		\$8,400	
<i>Taraalga Sewerage Fund</i>						
Sewerage Section 64 Development Contributions	13.13001.1750.285		\$5,600		\$5,600	
Total Sewerage Services Income		\$73,041	\$35,200	\$73,041	\$108,241	67%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 30 September 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND						
5. CIVIC LEADERSHIP						
<i>Real Estate Development</i>						
Total Civic Leadership Income						
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans		\$1,555,832	\$8,879,923	\$3,194,378	\$12,074,301	13%
Total Transfers from Reserves		\$1,474,047	\$3,978,000	\$2,248,596	\$6,226,596	24%
Total Section 94/64 Transfers from Reserves			\$359,500	\$606,282	\$965,782	
Total Loans			\$974,000	\$300,000	\$1,274,000	
Total Capital Grants and Contributions		\$9,500	\$3,049,123	\$39,500	\$3,088,623	0%
Total Section 94 Budget Received - Not Funding This years capital works		\$72,285	\$519,300		\$519,300	14%
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans		\$1,555,832	\$8,879,923	\$3,194,378	\$12,074,301	13%

UPPER LACHLAN SHIRE COUNCIL



1ST QUARTER REVIEW OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS **2018/2019**

30 SEPTEMBER 2018

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI)

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
COMMUNITY	
Health Services, Medical Centres, Community Services, Aged and Disabled Services	4
Public Halls, Cultural Services, Community Centres and Museums	4
Animal Control	5
Swimming Pools	6
Sporting Grounds and Parks and Gardens	7
Public Libraries	7
Emergency Services and Fire Protection	8
ENVIRONMENT	
Town Planning and Development Control	9
Building Control	9
Environmental Systems and Protection	10
Housing	10
Noxious Weeds Control	11
Food Control and Inspections	12
ECONOMY	
Financial Services	13
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General Purpose Revenue and Rates	15
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Caravan Parks	18
Tourism Promotion and Business (Private Works, RMS State Road and Service NSW)	19
INFRASTRUCTURE	
Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering	20 - 21
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Waste Centres, Rubbish Tips and Street Cleaning	23

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI) continued

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
Public Conveniences and Amenities	24
Public Cemeteries	24
Engineering, Purchasing and Works Supervision	25
Plant and Equipment Operations	26
Domestic Waste Management (DWM)	27
Water Supply Services	28
Sewerage Services	29
CIVIC LEADERSHIP	
Governance	30 - 31

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - HEALTH SERVICES, MEDICAL CENTRES, AGED, DISABLED AND COMMUNITY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Maintain lease for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned building utilised for health care services in Crookwell and Gunning.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Achieved.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council review the Disability Inclusion Action Plan by December 2018.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not Achieved – review pending.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Not Achieved - Annual review scheduled for completion in November 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC HALLS, CULTURAL SERVICES, COMMUNITY CENTRES AND MUSEUMS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review the Social and Community Plan 2013-2018 and Council to readopt by June 2019.	Report on actions every year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Not Achieved – review pending.
Implement Cultural Plan for Council.	Report on actions every year in the Annual Report	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - Cultural Plan 2017-2020 adopted by Council on 15 June 2017. Actions list reported in 2017/2018 Annual Report

KPI	Performance Measure	Delivery Program Actions	Performance Status
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Achieved - Heritage grants scheduled for endorsement by Council in October 2018.
Maintenance and management of Council public facilities.	Annual AGM and audits for Committees.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being Achieved - as per budget commitments.
	Review Plan of Management for public buildings every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved - Plan of Managements are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - ANIMAL CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Registration of companion animals.	Monthly report to Office of Local Government.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - monthly reports submitted to the Office of Local Government.
Maintain a Complaint Handling Register.	Complaints closed out within two weeks.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being Achieved – not all complaints can be finalised within 2 weeks.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SWIMMING POOLS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Council's Swimming Pool Operational Plan is updated prior to commencement of the season. This document is provided as part of the booking process. Bookings are accepted from local schools, Department of Education, Swim Club, NSW Sport & Recreation and special interest groups to utilise Council's pools at Gunning and Crookwell. Safety systems reviewed in accordance with Practice Note 15 prior to pools opening.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Water quality testing is undertaken prior to opening and during pool opening hours. Four (4) tests are completed at two hour intervals. Results are recorded, and corrective action taken, in compliance with Department of Health guidelines. All results are filed in Council Records Management System.
Swimming pool patronage numbers and financial report.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Being achieved – daily attendance records are maintained for both Swimming Pools. Income and expenditure reports, as well as patronage reports, are provided at the conclusion of season.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SPORTING GROUNDS AND PARKS AND GARDENS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – First meeting scheduled for 5 November 2018. Annual report will be provided towards the end of the financial year.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every five years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved - Council is developing an Asset Register in consultation with the NSW Lands. The exact timing is unknown.
Towns and villages streetscape improvement program.	Implement main street streetscape works.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – finalisation of the plans are delayed due to further consultation required through the Streetscape Committee and for traffic related matter through the Local Traffic Committee.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities on weekends of special or community events.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – townspeople working in towns and village including, Bigga, Gunning and Taralga.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.

KPI	Performance Measure	Delivery Program Actions	Performance Status
		maintaining public safety standards.	
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending – Library Return to be forwarded to NSW State Library in November 2018.
Increase membership and number of library loans.	Increase by 1% per annum.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – statistics prepared by Library Manager for the 2017/2018 Annual Report.
Develop policies and guidelines for user access and use of technology in the libraries.	Become an operational eSmart Library by 30 June 2019.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Pending – work to commence late 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual Audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved – Section 94 Register audit completed for 2017/2018 and the register was provided to RFS in August 2018.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Consequences Management Guide are prepared and will be further reported through the Local Emergency Management Committee.
Complete review of RFS Service Level Agreement.	Council adoption by August 2018.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – there is no current Service Level Agreement, discussions started with RFS and yet to be finalised.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare LEP amendments and submit to Department of Planning and Environment.	LEP Amendments submitted to Department of Planning and Environment for gateway approval in 2018/2019.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Review and implementation of Section 94 and Section 94A Development Contributions Plans.	Review of Section 94 Plans by December 2018 and annual audit of Section 94 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being Achieved – Appointed consultant awaiting further information from Council.
Section 355 Committees of Council commence operations to facilitate the Community Enhancement Fund (CEF).	CEF agreements signed. Funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Achieved – Gullen Range Wind Farm, Cullerin Range Wind Farm and Taralga Windfarm CEP project funding has been allocated for 2018/2019.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD)	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - BUILDING CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 30 days.	2.2 - Promote environmentally sustainable developments (ESD).	75% of CC's were determined within 30 days for the period of 1 July 2018 to 30 September 2018.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	60% of DA's were determined within 40 days for the period of 1 July 2018 to 30 September 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
State of Environment Reporting.	Complete and include in Council Annual Report.	2.3 - Promote use of green and renewable energy.	Being Achieved.
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Service Delivery Policy.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Being achieved – not all compliance action can be finalised within the 30 day timeframe.
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of grants per annum.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved - Ongoing liaison with relevant government agencies in seeking funding for environmental initiatives.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - HOUSING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Regular inspection of housing by independent management agent.	House inspections each year.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Annual house maintenance and repair program derived from inspections.	Repairs completed within 30 days of notification.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - NOXIOUS WEEDS CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Works in progress – 195 property inspections have been undertaken during the period of 1 July 2018 to 30 September 2018.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved - monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being Achieved - regular government and non-government meetings attended. Weed control information included in Councils information page and newsletters.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not Achieved – inspections are scheduled for April 2019.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - None identified for the period of the 1 July 2018 to 30 September 2018.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Being achieved – Investment Policy was adopted on 21 June 2017 and will be reviewed again prior to June 2019.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Minimum 40% cash reserve of total ELE expense.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 46% of total ELE expense as at 30 June 2018 based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Pending – Grant Thornton internal audit contractor will conduct 2 internal audit programs. The two audits are IT General Controls and a Business Continuity audit these audits will be conducted by March 2019.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Achieved - the buildings, other structures, operational land and plant and equipment asset classes were revalued by Scott Fullarton Valuations at 30 June 2018. Water supply and sewerage asset classes were revalued at "fair value" at 30 June 2017.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan was reviewed and adopted by Council on 21 June 2018.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Not achieved – 77.60% of tax invoices were paid by Council in accordance with credit terms in the first quarter of 2018/2019.
Manage Council's Accounts Receivable system.	90% of payments recovered within sixty days.	3.1 - Ensure financial viability of Council.	Being achieved – 88.20% of sundry debtor invoices were recovered within 60 days of tax invoice date in the first quarter of 2018/2019.
Council electronic document records management system complies with State Records requirements.	Monthly records task assignee action report to management.	3.1 - Ensure financial viability of Council.	Being achieved - Software Version update of EDM to HP Content Management installed in March 2017. Monthly reports to management for outstanding task actions.
Participate in Canberra JO advocacy and resource sharing projects.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in procurement and tendering programs, human resources, Tourism and Economic Development, Infrastructure and IT working groups in Canberra Joint Organisation.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved - 2.94% rates and charges outstanding percentage as at 30 June 2018.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 98.65% completed within timeframe for the first quarter of 2018/2019. 74 Section 603 Certificate applications processed in first quarter 2018/2019.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – audit completed by the statutory deadline of 30 October 2018.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in first quarter of 2018/2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Not achieved - IT Strategic Plan review is pending.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Being achieved – computer replacement program commenced.

Review, upgrade and update Council's Website and FaceBook page information.	Updated on a weekly basis.	3.1 - Ensure financial viability of Council.	Being achieved - Council website and FaceBook page updated each week, timely media releases. E-newsletter and Post Weekly publications released each week.
Implementation of new servers, software and databases, telecommunication systems and Customer Request Management System upgrade.	Complete each year within budget estimate.	3.1 - Ensure financial viability of Council.	Being achieved - telephone system project finalised in October 2018. CRM project goes live November 2018. Microwave communication project completed and operational in May 2018. Audio recording Council meetings to be finalised by December 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - WORKFORCE (HUMAN RESOURCES AND WORK HEALTH AND SAFETY)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Council Succession Plan.	Review biennially.	3.4 - Assist facilitation of employment opportunities.	Pending – to be reviewed and adopted by Council in December 2018.
Proportion of Council employee turnover per year.	Less than 10%.	5.4 - Ensure the retention and attraction of quality staff.	Achieved - 7% employee turnover rate in 2017/2018.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.4 - Assist facilitation of employment opportunities.	Not achieved – 76% completed for the 2017/2018 performance reviews as at 30 September 2018.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – the reviewed Workforce Plan was adopted by Council at 21 June 2018 Council Meeting.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Conduct on-site work safety inspections of works sites and offices. Information provided to Council WH&S Committee and management.	80% of worksites are audited each year by WH&S Committee.	3.4 - Assist facilitation of employment opportunities.	Not achieved - currently worksite inspection rate is increasing and stand at 70% each year.

KPI	Performance Measure	Delivery Program Actions	Performance Status
All new employees to attend Corporate and WH&S Induction.	Within 2 months of commencing employment.	3.4 - Assist facilitation of employment opportunities.	Achieved in the first quarter.
Maintain a database of hazards and risk management of all Council activities.	Quarterly updated by Section Managers and reported annually by WH&S Coordinator.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved - SWMS procedure developed and approved, investigating means of further integrating into Council's systems.
Identification of need for and implementation of safe work method statements (SWMS) for specific worksites.	80% of WH&S corrective actions will be completed within agreed timeframes.	3.4 - Assist facilitation of employment opportunities.	Being achieved - Training is being provided.
Increase awareness training of back and manual handling injuries such as sprains and strains for all staff.	Training provided every two years.	3.4 - Assist facilitation of employment opportunities.	Being achieved – educating staff on reporting requirements via new staff induction, site inductions and staff meetings. Minimised workers compensation claims.
Establish corporate safety management objectives, strategies and targets in the WH&S section. Minimisation of	Incident reporting by employee within 2 days to senior management.	3.4 - Assist facilitation of employment opportunities.	Being achieved - safety inspection results, incidents and injuries reported to Manex and the WHS Committee bi-monthly. Toolbox talks being routinely completed by outdoor works crews.

lost time incidents, injuries and workers compensation claims.			
Identify and address WH&S issues identified as critical to ensure a safe worksite. Identify "Hotspots" within work groups and concentrate training programs on identified problem areas.	Quarterly reporting to WH&S Committee and management.	3.4 - Assist facilitation of employment opportunities.	Being achieved – Construction sites are reviewed before each construction site. Parks and Gardens Workshop review to be completed in second quarter.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - CARAVAN PARKS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Achieved – in 2017/2018 Council operated the facility with cost neutral position. There has been an increase in overnight visitation and bookings consistently in past 5 years.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Not achieved – review of the Plan is pending.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Being achieved – Crookwell caravan park promotion ongoing and toilet amenities upgrade completed.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Upper Lachlan Tourist Association review Tourism Strategic Plan and implement actions.	Review annually.	3.5 - Encourage and support viable local businesses.	Achieved – Action Plan and projects identified, review of the 2020 Strategic Plan completed by the Tourist Association in August 2017.
Coordinate the Crookwell Potato Festival event.	Provide annual event summary.	3.6 - Promote tourism opportunities and community events.	Pending – the event is scheduled for 11 May 2019.
Presentation of tourism function statistics each quarter.	Present to Tourist Association.	3.6 - Promote tourism opportunities and community events.	Pending – audited Financial Statements are to be presented to Tourist Association AGM in October 2018.
In conjunction with Canberra JO inform the Destination Management Plan 2018-2020 for Destination Southern NSW. Council prepare a Destination Action Plan, Industry Development Plan and Marketing Communications Plan.	Complete the new plans by 30 June 2019.	3.5 - Encourage and support viable local businesses. 3.6 - Promote tourism opportunities and community events.	Being achieved – commenced initial planning with Destination Southern NSW for the development of the Destination Action Plan, Industry Development Plan and Marketing Communications Plan. The plans are expected to be delivered in 4th Quarter of 2018/2019.
Annually coordinate the tourism grants, events and cultural funding programs.	Increase visitation and \$ spend.	3.6 - Promote tourism opportunities and community events.	Achieved – the 2017/2018 Cultural Funding Program and Events Funding program have been completed. Delivering the ULTA membership program benefits.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Being achieved – media publications are ongoing and the new Upper Lachlan Destination Guide is being designed and will be completed by late December 2018.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Facilitate provision of RV Friendly Town program in towns within the Shire.	Investigate sites for Taralga and Crookwell.	3.6 - Promote tourism opportunities and community events.	Pending – the Willis Park Public Reserve potential RV Friendly Town site was deemed unsuitable by Council. The potential railway corridor site requires further engineering investigations, project costings, community feedback and subsequent approval by Council and approval of a licence agreement application by John Holland Rail for a RV Friendly Town camping site.
Business activity of the State Road MR54 RMCC contract and work orders to retain RMS accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being Achieved - RMS RMCC and works orders being completed in accordance with contract. Satisfactory contractor performance report issued by RMS in 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ROADS, BRIDGES, FOOTPATHS, CYCLEWAYS, AND KERB AND GUTTERING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy has been developed and will be reviewed as a part of the Asset Management Planning. Road condition capability is being developed to help update Asset Management Plan.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 90% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – The program is on track as reported on Council's website.
Reconstruction and upgrade of Grabine Road as part of the Special Grant program with RMS and Transport for NSW (8 year program commenced 2013).	Complete Stages 5 and 6 within budget allocation in 2018/2019.	4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Being achieved – Last stage of the grant program for Grabine Road reconstruction is currently underway.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – new Bitumen Sealing contract approved at 18 October 2018 Council Meeting. New crushing tender in place.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – gravel re-sheeting program for 2019/2020 being developed within the available funds.

Number of kilometres per year cost per kilometre for road maintenance, dissecting bitumen and gravel roads.	Provide cost report to Council annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – report performance and accountability against the delivery of the public works program approved by Council and re-sheeting program towards the end of the calendar year.
Continuation of footpath replacement program in accordance with Footpath Policy.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - ongoing projects being completed regularly.
Bridge Replacement and maintenance program update and review.	To review program every two years.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Bridge assessment funded through CENTROC is currently underway which will help develop evidence based works program for following years.
Complete the replacement of the Abercrombie River timber bridge on MR256 Taralga to Oberon Road.	Complete by December 2018.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Council is preparing to go to tender for construction by late November 2018. The delivery of the project is delayed due to delays in getting approvals from the NSW National Parks.
Regional road repair and pavement reconstruction program on MR248E Crookwell to Laggan Road.	Complete within budget and finalisation report completed to RMS.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Regional Road Heavy Patching Program is scheduled to start in February 2018 and expected to be completed before the end of the financial year.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Stormwater Levy for all towns to assist in funding capital works improvements in the Shire towns	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – works program is included in Operational Plan.

Creation of Floodplain Risk Management Study and Plans.	Implement projects outlined in the Plan.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Achieved.
Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved. Included in the public works program as published on the Council's website.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Gravel stocks are expected to be reduced to target value.
Maintain a gravel pit rehabilitation cash reserve in accordance with gravel restoration liability requirements.	Review cash reserve annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Rehabilitation reserve created and funds being credited to reserve.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – internal gravel charge reviewed and updated.
Erect signage as warning of potential hazard at quarries	Install signage as remote supervision.	4.2 – Infrastructure Plan is implemented for new capital works, asset	Achieved – signs erected.

KPI	Performance Measure	Delivery Program Actions	Performance Status
where Council have Quarry Management agreements.		renewal and upgrades covering a 10 year period.	

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WASTE CENTRES, RUBBISH TIPS AND STREET CLEANING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Complete the Crookwell Waste Centre landfill upgrade and remediation project in 2018/2019.	Remediation works project in accordance with EPA requirement and consultants design.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – consultant has completed preliminary plans and currently completing detailed design plans for Crookwell Landfill Upgrade.
Waste transfer station design development and construction for Taralga, Collector, Tuena and Bigga, including closure plans for existing landfills.	Remediation works project in accordance with EPA requirement. Transfer stations constructed to service standard.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – All upgrade works have been carried out at Taralga Transfer Station and Transfer Stations have been established at Collector and Gunning. Tuena and Bigga are also operational as transfer station. All waste from these facilities is transferred to Crookwell Landfill.
Review and re-measurement of remediation and restoration provisions and determine of the useful lives of Council's waste centres.	To be completed by 30 June 2018.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – Strategy adopted by Council in February 2018 and implemented by staff. Waste Centres at Tuena, Bigga, Collector, and Gunning are fully operational barring some capping that is yet to be done.
Ensure compliance with DECCW licence for Crookwell waste centre (landfill).	No non-compliance incidents.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DECCW annual return for Crookwell landfill completed on time and submitted.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Achieved – weekly maintenance and cleaning.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – pending until the land register and crown land identification process is finalised.
Gunning cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owner.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - negotiations are underway to purchase additional land for the expansion of Gunning Cemetery.
Columbarium construction program for all Council controlled cemeteries.	Annually complete a new columbarium.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Columbarium completed in Gunning. Columbarium in Dalton under construction.
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – maintenance activities according to annual program and budget allocation.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ENGINEERING, PURCHASING AND WORKS SUPERVISION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Special Schedule 7 audit compliance. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Finance Statements are reporting asset condition in Special Schedule 7. Reviewed setup for Regional Road to trial of electronic inspection and maintenance system. Works and Operations to review capability for asset condition survey using camera data capture.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - general stores re-organisation ongoing. Stores stocktakes are conducted in December and June each year. Stores stocktake completed at June 2018
Implementation of Risk Management Action Plan (RMAP) to meet Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – 2017/2018 RAMP with benchmarking of 4 liability infrastructure risk and two improvement items was not completed.
Implement Risk Management Assessment Plan and Risk Management Policy.	Review and update.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - strategic risk register not updated after internal audits. Works and Operations to develop risk framework to control infrastructure liability risks.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowers.	No environmental impact.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved - UPS tank outside Crookwell office was removed in first quarter 2018/2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Plant and Motor Vehicle Replacement Schedule has been prepared and approved by Council.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - plant replacements are proceeding in accordance with Plant Replacement Schedule in the 2018/2019 Operational Plan.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Being achieved – plant hire rates were reviewed and were not increased for 2017/2018. Review to be completed in 2018/2019.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Achieved – leaseback program and lease fees are reviewed annually completed in July 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – experienced staff and reliable trucks have assisted in a significant reduction in missed bin complaints.
Implementation of a new kerbside pickup of organic green waste collection service (during Spring, Summer and Autumn).	Provision of new service in 2018/2019.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – service commenced in September 2018 and currently bins are being picked once a fortnight in accordance with the approved “service levels”. The service take up will be reviewed at the end of the calendar year.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council’s waste and recycle collection fleet consisting of two side loading compactor trucks being replaced on a staggered rotation. With the introduction of “garden waste” service, there is limited room to ensure the delivery of waste collection services if any one of the trucks breakdown.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – user pay water charges implemented. In 2017/2018 54.25% of total water revenue was generated from water usage consumption charges.
Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Complete IWCM strategy by December 2018.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending Integrated Water Cycle Management (IWCM) Strategy not completed.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – Section 64 Register updated and reconciled each month and audited to 30 June 2018.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – water supply fund in 2017/2018 had an operating surplus to fund infrastructure replacement requirements. The past 3 financial years has been an operating surplus result.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - SEWERAGE SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – problem sewer main areas in Crookwell and Gunning have been relined as part of the CEEP program.
Implement Trade Waste Charges.	Consider charges in 2018/2019.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Integrated Water Cycle Management (IWCM) Plan is completed. Strategic Business Plan also completed.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – operating result surplus in 2017/2018 provides for future infrastructure replacement needs. The past 5 financial years has been an operating surplus result.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – Section 64 Register updated and reconciled each month and audited to 30 June 2018.
Sewerage Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – EPA Annual Return completed on time. NSW Office of Water regional inspector provided satisfactory report for Crookwell, Gunning and Taralga Sewerage Treatment Plants.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR – CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY – GOVERNANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government elections.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved.
Council Policy development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – KPI achieved in first quarter continual policy development and reviews undertaken.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Being Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 business days.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved - achieving target of 15 days.
Complete Council Annual Report.	Completed and sent to OLG by 30 November every year.	5.3 - Promote community engagement and involvement in decision making processes.	Being achieved - work in progress and will be forwarded to Office of Local Government in November 2018.
Implement the Office of Local Government (OLG) “Fit for the Future” Council Improvement Proposal and Action Plan.	4 year Action Plan incorporated in Delivery Program.	5.1 - Participate in resource sharing initiatives.	Being achieved – actions to be reported to Council as part of Delivery Program six monthly review report in December 2018.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Being achieved – circulars complied with and placed before Council as requested by the OLG.
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all seven Fit for the Future benchmarks.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved - in 2017/2018 six benchmarks achieved.

13 GENERAL MANAGER

The following item is submitted for consideration -

13.1	Growing Local Economies Fund	226
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General Manager - 15 November 2018

ITEM 13.1 **Growing Local Economies Fund**

FILE REFERENCE **I18/589**

AUTHOR **General Manager**

ISSUE

Providing details regarding the Upper Lachlan Shire Council's application for funding under the Restart NSW Growing Local Economies Fund.

RECOMMENDATION That -

1. Council accepts the letter of offer from the Department of Premier and Cabinet, regarding the following road upgrade projects, for the Restart NSW Growing Local Economies Fund, and that Council's General Manager be authorised to sign and seal the Statement of Acceptance of Funding, as required:
 - Wombeyan Caves Road Upgrade - \$2,428,000;
 - Grabine Road Upgrade - \$3,300,000.

BACKGROUND

At the Council Meeting held on 16 November 2017 under resolution no. 394/17 Council resolved to make application for a two projects, under the NSW Growing Local Economies Fund (GLEF).

REPORT

Applications for the GLEF were submitted on Thursday, 5 July 2018.

On Monday, 25 October 2018 Council received notification from the Hon Pru Goward MP, Member for Goulburn confirming the following two projects submitted by Council were successful under the Growing Local Economies Fund:

1. Wombeyan Caves Road Upgrade - \$2,428,000; and
2. Grabine Road Upgrade - \$3,300,000.

Please note, the full funding request by Council of \$5,728,000 has been allocated under the Restart NSW Growing Local Economies Fund.

The following table summarises the two projects costs and the Council's contributions towards both projects.

General Manager
GROWING LOCAL ECONOMIES FUND cont'd

Grantee	Appln. Submitted	Project	Council Contrib.	Other Contrib.	Amount Requested	Project Cost
Growing Local Economies Fund	5.7.18	Grabine Road Upgrade	\$200,000	\$0	\$3,300,000	\$3,500,000
		Wombeyan Caves Road Upgrade	\$100,000	\$0	\$2,428,118	\$2,528,118

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

A funding allocation is provided to Council for road upgrade projects from the Restart NSW Growing Local Economies Fund totalling \$5,728,000.

RECOMMENDATION That -

- Council accepts the letter of offer from the Department of Premier and Cabinet, regarding the following road upgrade projects, for the Restart NSW Growing Local Economies Fund, and that Council's General Manager be authorised to sign and seal the Statement of Acceptance of Funding, as required:
 - Wombeyan Caves Road Upgrade - \$2,428,000;
 - Grabine Road Upgrade - \$3,300,000.

ATTACHMENTS

Nil

15 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

15.1	Reports for the Month of November 2018	230
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Reports from Other Committees, Section 355 Committees and Delegates - 15 November 2018

ITEM 15.1

Reports for the Month of November 2018

RECOMMENDATION:

That Item 15.1 - [Minutes of Committee/Information] listed below be received:

1. Upper Lachlan Tourist Association – Minutes from the Annual General Meeting, held on 16 October 2018.
2. Upper Lachlan Tourist Association – Minutes from the Meeting, held on 16 October 2018.

ATTACHMENTS

1. ↓	Upper Lachlan Tourist Association - Minutes from Annual General Meeting held 16 October 2018	Attachment
2. ↓	Upper Lachlan Tourist Association - Minutes from meeting held 16 October 2018	Attachment

Upper Lachlan Shire Council

**MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION ANNUAL
GENERAL MEETING HELD ON TUESDAY, 16TH OCTOBER 2018, AT THE
VISITOR INFORMATION CENTRE, CROOKWELL.**

Meeting commenced at 1.12pm

Present: Clr John Searl, Clr Richard Opie, Clr John Stafford, Wentworth Hill, Cristy O'Sullivan, Jan Pont, Margaret McPherson, Leslie Bush, Judith Basile, Bruce Johnston, Andrew Warren

1. WELCOME

Clr John Stafford welcomed the attendees to the ULTA AGM.

2. APOLOGIES

Apologies were received from Andrew Croke and Lucy Lindner

Moved: J.Searl, L.Bush

3. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Meeting confirmed minutes as accurate without alteration.

Moved: J.Searl, J.Basile

4. CHAIR'S REPORT

Clr John Stafford presented a verbal Chair's report.

Moved: C.O'Sullivan, J.Pont

5. TREASURER'S REPORT

The Treasurer's report was accepted without alteration

Moved: J.Basile, L.Bush

6. APPOINTMENT OF COMMITTEE FOR 2018/19

The 2018/19 Committee Elect are –

Community Representatives

Lucy Lindner
Judith Basile
Wentworth Hill
Leslie Bush
Cristy O'Sullivan
Jan Pont

Margaret McPherson

RECOMMENDATION : That the Upper Lachlan Shire Council ratify the appointment of the Community Representatives to the Sec 355 Upper Lachlan Tourist Association.

Moved: R.Opie, C.O'Sullivan

Council Representatives

As advised by correspondence from Upper Lachlan Shire Council the following councilors have been appointed to the Association for 2018/19-

Clr John Stafford
Clr John Searl
Clr Richard Opie

Staff

Andrew Croke – Director of Finance and Administration

Support Staff

Andrew Warren – Tourism Manager

7. ELECTION OF CHAIR FOR 2018/19

Clr John Stafford was the only nomination for Chair and was elected unopposed.

Moved: R.Opie, C.O'Sullivan

The Annual General Meeting closed at 1.24pm

Attachments

1. Audited accounts for 2017/18

Tourism Operations Financial Report for the year ended 30 June 2018 (With Comparative Year 2017)			
	Notes	2018 Actual \$	2017 Actual \$
Tourism			
Operating Income			
Sundry Income		2,485	5,115
Group Tours Income		184	355
Event Income		4	10
Consignment Sales	2	8,438	11,281
Promotional Items Sales	1	37,086	37,227
Membership		8,843	7,091
Grants-Country Arts Support Program		5,000	
Total Tourism Income		62,041	61,078
Operating Expense			
Salaries & Wages		191,947	140,185
Vehicle/Travel Expenses		1,374	1,621
Training		627	314
Labour On-Costs		81,127	61,731
Travel, Accommodation & Sustenance		358	23
Cleaning		5,148	4,203
Maintenance - Buildings		1,864	2,230
Maintenance - Office Equipment		523	1,096
Water Usage		49	44
Electricity / Gas		6,470	6,288
Advertising		24,121	23,231
Area Marketing & Promotion Campaign		6,630	4,561
Event Funding		3,000	4,000
Insurances		501	501
Special Events		2,166	1,265
Rents		17,053	15,100
Commission -Consignment Stock	2	6,179	9,606
ULTA Stock Promotional Sales/COG	1	22,181	22,650
Payments to other Levels of Govt		428	380
Subscriptions & Publications		2,069	5,466
Telephone & Communications		3,291	2,737
Internet Services		528	944
Photocopier -Cost Per Print (Konica)		5,513	9,159
Photocopier Lease		1,804	1,915
Printing & Stationery		1,871	1,191
Postage		4,170	3,871
Total Tourism Expense		390,991	324,312
Net Operating Result Tourism - Deficit		328,950	263,233
Other Tourism Activities			
Tourism - Crookwell Potato Festival		19,846	7,561
Tourism - Cultural Planning		500	1,500
GRAG			975
GRAG - Art on Range			1,250
Total Other Activities Expense		20,346	11,286
Net Operating Result Tourism & Other Activities - Deficit		349,297	274,520

**Tourism Operations
Financial Report
for the year ended 30 June 2018
(With Comparative Year 2017)**

	2018 Actual \$	2017 Actual \$
<u>Bank House</u>		
Operating Income		
Commercial Lease Income	9,541	
Accommodation Rental Income	18,883	
Total Income	28,424	
Operating Expense		
Bank House - Maintenance Expense	1,270	
Apartment Servicing	1,658	
Electricity / Gas	825	
Council Rates & Charges	1,970	
Total Expense	5,723	
Net Operating Result Bank House - Surplus	22,701	

Notes:

1. Cost of sold calculated as follows:

	2018 Actual \$	2017 Actual \$
<u>Promotional Sales</u>		
Sales	37,086.29	37,227.13
Less: Cost of Goods Sold		
Opening Stock	11,615.31	16,320.97
Purchases	21,458.34	17,944.59
	33,073.65	34,265.56
Closing Stock	10,892.57	11,615.31
Cost of Goods Sold	22,181.08	22,650.25
GROSS PROFIT FROM TRADING	14,905.21	14,576.88
	40%	39%
2. Cost of sold calculated as follow:		
<u>Consignments</u>		
Sales	8,437.92	11,280.54
Debtors		
Total Sales	8,437.92	11,280.54
Less: Cost of Sales		
Commissions	6,179.06	9,605.56
Creditors		
Total costs	6,179.06	9,605.56
NET INCOME ON CONSIGNMENTS	2,258.86	1,674.98
	27%	15%

Note: an amount of \$32,103.00 remains in Council's restricted reserves being funds transferred to Council from the previous ULTA Section 355 committee.

Joemel Amados
Management Accountant
Upper Lachlan Shire Council
5 October 2018

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Upper Lachlan Shire Council

**MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING
HELD ON TUESDAY, 16TH OCTOBER 2018, AT CROOKWELL VISITOR
INFORMATION CENTRE.**

Meeting commenced at 1.24 pm

Present: Clr John Stafford, Clr John Searl, Clr Richard Opie, Margaret McPherson,
Leslie Bush, Wentworth Hill, Judith Basile, Cristy O'Sullivan, Jan Pont,
Bruce Johnston, Andrew Warren

1. WELCOME – John Stafford declared the meeting open.

2. APOLOGIES

Apologies were received from Andrew Croke and Lucy Lindner

Moved: J.Basile, L.Bush

3. DECLARATIONS OF INTEREST

Clr Stafford advised of a pecuniary interest in Item 6(i) as the application relates to his business, the Taralga Wildlife Park. Clr Stafford will leave the room, not participate in the debate and not vote.

4. MINUTES OF PREVIOUS MEETING

Committee confirmed minutes as accurate without correction.

Moved: J.Searl, L.Bush

5. BUSINESS ARISING

- Taralga Dump Point

- o **ACTION** – A.Warren to write to Council on behalf of the ULTA requesting an update on the installation of the Taralga Dump Point.

Moved: R.Opie, J.Pont

6. CORRESPONDENCE

Correspondence Items (a) – (j) accepted as read.

Moved: R.Opie, C.O'Sullivan

Judith Basile left the meeting at 2pm

Clr Stafford left the room at 2.19pm and returned at 2.22pm after the discussion on item 6(i)

- a. NSW Food & Wine Strategy 2018-2022 – DNSW
- b. Media Release – VEIAP – Adam Marshall
- c. Media Release – Regional Tourism Target – Adam Marshall
- d. Committee Appointments – ULSC
- e. Media Release – Nature Strategy – Adam Marshall

- f. Media Release – Tourism Training – Adam Marshall
- g. Partner Opportunities with DNSW
- h. Destination Southern NSW – Newsletter
- i. Signage Application – Taralga Wildlife Park

The ULTA confirms that the Taralga Wildlife Park application meets the requirements of the ULSC Tourism Signage Policy.

ACTION – A.Warren to arrange quotes and liaise with the Taralga Wildlife Park in accordance with the policy.

Moved: L.Bush, W.Hill

- j. Cycling Strategy Proposal – CycleLife HQ

RECOMMENDATION – The ULTA recommends to the Upper Lachlan Shire Council that it accept the quote of CycleLife HQ (attached) for the development and implementation of a cycling strategy for the Shire.

Moved: R.Opie, W.Hill

7. FINANCE REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: W.Hill, J.Pont

8. TOURISM ACTIVITY REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: J.Pont, L.Bush

9. MEMBERSHIP REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: L.Bush, J.Searl

10. DSNSW UPDATE

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: R.Opie, L.Bush

11. CANBERRA UPDATE

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: J.Searl, C.O'Sullivan

12. STATISTICS

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: L.Bush, J.Pont

13. GENERAL BUSINESS

- A.Warren advised that Oberon Council are seeking expressions of interest from neighbouring Councils to reinvigorate the marketing of the Tablelands Way
- Requested that A.Warren write to all Progress Associations explaining the success of the Taralga feature in the Town and Country publication and encouraging them to likewise work with local businesses to achieve a similar promotion.

ACTION – A.Warren to write to Progress/District Associations

- L.Bush expressed thanks to staff for their assistance in facilitating the visit of the RV for Drought Group to Gunning.
- ULTA Christmas Networking event to be held at the Crookwell VIC on 14th December from 4pm.

ACTION – Staff to invite all members

- Proposed change of meeting time from 1pm to 2pm for ULTA Meetings in 2018/19

Moved: L.Bush, J.Pont

Questions for Council

- Can Council please advise when Crookwell will be celebrating its bicentennial?

Moved: J.Pont, R.Opie

- Can Council instigate a program of reviewing the parks and other public facilities across the Shire to ensure that we are maximising tourism opportunities and fully servicing the requirements of residents?

Moved: J.Stafford, M.McPherson

Meeting closed 3.15pm

Next meeting will be on Tuesday 4th December 2018 at 2pm at Crookwell Visitor Information Centre.



6 August 2018

Andrew Warren
Tourism Manager
Upper Lachlan Shire Council

Dear Andrew

Thanks again for your time during our recent discussions regarding bicycle tourism in the Upper Lachlan Shire. As discussed, CycleLifeHQ is currently engaged by Visit Canberra (ACT Government) to develop a Canberra and Region Cycle Guide for visitors, in both digital and print-ready formats. We aim to have this complete by the end of 2018.

As part of this work, we will be developing the following for the Upper Lachlan (as well as other adjacent neighbours including Goulburn-Mulwaree):

- Destination landing page for the Southern Tablelands that lists rides, businesses and points of interest and is available on the Web, Mobile and in an App version
- A minimum 5-7 ride listings
- A minimum 5-7 local businesses, points of interest and other attractions

How to get more bicycle tourism visitors to the Upper Lachlan Shire

The path to getting more visitors is different for each destination. It's not (just) about a good website, or good product, or more marketing. It's about understanding what makes you unique, what is getting in the way, and what you need to do about it.

During our recent discussions, you've identified the Upper Lachlan Shire Council's potential interest in working further with CycleLifeHQ to leverage this work and broaden its scope to benefit the bicycle Shire's tourism industry. In particular, the key areas of interest you identified are in local business support and marketing. To this end, we propose the following:

TASK	DETAILS	COST
Marketing	Formulate a clear brand/unique value proposition for the Shire	\$500
	Assess and identify opportunities and gaps/barriers, with recommendations to achieve a path to success (these can be very low cost and minimal intervention, largely working with what you've already got)	\$1,500
	Develop an online and print-ready marketing campaign	\$500
Business support	Three to five workshops and training sessions to engage local businesses to upskill and capacity build to better anticipate and provide what bicycle tourists are looking for; and how to learn from best practice destinations Support businesses to sign up and list their business	\$2000
Itineraries and curated ride options	Develop an additional minimum five to seven road/gravel riding experiences	\$1500



	Develop three to seven themed/curated ride options for the leisure/sightseeing market	\$1,500
	Develop four multi-day itinerary experiences, linking rides, accommodation and other local businesses/attractions for longer stay and greater spend	\$1,500
Ongoing support	CycleLifeHQ site hosting and maintenance as your one-stop-shop for the region's bicycle tourism experiences	n/a
	Business Membership Benefits: <ul style="list-style-type: none"> • list your business • list events • receive regular blogs and newsletters • share your experiences to social media 	n/a
	Premium Business Membership <ul style="list-style-type: none"> • business membership benefits; PLUS: • ability to create special deals and discounts for cyclists • access to offline maps (coming soon) • access to PDF printable maps (coming soon) • listing of your business at the top of our webpage at least 6 times per year • feature article in our newsletter at least 6 times per year • access to our Business Support Service regular blogs and industry insights • access to our free self-assessment business checklist, consultation and path to success • recognition of premium status on our platform and through shopfront window sticker 	(\$149.95 p/annum paid by individual business)
TOTAL COST		9,500

How CycleLifeHQ can assist

We can undertake this work over a 12-week period from the date of signing a contract with the Upper Lachlan Shire.

We believe these actions will help the Upper Lachlan Shire to:

- access a broad audience reach of niche bicycle tourists;
- provide a fresh angle to inspire and achieve increased bicycle tourist visitation; and
- improve revenue direct to local businesses – bicycle tourism is more than just cycling alone. It's a culmination of the Shire's sum of whole parts, including local produce, attractions, and the key stories and narratives that tie together the region's unique character for an unforgettable cycling experience.

An example of recent partners with whom we have undertaken similar work are [Tucson, Arizona](#) and, closer to home, [Bellingen Shire](#) in NSW.



As evidence of our ability to gain traction, in a little over 18 months, the CycleLifeHQ platform has expanded to cover 1,500 curated rides across 70 destinations. With this comes a growing user base looking for bicycling experiences.

Our work with you would focus on the country road/gravel riding experiences and other leisure and sightseeing experiences available in and around the main Shire townships.

It is likely that some of the ride experiences will include neighbouring regions of Goulburn-Mulwaree and Yass. We'll leave it to your discretion as to the extent that you might wish to involve your neighbouring Shires in an enhanced bicycle tourism offer for visitors, including any financial co-contributions.

Anticipated return on investment

Based on economic return on similar investments made by local Government elsewhere in Australia, we anticipate that the Upper Lachlan Shire would start to see a 60-80% increase in bicycle tourism related revenue in cycle tourists by 31 Dec 2019; and doubling over the next three years. This will drive the establishment of new businesses (our initial assessment is that we can see at least two new business opportunities - a new tour operator and gravel event) as well as local jobs.

I look forward to hearing from you soon and please don't hesitate to contact me for further queries, including to discuss any pricing issues.

Anna Gurnhill
Global Operations Manager, CycleLifeHQ
Anna@CycleLifeHQ.com | 0400 843 858



SUPPORTING INFORMATION

Step 1: Help you understand what is unique about your bicycle tourism product and how to get visitors to consider it

We use the insights gained from over 150 cycle tourism destinations to quickly identify what you want to achieve, where you should focus, what you need to do and how you are going to get there. This work is undertaken in conjunction with key stakeholders to get it right, get it known and get it happening.

Deliverables:

- Bicycle Tourism Development Plan and Roadmap
 - Stocktake and maturity assessment
 - Recommendations for success
 - Roadmap to make it happen
 - 3-6-9-month action plan



XXXX Bike Tourism Experiences

ELEMENTS	POTENTIAL	CURRENT	POTENTIAL	ANALYSIS
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX



Step 2: We make it easy for visitors to find and consider your bicycle tourism product through a Bicycle Tourism Digital One-Stop-Shop

We create a fully integrated and highly engaging digital *one-stop-shop* for your bicycle travel and tourism offer. We make it easier for your visitors to find, engage and spend time in the Upper Lachlan Shire. Visitors can access this information through your existing website as well as across mobile and (shortly) an App. The platform also includes a marketplace that allows local businesses to list and visitors to buy their services. NOTE: the information we provide is accessed through your website /



channels. We provide 'embed' functionality for our material that your CVB / DMO can use as well as local businesses.

Deliverables:

- Consolidate and/or create curated rides that visitors can view across web, mobile and app
 - Post to social media
 - Create trip reports
 - Rate and comment feature
 - Multi-language
- Local businesses and points of interest listed on the site and linked to the curated rides
 - Checklist of bicycle friendly features
- Creation of a high-quality landing page that lists all your rides and associated bicycle tourism businesses
 - Intuitive filter-based searching so visitors find what they want
- Full marketplace (with potential revenue share)
 - Multi-currency
 - Free for businesses to list
- Digital wayfinding for visitors
- Automated Chatbox

A destination digital platform for cycle tourism that improves their go to market and provides a superior customer experience

- Modern open source architecture
- Hosted on AWS
- Digital mapping
- Full marketplace
- Built in eCommerce
- Filtered searches
- Fully responsive web app
- Multi-currency
- Stripe.com
- Support d
- International
- Rich text e
- Video inte
- Integrated
- Rate and
- Social eng



Step 3: Develop your tourism product and assist local businesses to become cyclist friendly

Because bicycle tourism maturity is evolving rapidly, it is important that both the local community and local businesses know what it means to be cyclist friendly and that the Upper Lachlan Shire uses the opportunities to create supply to match demand (ie jobs and businesses!). We work with you to engage your local community and businesses to improve the quality of visitor experiences – through education and product development / enhancement.





Deliverables:

- Businesses listed on the platform
 - Free to list
 - Free eCommerce
 - Guided checklists for bicycle friendly features
 - Linked to curated rides
 - Can offer deals and discounts to visitors
- Messaging and media – high level messaging and branding advice
- Bicycle tourism industry gap analysis and recommendation on product gaps
- Business workshops to help upskill and capacity build
- Access to CycleLifeHQ business support service
- Attract or develop new businesses/product e.g. identification of tour providers, bike hire and/or shuttle service operators; development of audio tours
- (additional cost) Bicycle Friendly Community Certification (League of American Bicyclists)

Our Passion

Our passion is helping every rider discover his or her own cycling adventure. Sports Garage is Boulder's only full-service, high end bike retailer dedicated to alternative surface cycling. We love chasing premium singletrack, mixing it up in a dirt road group rides, tackling long distance gravel jams, bikepacking, and sharing these experiences with our clients in a meaningful way. We believe in building the legacy of the local bike shop, knowing your name when you walk in the door, and providing unparalleled service. Where the pavement ends, our passion begins.

Services

Cyclist Friendly Features:

Mountain Bike Trails
Bicycle Parking
Bicycle Repair
Bicycle Rental
Bicycle Storage
Bicycle Wash

Mountain Bike Trails
Bicycle Parking
Bicycle Repair
Bicycle Rental
Bicycle Storage
Bicycle Wash
Bike pumps (Schrader/Presta)
Basic tool kit

Mountain Bike Trails
Bicycle Parking
Bicycle Repair
Bicycle Rental
Bicycle Storage
Bicycle Wash
Bike pumps (Schrader/Presta)
Basic tool kit
Details of local bike routes
Details of bike hire locations
Food fuel - portable, healthy packaged snacks for purchase

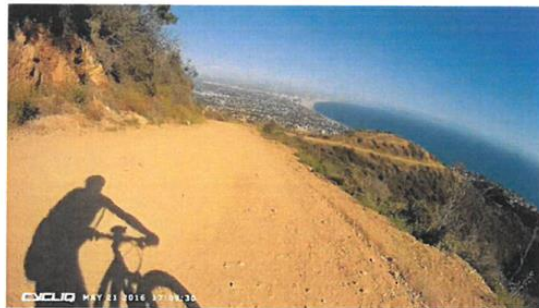
Step 4: Promote the Upper Lachlan for more 'heads and beds'



Design and deliver (typically in conjunction with your marketing team) a range of bicycle tourism specific campaigns to drive growth including print-ready postcards, curated itineraries that can be published and re-used across a variety of digital channels, and campaigns. The data and insights from our digital footprint get your offer out to get more 'heads and beds'.

Deliverables:

- Optimise social media through hashtag label and branding key messages
- Boost cross-promotion amongst local industry through a targeted postcard campaign
- Enable businesses to offer up discounts to targeted customers
- Maximise SEO through SEO-optimised content writing, Google code proliferation, embedding ride information in business websites
- Campaigns





- boosted social media campaign advertising
- high quality and heavily curated DESTINATION bicycle tourism and travel Itinerary
- Identify and on-board a specific Upper Lachlan Shire bicycling tourism package that makes it easy for website visitors to get all that they need – accommodation, bikes and other facilities.
- (additional cost) Create and activate a cycling concierge service to create packages for visitors

Investment

Our typical pricing for this package is around \$15,000, but as an early adopter and within our local home grounds, we're willing to offer you this package of customised services and hosting for \$9,500. To put this in context, most consulting firms would charge multiple times that amount for just the assessment piece alone. We can deliver at this price point, because this is all we do, and we have invested heavily in technology to get you up and running within a month of project commencement. This is a single upfront investment.

We also offer a subscription service that provides a range of standard services including annual re-assessment, website hosting and continuous development of the platform and targeted marketing campaigns. This service is available to those organisations that are looking to extend our relationship based on the value we have provided.

Return on Investment

We will work with you to achieve the best possible return on investment. There are a lot of variables (including measurement), but the following are a good starting point:

For Visitors	For the Upper Lachlan	For Local businesses
<ul style="list-style-type: none"> • Increase visitor satisfaction 	<ul style="list-style-type: none"> • Number of new visitors 	<ul style="list-style-type: none"> • Increased revenue
<ul style="list-style-type: none"> • Increased bicycle tourism offers 	<ul style="list-style-type: none"> • Increase in average stay length 	<ul style="list-style-type: none"> • Higher percentage of businesses that are cyclist friendly
<ul style="list-style-type: none"> • Access to trip reports and reviews by other visitors sharing their trip on social media 	<ul style="list-style-type: none"> • Increased revenue 	
	<ul style="list-style-type: none"> • Number of new businesses established 	

17 NOTICES OF MOTION

The following item is submitted for consideration -

17.1	Notice of Rescission Motion	246
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Notices of Motion - 15 November 2018

ITEM 17.1

Notice of Rescission Motion

I, Councillor Pam Kensit hereby give notice that at the next Ordinary Meeting of Council I will move to rescind the following motion:-

Council Motion 249/18 reads as follows:

1. *"Council adopt the design and make of the bench seat (BAB Aluminium Seat P/No S9206 – 1.8m bench seat with Backrest Western Red Cedar Decowood) already installed in the main street of Crookwell (to commemorate Mrs Lynam) or similar, as the standard bench seat type across the Shire and incorporate the bench seat into any Streetscape designs".*

If resolution 249/18 is rescinded then it is proposed that:

1. Council allow individual villages and towns to select their own choice of bench seat.

Dated 31 October 2018



Clr Pamela Kensit



Clr Ron Cummins



Clr Paul Culhane

BACKGROUND

See report item 17.3 Notice of Motion of 16 August 2018 Council Meeting.

GENERAL MANAGER'S COMMENT

Adoption of the Rescission Motion and new motion will allow individual villages and towns to select their own choice of bench seat and not be restricted to one particular type.

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

There were no items submitted for this section at the time the Agenda was compiled.