
Environment and Planning - 16 April 2020

ITEM 11.2 **Section 4.6 Variation concurrence 1 George Street Collector.**

FILE REFERENCE **I20/168**

AUTHOR **Manager of Environment and Planning**

ISSUE

In the Collector village, the Local Environmental Plan requires a minimum lot size for a dwelling of 2000m². Registration of the subdivision occurred in 1986 to provide a residential lot, and the standard was gazetted in 2010. The purpose of the minimum size is to make sure there is provision for onsite effluent disposal. If the objectives are achieved, the plan provides a variation clause to vary its standards. The NSW government limits the size of the variation that can be delegated to staff to 10%. This variation is 11.6%. The purpose of this report is to vary the development standard in this instance so that staff can determine the development application.

RECOMMENDATION That -

1. Council vary the minimum lot size requirement of clause 4.1 by 11.6% to permit the development of the site for a dwelling on lot 18 DP 727525 1 George street Collector.

BACKGROUND

In the Collector village the Local Environmental Plan requires a minimum lot size for a dwelling of 2000m². The purpose of the lot is residential and predates the plan. The purpose of the minimum size is to make provision for onsite effluent disposal. This is made clear in clause 6.10 of the LEP which provides for onsite disposal and clause 4.1 which provides for the Lot Size Map. The Local Plan has a provision that permits Council to vary its standards where the objective of the standard can be met. The NSW government limits the size of the variation that can be delegated to staff to 10%. This variation is 11.6%. The purpose of the 2000m² is provided in clause 6.10.

An on-site wastewater management report submitted by Earthwise Environmental Consultants and dated 4 December 2019 recommends that a suitable on-site wastewater management system be installed at 1 George Street Collector and that it will be able to treat and dispose of the anticipated waste water volumes for a dwelling.

REPORT

A development application, 25/2020 for a relocatable dwelling at 1 George Street Collector, has been submitted on a block of land that is 1767.23 m². The use is permissible with consent and is in an RU5-zone. The minimum lot size for a dwelling in this zone is 2000 m² under clause 4.1. The minimum lot size for villages without reticulated sewer is explained in clause 6.10:

Erection of dwelling houses on land in certain rural and residential zones

- (1) The objective of this clause is to ensure that dwelling houses erected in areas without reticulated sewerage have an appropriate minimum lot size to provide for the disposal of onsite effluent.
- (2) This clause applies to land where reticulated sewerage is not available in the following zones—
 - (a) Zone RU5 Village,
 - (b) Zone R5 Large Lot Residential.
- (3) Development consent must not be granted for the erection of a dwelling house on a lot to which this clause applies, and on which no dwelling house has been erected, unless the lot is a lot that is at least the minimum lot size specified for that lot by the [Lot Size Map](#).
- (4) Despite subclause (3), development consent may be granted for the erection of a dwelling house if it is to replace a lawfully erected dwelling house already existing on the land.

Clause 4.6 of Upper Lachlan local environmental plan 2010 provides that the Council can grant consent for the development even when it contravenes a development standard.

4.6 Exceptions to development standards

- (1) The objectives of this clause are as follows—
 - (a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,
 - (b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.
- (2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.
- (3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating—
 - (a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
 - (b) that there are sufficient environmental planning grounds to justify contravening the development standard.
- (4) Development consent must not be granted for development that contravenes a development standard unless—
 - (a) the consent authority is satisfied that—
 - (i) the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and
 - (ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and
 - (b) the concurrence of the Planning Secretary has been obtained.
- (5) In deciding whether to grant concurrence, the Planning Secretary must consider—
 - (a) whether contravention of the development standard raises any matter of significance for State or regional environmental planning, and

- (b) the public benefit of maintaining the development standard, and
- (c) any other matters required to be taken into consideration by the Planning Secretary before granting concurrence.

Beginning at the end, the Planning Secretary delegates this decision to the Council through Planning Circular PS 18-003 dated 21 February 2018. Council may only delegate variations up to 10% under this circular. This variation is 11.6%.

Clauses 4.1 and 6.10 are not excluded from variation and are numerical standards.

Michael Brown Planning Strategies have prepared a request in February 2020. The request identifies that the purpose of the clause is to provide a large enough area of land to dispose of effluent, among other things. An on-site water management report provided by Earthwise Environmental Consultants (attached) indicates that provides conditions are complied with, the size of the land is adequate. The issues include managing a water drainage channel across the site and that relatively shallow bedrock is avoided and a minimum area for wastewater disposal is 160 m².

The purpose of this report is to vary the development standard in this instance.

The village of Collector has a number of lots that are below the 2000 m² minimum for a dwelling. Many of these lots were created by the Crown for the purpose of a dwelling. Some of the lots have been sold recently, and the owners would like to build on them. In this instance, the owner of the land has provided environmental information to demonstrate that the purpose for the minimum Lot size, providing for effluent disposal, can be met. In this case, the minimum lot size requirement is unnecessary to protect the environment and public health.

POLICY IMPACT

Varying the development standard does not set a precedent because the argument presented relies on meeting the objectives of the standard and protecting the environment and public health. The request for the variation is consistent with the local environmental plan, and the variation methodology is consistent with the methodology applied to other applicants.

OPTIONS

Council may wish to determine the application and have the application return to it with a full list of conditions of consent. Alternatively, the Council may refuse to vary the development standard leading to a refusal of the development application. Should the Council approve the variation to the development standard, this is consistent with several other developments approved in the village, with the exception that they are on larger blocks of land.

FINANCIAL IMPACT OF RECOMMENDATIONS

There are no financial implications to this recommendation.


Environment and Planning

SECTION 4.6 VARIATION CONCURRENCE 1 GEORGE STREET COLLECTOR.
cont'd

RECOMMENDATION That -

1. Council vary the minimum lot size requirement of clause 4.1 by 11.6% to permit the development of the site for a dwelling on lot 18 DP 727525 1 George street Collector.

ATTACHMENTS

1. 	DA 25/2020- Amended 4.6 Variation report - 1 George Street Collector - Len Foster	Attachment
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Written Request under Clause 4.6 Exceptions to Development Standards of Upper Lachlan Local Environmental Plan 2010

**Lot 18 DP 727525, No 1 George Street (corner
Surrey Street, Collector**

Prepared For:
Mr Len Foster

Prepared By:



February 2020

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1. Introduction

1.1 BACKGROUND

This report comprises a written request from the Applicant under Clause 4.6 of Upper Lachlan Local Environmental Plan 2010 ("LEP 2010") that seeks to justify the contravention by a dwelling to the development standard for minimum lot size in Clause 4.1(3) and Clause 6.10(3) of LEP 2010, which state:

(3) The size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the Lot Size Map in relation to that land.

Clause 6.10(3) states:

(3) Development consent must not be granted for the erection of a dwelling house on a lot to which this clause applies, and on which no dwelling house has been erected, unless the lot is a lot that is at least the minimum lot size specified for that lot by the Lot Size Map.

The latter clause applies to land zoned RU5 Village. This clause is to ensure that a dwelling can be erected on a parcel of land and has enough area for onsite wastewater disposal. In this regard, Earthwise Environmental Consultants have prepared an assessment and is addressed in this cl 4.6 request. The subject property has an area of 1767.23m² and under the LEP the minimum lot size for a dwelling house is 2000m². As such the lot does not meet the minimum standard to permit a dwelling to be constructed.

Clause 4.6(2) & (3) of LEP 2015 states:

- (2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.
- (3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:
 - (a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
 - (b) that there are sufficient environmental planning grounds to justify contravening the development standard.

The land the subject of this objection is known as No 1, Lot 18 DP 727525 George Street, Collector. The proposal seeks consent to construct a dwelling on the subject lot.

The remainder of this report seeks to demonstrate that compliance with Clause 4.1 and Clause 6.10 of LEP 2010 is both unreasonable and unnecessary in the circumstances of the case and that there are sufficient environmental planning grounds to justify contravening the development standard in this instance. The assessment by Earthwise Environmental Consultants states that:

"The client will need to undertake minor earthworks in collaboration with Council to redirect surface water flows away from the property and in-fill the drain before effluent can be safely disposed on-site".

Clause 4.6(4), (5) & (8) of LEP 2011 states:

- (4) *Development consent must not be granted for development that contravenes a development standard unless:*
 - (a) *the consent authority is satisfied that:*
 - (i) *the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and*
 - (ii) *the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and*
 - (b) *the concurrence of the Director-General has been obtained.*

The existing lot does not have the minimum lot size of 2000m² to enable a dwelling to be erected, without seeking a variation to the standard.

This report has been prepared to support a variation to the development standards of Clause 4.1(3) and 6.10(3) of *Upper Lachlan Local Environmental Plan 2010* (LEP 2010). As such a variation is sought under 'Clause 4.6 – Exceptions to development standards' under LEP 2010, which equates to a 11.6% variation to the standard. As such, the variation is greater than 10% and must be considered by the Council. The subject property is zoned RU5 Village.

2 Exception to Development Standards – Clause 4.6

Clause 4.6 of the LEP 2010 operates as a precondition to the exercise of power to grant consent and unless a consent authority is satisfied that the precondition has been met, consent cannot be granted to a proposed development that contravenes development standards. Two positive opinions of satisfaction under clause 4.6(4)(a)(i) and (ii) must be made.

2.1 CLAUSE 4.6(4)(A)(I) - ADEQUATE ADDRESS OF MATTERS UNDER CL 4.6(3)

In response to cl. 4.6(3) two matters must be addressed:

- A. compliance with the development standards is unreasonable and unnecessary in the circumstances of the case; and
- B. there are sufficient environmental planning grounds to justify contravention of the development standard.

(A) Compliance with the development standard is unreasonable and unnecessary in the circumstances of the case

The objective of cl 4.1 is:

- (a) to provide minimum subdivision lot sizes for all zones.

The objective of cl 6.10 is:

- (1) The objective of this clause is to ensure that dwelling houses erected in areas without reticulated sewerage have an appropriate minimum lot size to provide for the disposal of onsite effluent.

These objectives are achieved notwithstanding the breach of the standard, making it unnecessary to apply the minimum lot size for an existing lot, particularly onsite wastewater can be disposed onsite, as addressed by Earthwise Environmental Consultants.

(a) to provide a minimum subdivision lot size for all zones.

The Council minimum lot size for the LGA differs significantly across the various area. The subject property has a minimum lot size control of 2000m² that applies. Notwithstanding this control, dwelling houses are permissible with development consent. This control is not a prohibition, but merely a control whereby a minimum lot size applies for a dwelling to be erected on the property. It is noted that the subject lot and adjoining lots were created in 1989 before LEP 2010 came into force, which provided minimum lot sizes. As the proposed dwelling exceeds the control, clause 4.6 applies.

The maximum extent of non-compliance is for an existing lot and not for a proposed new lot. This equates to a maximum numerical variation of 1767.23m² and a percentage variation of 11.6%.

It is noted that Clause 4.1 is not “expressly excluded” from the operation of Clause 4.6 and it is therefore open to the consent authority to grant development consent to the development pursuant to this Clause, despite the proposed variation to Clause 4.1.

This objective articulates the minimum lot size that development standard for various lots in the LGA. The minimum lot size on land within the Upper Lachlan Local Government Area is identified on the Minimum Lot Size Map. As previously described, the minimum lot size for a dwelling permitted on the subject site is 2000m². The proposal varies the standard, which has prompted the preparation of this written variation request.

Despite the nature and scale of development proposed by the submitted Development Application, Clause 4.1 achieves the objective of nominating a range of minimum lot sizes across land use zones, using the Lot Size Map as a mechanism to do so.

This written request identifies the extent of variation proposed and explains why the variation is acceptable in the circumstances.

Objective 1(a) of Clause 4.6 is satisfied by the discretion granted to a consent authority by virtue of Subclause 4.6(2) and the limitations to that discretion contained in subclauses (3) to (8). This submission will address the requirements of Subclauses 4.6(3) & (4) in order to demonstrate to the consent authority that the exception sought is consistent with the exercise of “an appropriate degree of flexibility” in applying the development standard, and is therefore consistent with objective 1(a). In this regard, the extent of the discretion afforded by Subclause 4.6(2) is not numerically limited, in contrast with the development standards referred to in, Subclause 4.6(6).

As described at Section 2 of this written request, the existing property has a lot size area of 1767.23m² and cannot be increased in area to comply. It is hereby requested that a variation to this development standard be granted pursuant to Clause 4.6 so as to permit a dwelling house to be erected on the land, equates to a numerical variation of 232.77m² and a percentage variation of 11.6%.

The issue of part of the property being less than the minimum lot size has been addressed by a Clause 4.6 request for variation, submitted with this application.

We do not consider that there is an abrupt change in size of the lot to adjoining properties, as a lot size control applies and we note that adjoining lots are of the same size. We note that decision of O'Neil C in the matter of Mustaca and others v Ku-ring-gai Council (2017) NSWLEC 2016/383344, wherein a proposal to create two lots would result in one of the lots containing a dwelling that was less than the minimum lot size. The appeal in this matter was upheld. Cases cited were Wehbe V Pittwater Council. We also note the decision of Hussey C in the matter of Frank McKeown V Ballina Shire Council (2005) NSWLEC 13, where the proposal was to construct a caretaker's cottage on a small rural lot, less than the minimum lot size. The property was an existing lot created by a Crown subdivision. The issues in this appeal were:

- Consistency with the aims and objectives of Ballina LEP 1987;
- Whether the site had a dwelling entitlement;
- Adequacy of the SEPP 1 objection to the minimum lot area for dwelling houses.

The appeal was upheld.

Having regard to the above L&E Court decisions, we are of the opinion that the planning controls permit dwellings and therefore the proposed development is acceptable in terms of the above clause.

It is considered that the requirement for strict compliance with the control would be counterproductive to achieving the aims to support residential accommodation in the LGA, particularly as the property lot size is existing and cannot be increased in size.

The surrounding area is characterised by predominantly lots of similar size, and developed with housing utilising onsite wastewater treatment for the disposal of effluent. The LEP controls came into effect in 2010 after the property was created in 1989. Notwithstanding, a dwelling house can be erected on the subject property, as such is not prohibited under the zone.

Having regard to all of the above, it is our opinion that compliance with the minimum lot size standard is unnecessary in the circumstances of the case as the development meets the objectives of that standard and the zone objectives, as described in this written variation request.

Compliance with the development standard is both unreasonable and unnecessary in this case given the fact that the property and the size of the lot already exist. The potential site development is in keeping with the existing character and the existing lot sizes that has occurred in the immediate area having regard to the zoning of the land.

It is also relevant that, as a general principle, the highest and best economic use of land which has been identified as appropriate for residential development, will conversely act to preserve the character of the area, particularly having regard to the setting of the area and adjoining developments.

Having regard to the above we consider that the approach taken serves the objects of the Act of promoting the orderly and economic use of land, with a development that provides for housing close to services and facilities in the immediate area.

It is not considered that a variation to the development standard in these circumstances would act as a general planning change more appropriately dealt with under *Part 3* of the *Environmental Planning & Assessment Act 1979*.

3 Objectives of the Zone

The objective of the RU5 Village Zone are stated as follows:

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To ensure the orderly and efficient use of land and infrastructure within each village.
- To improve the amenity of residential, commercial, civic and community uses within village areas.
- To conserve buildings, landscape features and streetscape features that contribute to the character and identity of village areas.
- To protect creeks and waterways that are associated with the village and surrounding area.
- To protect and enhance the water quality of watercourses and groundwater systems and to reduce land degradation.
- To maintain areas of high conservation value vegetation.

It is noted that the proposed dwelling is not inconsistent with zonal objectives, which permit dwelling houses.

Clause 4.6(4)(a)(ii) also requires that the consent authority be satisfied that the development is in the public interest because it is consistent with relevant zone objectives. The proposed development is consistent with the objectives of the zone and a dwelling house is also a permitted use, and therefore will complement the existing development composition on adjoining and nearby sites.

For these reasons the development proposal meets the objectives for development in the RU5 Village Zone, despite non-compliance with the minimum lot size development standards of Clauses 4.1 and 6.10.

4 Compliance with the Standard is Unreasonable and Unnecessary

Clause 4.6(3)(a) requires that the written request to vary a development standard demonstrate that compliance with the development standard is unnecessary or unreasonable in the circumstances of the case.

In *Wehbe v Pittwater Council* (2007) NSW LEC 827, Preston CJ sets out ways of establishing that compliance with a development standard is unreasonable or unnecessary.

The judgement goes on to state that:

The rationale is that development standards are not ends in themselves but means of achieving ends. The ends are environmental or planning objectives. Compliance with a development standard is fixed as the usual means by which the relevant environmental or planning objective is able to be achieved.

However, if the proposed development proffers an alternative means of achieving the objective strict compliance with the standard would be unnecessary (it is achieved anyway) and unreasonable (no purpose would be served).

Having regard to all of the above, it is our opinion that compliance with the lot size development standard is unnecessary in the circumstances of the case as the development meets the objectives of that standard and the zone objectives, as described at Part 3 of this written variation request. On this basis, the requirements of Clause 4.6(3)(a) are satisfied.

5 Sufficient Environmental Planning Grounds

(B) that there are sufficient environmental planning grounds to justify contravening the development standard.

Having regard to the objectives of the *Environmental Planning and Assessment Act 1979* sufficient environmental planning grounds exist in this case to justify breaching the minimum lot size control. In particular the objects under section 1.3(a), (b), (c), (g) and (h) are pursued by this development. The objective seeking orderly and economic development of land is clearly supported by approval of this development.

Part of the environmental planning grounds in this matter arise from the fact that this is an existing lot that cannot be increased in size to meet the standard.

Clause 4.6(3)(b) requires that the written request to vary a development standard demonstrates that there are sufficient environmental planning grounds to justify contravening the development standard. In order to demonstrate that there are sufficient environmental planning grounds to justify varying the development standard and to satisfy objective (1)(b) of Clause 4.6 by demonstrating that the proposed variation allows for a better outcome for and from the development. The following discussion is provided:

- The discussion provided throughout this variation request demonstrates that the existing lot size will not result in any adverse environmental impacts, in terms of amenity impacts, nor will there be any adverse streetscape impacts given the nature of the departure. It is submitted that there are sufficient environmental planning grounds to support the variation.

The lot size requirements under LEP 2010 are, in the circumstances of this matter, unreasonable and unnecessary, as discussed in this submission, being an existing lot. The site is zoned for a dwelling house, with a lot size control of 2000m².

Exceedance of the lot size control is therefore not a prohibition, but more relating to development that may be developed in rural village zones, with lot size controls restricting development on lots less than 2000m². The zoning of the land clearly envisages a dwelling house to be constructed on the property, subject to the dwelling complying with onsite wastewater treatment for the disposal of effluent. The assessment by Earthwise Environmental Consultants state that this can be achieved with reshaping of the land.

(C) In addition, under cl 4.6(4)(a)(ii) of the LEP, the consent authority must also be satisfied that:

(1) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and with the objectives for the development within the zone in which the development is proposed to be carried out.

Having regard to the objectives of the *Environmental Planning and Assessment Act 1979* sufficient environmental planning grounds exist in this case to justify breaching the lot size standards, in particular the fact that this is an existing property created before the coming into force LEP 2010. In particular the objects under section 1.3(a), (b), (c), (g) and (h) are pursued by this development.

The objectives of the standard and the zone are addressed above under heading A. In addition the public interest is well served by a dwelling constructed on a vacant parcel of land.

It is considered that this represents an individual response which Clause 4.6 was intended to be available to set aside compliance with the generic controls as unreasonable or unnecessary in the circumstances of this particular case.

Environment and Planning - 16 April 2020

ITEM 11.3 **Community consultation** **Local Strategic Planning**
 Statements

FILE REFERENCE **I20/174**

AUTHOR **Manager of Environment and Planning**

ISSUE

The LSPS is ready for community input and has been reviewed in its entirety since the Council last received a copy.

RECOMMENDATION That -

1. Council advertise the Local Strategic Planning Statement at the same time as the Housing Strategy and notify our strategic stakeholders for 28 days.

BACKGROUND

The local strategic planning statements have previously been discussed by Council but have been amended following discussions with the Department of planning, the review of the housing strategy and input from the economic health check as well as other research.

REPORT

The Council is required to adopt its Strategic Planning Statements by June 2020. A local collection Strategic Planning Statement has been prepared over 12 months along with a review of the Local Environmental Plan, a Housing Strategy, an Economic Health Check and some planning for local precincts. In the preparation of the LSPS, there has been a review of vision and objective statements contained in various documents. In some cases, new ideas have been developed, and sometimes the vision has been modified.

The direction set by the LSPS is consistent with many of the Councils existing vision and objective statements but not all. The document also takes existing and new ideas and applies a geographic context to much of the Councils existing strategy. The critical development is the setting of geographic frameworks to many current policies. For instance, existing tourism business and community planning guidelines now have geographic implications.

The critical elements of the Plan provide a strategic direction and framework for the agricultural sector, existing villages and for tourism and business development.

There are numerous references to change in the agricultural sector the aging population and housing demand and supply problems. The LSPS begins the process

of providing locational policies to deliver the solutions. The Plan identifies the answers and then locates policy changes.

The last section of the Plan maps changes to all the villages and the towns and provides a hierarchy to the shires rural and urban structure.

The Plan should be advertised as a draft for at least one month, preferably a little longer to facilitate community meetings and to allow for time to address suggested changes.

The advertising follows the adopted Community Participation Plan and Councillors have seen the list of community groups previously.

The preferred option is to advertise the housing strategy before the release of the LSPS. However, the prescribed adoption date for the LSPS is June 2020, leaving little time for two consultation processes. The time has come to display both pieces of work at the same time. A third project is the economic health report prepared by iD.com, which has been released to councillors and is available if required. It is another supporting document to the LSPS.

The introduction of Novel Corona Virus regulations prohibited public meetings; also, compliance with NSW planning legislation changed. A new clause in the Environmental Planning and Assessment Act section 10.18 changes the requirements for public inspection of documents.

10.18 COVID-19

Pandemic—public inspection of documents

During the prescribed period within the meaning of section 10.17, a requirement in this Act or the regulations that any document be made available for inspection (however described) at a physical location is satisfied if the document is instead made available on the NSW planning portal or any other website approved by the Planning Secretary.

Council agreed to a list of contacts when adopting the Community Participation Plan in September 2019. Local papers, the Council contact list and the planning portal, are the appropriate channels to advise the Community of the progress with the planning documentation.

POLICY IMPACT

The strategic statements will set an agenda for land use planning for roughly the next decade. They will inform the next iteration of the NSW Regional Plan for the Southeast.

OPTIONS

The NSW government requires the Council to adopt an LSPS by June 2020 and has provided a process for community consultation. Options for the Council include: requesting the staff to review all or part of the document. Alternatively, the Council may wish to review the material before advertising it. However, it is recommended that the Council promotes the strategic statements to let the community advise what they do and don't like.

FINANCIAL IMPACT OF RECOMMENDATIONS

Advertising is already budgeted; there will be no public meetings at this stage. However, to improve the connectivity with the community, Council might engage an e-consultation site like Bang the Table. The financial impact will be reported to the Council if required.

RECOMMENDATION That -

1. Council advertise the Local Strategic Planning Statement at the same time as the Housing Strategy and notify our strategic stakeholders for 28 days.

ATTACHMENTS

1. ↓	Local strategic Planning Statement April 2020 LSPS 31	Attachment
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Upper Lachlan Shire Council

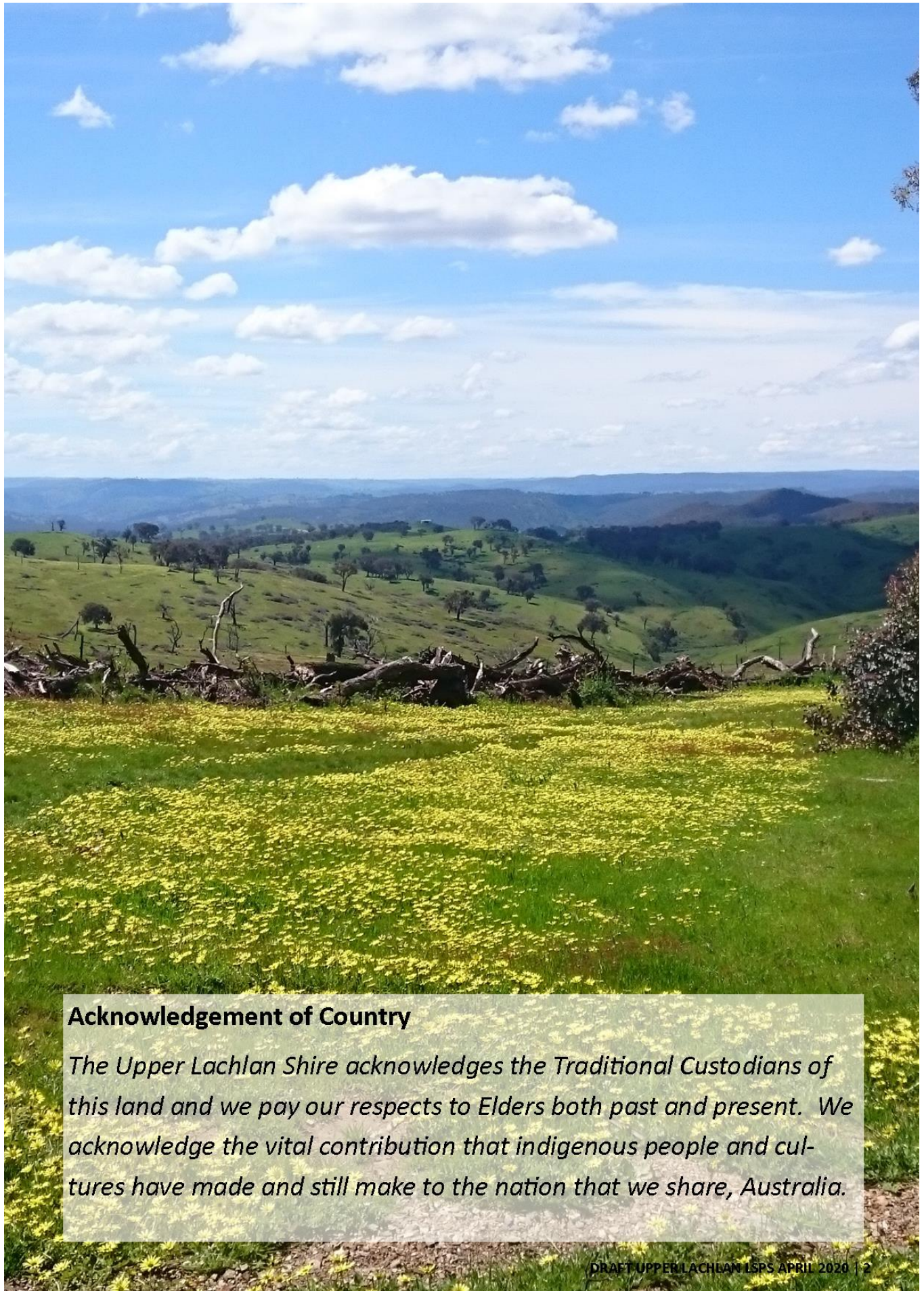


Draft Local Strategic Planning Statement

2040



DRAFT UPPER LACHLAN LSPS APRIL 2020 | 1



Acknowledgement of Country

The Upper Lachlan Shire acknowledges the Traditional Custodians of this land and we pay our respects to Elders both past and present. We acknowledge the vital contribution that indigenous people and cultures have made and still make to the nation that we share, Australia.

DRAFT UPPER LACHLAN LSPS APRIL 2020 | 2

About the Local Strategic Planning Statement

The Local Strategic Planning Statements are the Council's planning priorities and the principles that guide them.

[Section 1](#) is structured to set the context:

Mayoral Message
Executive summary
Context

[Section 2](#) develops the planning priorities and outlines the principles:

Planning Priorities
Planning Principles
Planning Matrix with actions

[Section 3](#) elaborates on how the principles are applied to issues and to the geography of the Local Government Area. There are eight principles and thirty two actions.

The last two sections deal with the priorities and detail the actions that Council will undertake to address each priority.

[Section 4](#) identifies the planning priorities.

[Section 5](#) takes the final principle, structural elements and deals with the geographic structure of the Shire to identify where various types of development will be focused.

Planning Priorities	Planning Principles
<p>Non-urban Land</p> <p>Urban Land</p> <p>Tourism</p> <p>Business Development</p>	<p>1. Growth and Sustainability</p> <p>2. Productivity and collaborative diversity</p> <p>3. Connectivity, transport and movement</p> <p>4. Character, Identity, and heritage</p> <p>5. Lifestyle and livability</p> <p>6. Population</p> <p>7. Landscape</p> <p>8. Structural Elements</p>



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MAYOR'S MESSAGE

While we cannot be certain what may have happened by 2040, we can presume that the Upper Lachlan Shire will be different to now, and we must plan to accommodate those changes.

We have taken the opportunity to imagine what the Shire will look like two decades from now. The Local Strategic Planning Statement (LSPS) will provide the guiding principles for change.

The LSPS acknowledges the pride we have in our past and the hope we have for our future.

The plan will guide logistical, spatial and aesthetic solutions for the issues we face as we grow and change.

-John Stafford, Mayor



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EXECUTIVE SUMMARY

ULSC 2040

Vision

“ A district of villages in a beautiful tablelands landscape with a prosperous agricultural and energy economy connected to Sydney, Canberra and international markets ”

The Local Strategic Planning Statement (LSPS) identifies Upper Lachlan Shire Council's (ULSC) strategic vision for the next 20 years and outlines the planning priorities, principles, and actions to achieve that vision.

Council's planning priorities focus on economic diversity: agriculture, housing, tourism and business development.

Council will explore new innovative ways to attract complementary and compatible new industries to broaden the Shire's economic base.

The priorities align with actions that facilitate the continuity of local identity and recognise the beauty of our local environment.

Agriculture is the backbone of the economy while our villages provide lifestyle and housing choice with a rural backdrop that is connected to Canberra, Goulburn and Sydney.

Protecting our environmental heritage provides a foundation to develop active rural tourist opportunities.

The cool climate also has slightly higher rainfall, which with the rich soils enhance the landscape.

THE UPPER LACHLAN

NESTLED IN THE SOUTHERN TABLELANDS, WEST OF THE BLUE MOUNTAINS THE SHIRE'S RICH SOILS AND TEMPERATE CLIMATE PROVIDE AN IDEALISTIC SETTING FOR ITS VILLAGES

The Upper Lachlan Shire sits on the Great Dividing Range. The northern boundary is the Abercrombie River, and to the south are the Wollondilly and Lachlan Rivers.

The Shire's population of 7995 mostly live in Crookwell. Other villages include Gunning, Collector, Taralga, Dalton, Binda, Tuena, Grabben Gullen, Laggan, Breadalbane, Jerrawa and Bigga.

Most services are at Crookwell and Gunning where health and medical services, a fire brigade, police, banking, a post office and retail provide for local needs.

The number of people over 65 is forecast to grow by 36 per cent by 2036. The most significant challenge for the Shire is the ageing population. The preeminent task is to accommodate services and facilities to encourage people to age in place rather than move to Goulburn.

In the Shire, nearly 2,500 people are employed, predominantly in agriculture, a figure that is projected to grow slowly in the next decade. Some people work in Canberra and Goulburn.

Agriculture

Mostly fine wool, beef and potato production, agriculture continues to underscore the economic and social fabric of the villages. There exists opportunities for development:

- Intensive livestock agriculture
- Intensive plant agriculture

Tourism

In ULS, tourism is an emerging commercial driver. The existing Upper Lachlan 2020 community Strategic Plan identified that the shire's proximity to Sydney, Canberra and the Hume Highway leading to Adelaide and Melbourne provides opportunities to grow the industry. However, accommodation and other value-adding enterprises need to be encouraged and facilitated.

Wind Farms

Besides being an emerging industry for the shire, wind farms are a prominent element in the landscape.

Light Industry

There is little industry within the Shire apart from the sock factory at Crookwell.



Photo Courtesy of Upper Lachlan Tourism

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At the centre of the Shire is Crookwell acting as a hub and spoke node. The southern edge of the shire is within the South East Regional Plan zone of influence from Canberra and is within easy commuting distance. The central area contains the high value Agricultural land and is the core wind farming region.

IN TWO DECADES THE UPPER LACHLAN WILL BE A LIVELY, WELCOMING AND SAFE PLACE TO LIVE, UNDERPINNED BY A DISTINCTIVE RESIDENTIAL AND WORKING EXPERIENCE THAT CREATES A WEALTH OF POSITIVE OUTCOMES AND MEMORIES

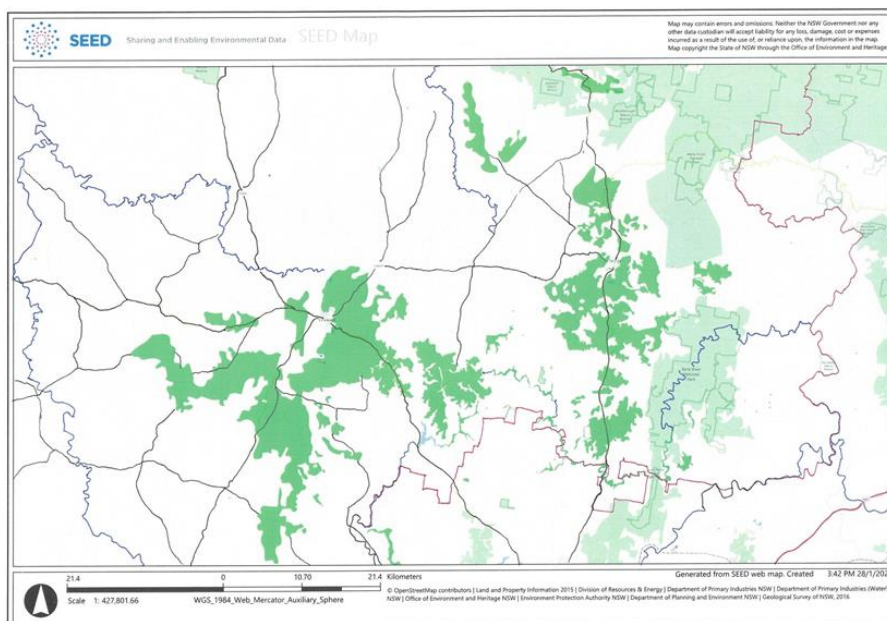
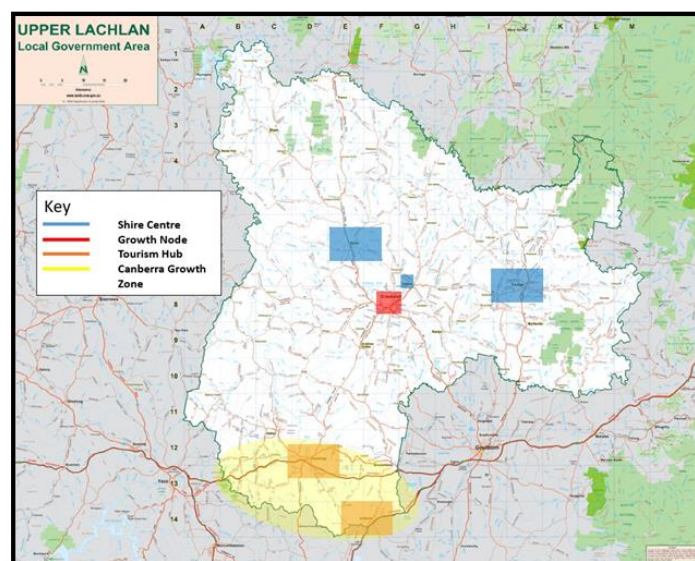


Figure 1 above: Red square is the Shire's centre, orange squares represent the growth nodes focusing on Gunning and Collector. The blue centres are tourism based locations. Canberra zone of influence (Yellow left).

Figure 2 left: Agricultural land of significance (green).

CONTEXT

Upper Lachlan Shire Council's planning priorities focus on agriculture, economic diversity, tourism, village lifestyles and infrastructure.



A review of Council's planning system undertaken in 2019 identified key priorities including the development of communications, education and training facilities in the Shire.

Council's draft housing strategy, an analysis of the Local Environmental Plan, rural land-use strategies, and scenario planning have also informed the LSPS.

The backdrop to the LSPS includes a transformational international economy reliant on new technologies, and locally, shrinking economic and population trends coupled with growing income inequality. Meanwhile, there is a role for the use of aesthetics and amenity to attract new investment.

One of the greatest assets is the beautiful rural villages set in an agricultural landscape, together with the marketability of a vibrant green hinterland. Market recognition of the beauty of rural land either as a commodity or for its conservation values and away from its productivity values highlights the desire to protect existing agricultural land management. The protection trend is counterproductive to transitioning to intensive activities. Implementing new strategies will require the community to refocus its planning objectives and frameworks.

A large proportion of rural land has fertile soils, minerals and good rainfall in a temperate climate, making it ideal for farming and agriculture.

The Shire's topography, combined with increased investment in renewable energy (wind, solar, hydro, geothermal), may bring new economic opportunities to the Upper Lachlan.

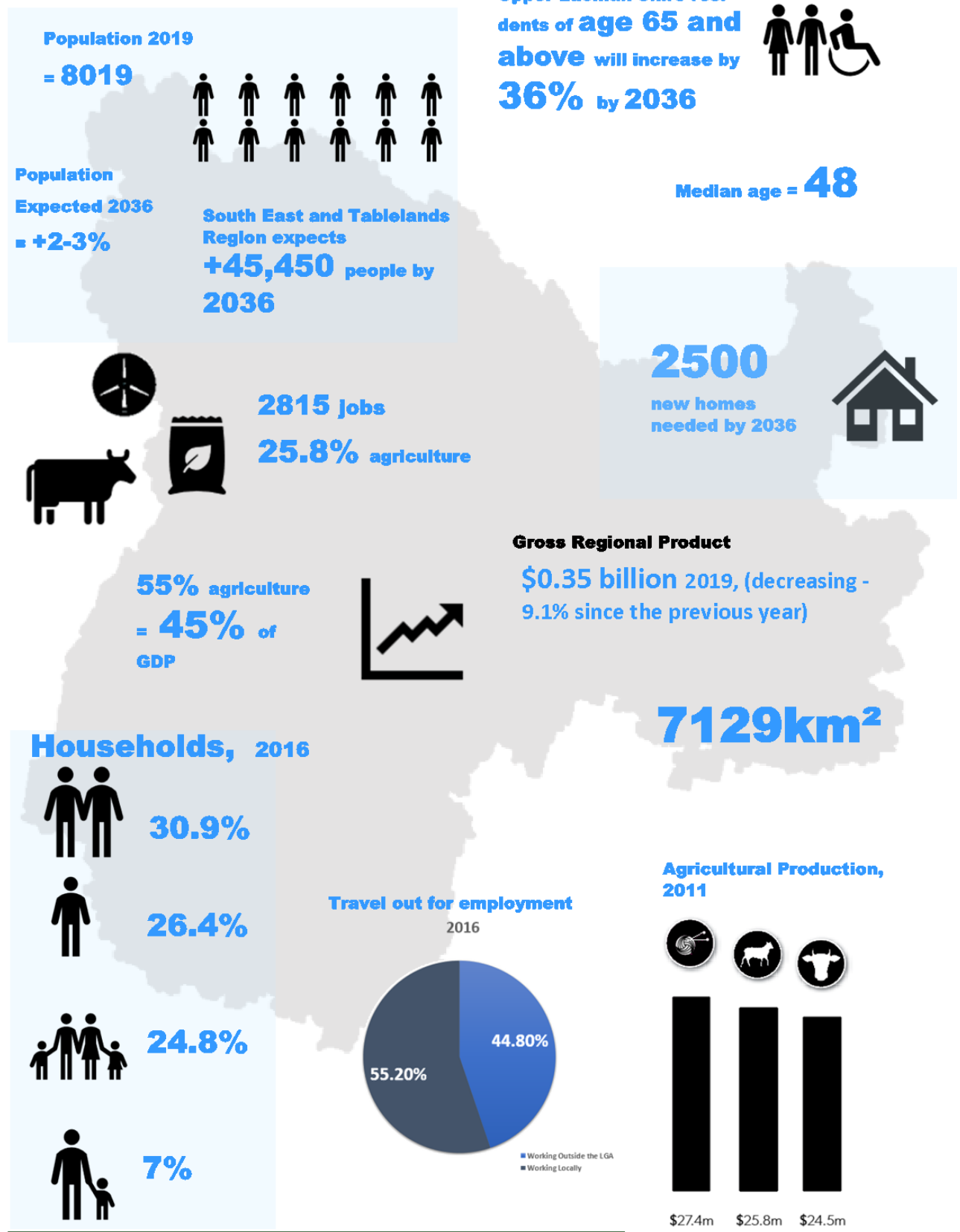
The Shire is also rich in untapped mineral resources. Balancing mining and environmental protection may become one of the main challenges of the future. The local groundwater resources are not well understood. However, water is a commodity that the Shire has more of than other parts of NSW.

The South East and Tablelands Regional Plan 2016-2013, and the Joint Regional Organisation Statement of Strategic Intent both recognise the growing demand for cost-effective and alternative lifestyle commuter options within the region to service the National Capital. Surrounding LGA's provide rural residential and village or town lifestyle options.

Upper Lachlan recognises its locality, existing structural patterns and the potential to differentiate itself by providing higher-density, small, livable and walkable master-planned or heritage villages.

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OUR PEOPLE



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LOCAL STRATEGY

The LSPS will inform the planning of the spatial relationships in the Upper Lachlan Shire.

The LSPS identifies strengths, challenges and gaps where strategic planning will inform, shape and guide regional and local statutory and policy documents.

The LSPS addresses:

- Culture, context and background: the basis for strategic planning
- Land use vision: to set the structure plan for villages including Crookwell, Gunning, Collector, Taralga and Laggan and the rural economy
- Planning priorities: to be consistent with the Southern Tableland Regional Plan 2036
- The actions required to achieve planning priorities; and
- **The Council's processes to monitor and report on the implementation of the plan.**

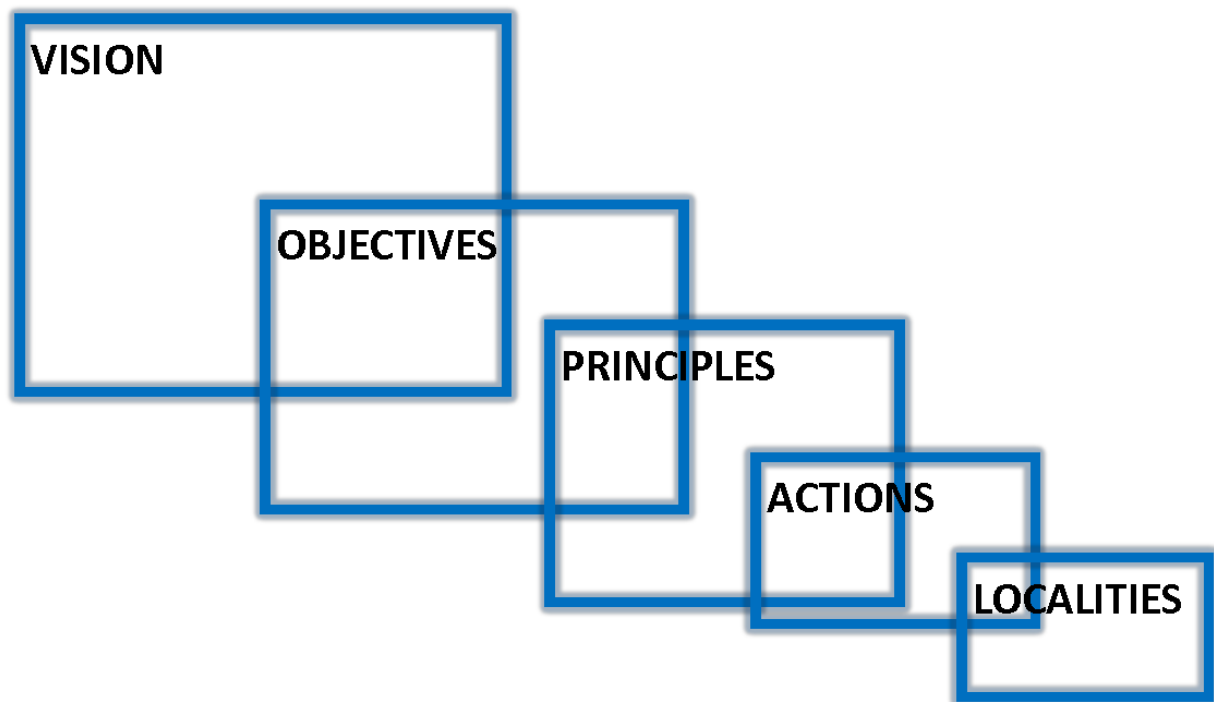
The Council will review this document every seven years to accommodate changing priorities. The LSPS gives effect to the Southern Tableland Regional Plan 2036 and Upper Lachlan Community Strategic Plan.

The Local Strategic Planning Statement outlines the Council's directions and planning priorities for the future. This document is structured to set the context and then develops the planning priorities and the principles that drive the strategies. The section on principles elaborates how they apply to issues and the geography of the Local Government Area.



The two sections at the end outline the priorities and the corresponding actions that the Council needs to address. There are four planning priorities, non-urban land, urban land, tourism and business development and eight principles. Finally, the plan outlines the geographic structure and locality statements of the Shire.

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The LSPS is part of a broader strategic landscape. The Southern Tablelands Regional Plan produces the regional context, but local studies will inform future iterations. These documents, in turn, inform local environmental plans and development control plans. The LSPS is the geographic or spatial application, while the Community Strategic Plan is the social application of planning.



Figure 3 Role of the LSPS Strategic-led planning framework. Source: Department of Planning and Environment, 2018, LSPS Guidelines for Councils

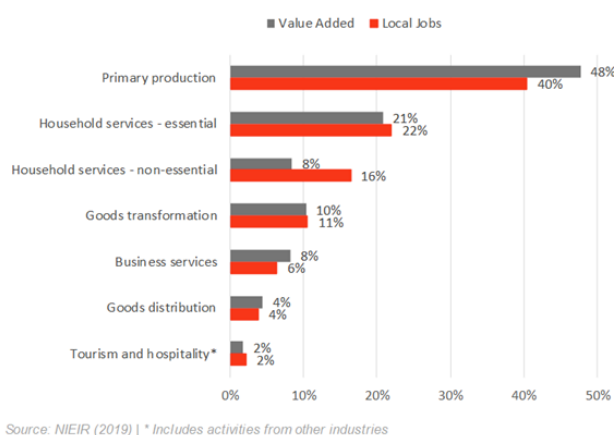
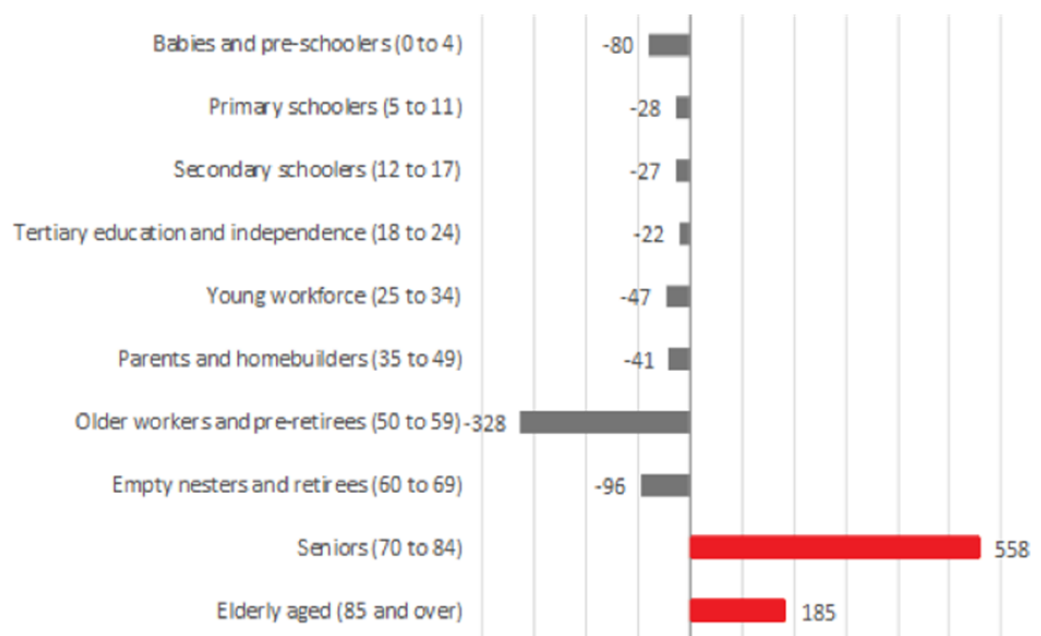


Figure 4 Industry profile % of total ULS Key industries 2019

Vision for a changing future

Given the major challenges being faced by the Shire including climate change, aging population and limited economic and population growth, we know we need to shift to diversify our industries, which involves capitalising on our endowments, in order to facilitate improved economic, social and environmental outcomes for the community.

- ⇒ Agriculture
- ⇒ Tourism and agritourism
- ⇒ Renewable Energy
- ⇒ Health, disability and aged care
- ⇒ Freight and logistics



Source: .id Consulting (2020)

Figure 5 Change in Population by Service Age Groups –2016—2036

LOCAL

OPPORTUNITIES

There are untapped opportunities in agriculture, energy and housing. The Regional Plan and Housing Strategy both point to the need for change to facilitate investment.

Gunning and Collector are in a growth corridor, because of their proximity to Canberra, and they can meet commuter settlement demand and provide affordable living options. They are well serviced by road networks and provide services and infrastructure. Upper Lachlan's proximity to Canberra and Sydney presents huge potential for future development.

There is an untapped opportunity in the south to supply affordable housing for the capital region. However, due to the dual impact of restrictive land zoning and land banking, the recent trend is toward residential decline and business fragmentation or loss, instead of seeing economic opportunities be harnessed.

A small proportion of owners hold the majority of land holdings in the Shire. Many of which are undeveloped. Land banking in the villages is hindering the economy and employment opportunities. The ambition is to introduce incentives to develop creative reinvestment in lazy landholdings.

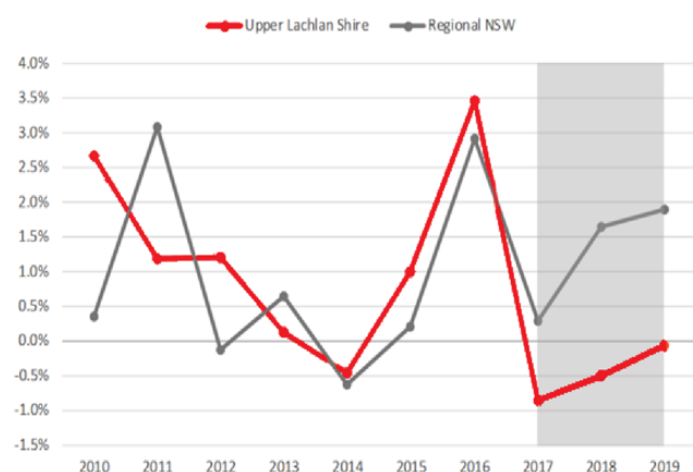
The Shire has become a regional leader in renewable energy, with much progress having been made already in wind powered generation.

Global challenges are predicted to impact food security as a result of climate change, drought, erosion, coastal agricultural soil acidification, water resource competition and urbanization pressures. It is predicted that agriculture production in other parts of NSW will become unviable, and alternatively the arable land our Shire possesses has the potential to become highly sought after. Globalization, domestic population growth and income growth will also drive demand for agricultural products.

Agriculture and land management in the Shire must align with sustainable practice to limit environmental degradation, and to ensure vitality of natural resources for future generations.

The vision of a shire of villages provides a competitive advantage over regional rural residential development offerings close to Canberra and Goulburn.

Agricultural endeavor is the mainstay of the economy and employment; however, changes in local, and global economic trends are facilitating change regionally. Part of the planning framework hopes to tap into changes in the rural economy to sustain employment and returns on investment.



Source: NIEIR (2019)

Figure 6 Growth in Local Jobs

LOCAL

OPPORTUNITIES

The shire has available lots that are suitable to be amalgamated for development in existing residential zones, yet are not being developed to their potential.

Council is considering changes to Section 7.11 and 7.12 Local Infrastructure Contributions Plans, minimum lot sizes, well as prohibited land uses, whereby the aim is to facilitate development.

Council's S7.11 and S7.12 contributions schemes ensure that infrastructure is provided to meet demand for new development. Finding a balance between covering costs and inhibiting development one of Council's strategic objectives.

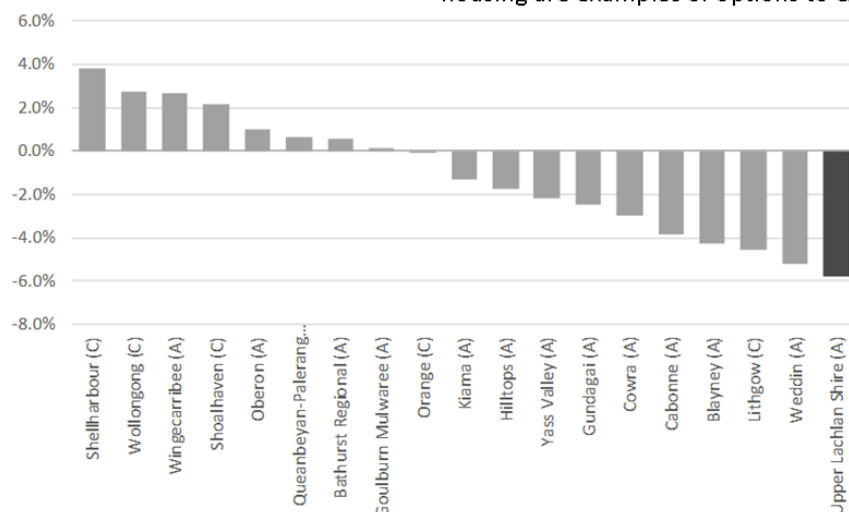
There is an undersupply of seniors housing. For example, there is a shortage of self-care units, serviced apartments in retirement villages and assisted care accommodation for seniors in the Shire.

There is also an identified undersupply of social and affordable housing

- There is capacity for more social and affordable housing supply
- Accommodation for one or two persons required

Shared work spaces in our main growth centers and shop top housing are examples of options to explore further.

% average annual growth rate



Source: NIEIR (2019)

Figure 7 Growth in GRP—Regional LGAs, 2017-2019

LOCAL CONSTRAINTS

The Local Environmental Plan has highly restrictive provisions, becoming one of the main challenges regarding economic diversification and transition

While the population of the Shire is growing very slowly, growth is uneven and parallels other change that is not apparent in the statistics. The villages are zoned RU5 (a village mixed-use zone) except Crookwell. RU5 is a rural village zone that provides a range of land uses, services and facilities associated with a rural community without differentiation. Crookwell differentiates into commercial, industrial and residential areas.

Since the economy is growing slowly, and there is some turnover of small businesses in the main streets, there exists opportunity to attract new residents and business to the Shire.

Growth is slow and uneven

To stabilise commercial activity, and provide focus points in towns, Council is proposing local centre B2 and mixed-use B4 zones in the main street of some villages. Through the change, business zones would retain main street characteristics helping to protect investment value. Introducing more mixed-use options to some settlements will improve their investment capacity and livability.

Change is toward living in the shire but working outside the LGA

Business is contracting

The Local Environmental Plan has highly restrictive provisions, compared to surrounding councils, becoming one of the main challenges regarding economic diversification and transition. Many activities associated with villages elsewhere are prohibited uses. The LEP's prohibited uses are currently under review. As an example, tourist facilities, which are generally prohibited, with some exemptions will become permissible. The intention is to inhibit only those that are problematic and deal with applications for facilities on merit.

Tourist destination and accommodation facilities are few and small

Agricultural value adding is in decline

Minimum lot sizes work against agricultural development. They act as a blunt instrument to protect existing practice but inhibit new investment. Separate work on the farming economy will follow.

Given its geographical location within the Shire and established population and services, Crookwell will remain the centre of the Shire, and Gunning and Collector become growth nodes for residential and industrial development. Taralga, Bigga, Grabben Gullen and Laggan are the tourism nodes for the Shire.

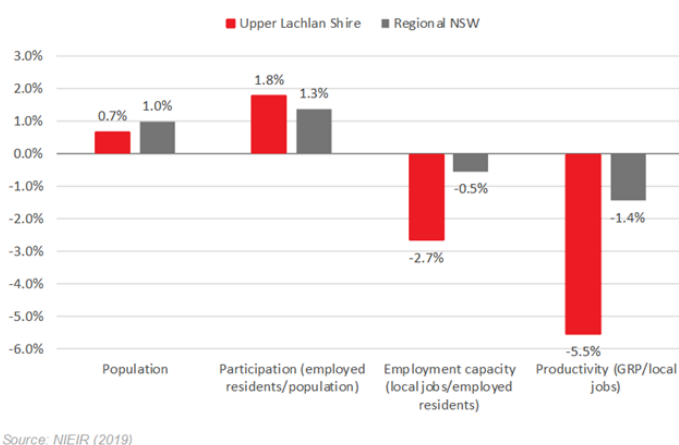


Figure 8 Components of Growth – (last 2 years), Annual Average Growth %

Figure 8 indicates productivity as a main factor driving economic conditions of the shire. In figure 9, there is a depression in the normal bell curve for the population. The 24 to 40 year old population is smaller than for a healthy population and for succession planning. This is translating to a shrinking working age population, which is having serious implications for the workforce, the economy, and the capacity for demographic regeneration.

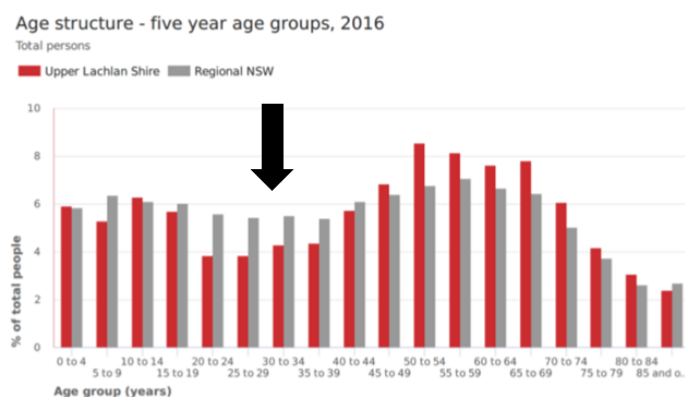


Figure 9 Comparison of ages across the Shire compared with regional NSW

The population is missing younger age groups but the number of households and dwellings is growing. The trend is toward smaller household occupancy at a slightly faster rate than in other rural areas. Provision of adequate housing and appropriate types of housing is critical for the sustainability of the Shire.

An aging population, seasonal workforces and tourism accommodation all require availability of specific housing options. While diversification is necessary for the future success of the Shire, it is important to ensure infrastructure provision keeps pace with tourism growth, while balancing housing needs for residents, and also protecting our natural environment and cultural heritage.

PLANNING PRIORITIES

We have selected four planning priorities. Eight planning principles focus the best opportunities for a sustainable and vibrant future.

As the plan develops we will add new planning principles to the mix. Each principle drives one or more actions. The principles have been drawn from our planning philosophy and selected to align with the regional plans and the local social and economic planning directions.

Non-Urban Land

The most extensive land use in the Shire is agriculture. Three central values drive investment in the rural landscape. Conservation, productivity and lifestyle values drive a significant proportion of rural ownership. There are some indigenous and tourist sites in the countryside. The Upper Lachlan Shire has a rural identity and rich heritage that is attractive.

Urban Land

Single houses on large lots characterise the Shire. This housing pattern does not suit aging populations that are down-sizing and looking for alternatives such as community titles, attached dwellings and dual occupancies. Planning will structure villages around focal points that are most likely commercial centres oriented toward rural village settings. There may be opportunities for new settlements close to existing urban service centres. Landscape values and accessibility considerations will drive location responses.

Tourism

As a value-adding proposition or phenomenon, tourism is underdeveloped. The LEP prohibited a wide range of tourist and other uses in most zones. There is an opportunity to grow the tourism sector and to reassess the prohibition list.

Business Development

Currently, the local economy is not diversified. It is heavily dependent on an agricultural activity that is growing slowly and not keeping up with national growth trends. Agriculture is also reliant on an aging population. Marginal returns are small, but the industry is sustainable in parts of the LGA.

Value-adding to agriculture and energy are apparent opportunities. Small-scale intensive agriculture is another. Entrepreneurial enterprise is needed but is unpredictable. Council will review planning frameworks and development costs to prepare for adjustment. Construction is the second-largest business sector, but other business opportunities are developing.



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PLANNING PRINCIPLES

Lifestyle and Livability

The Shire is characterised by single houses on large lots. This housing pattern does not suit aging populations that are down-sizing and looking for alternatives. We also have compact villages and towns that are a pleasure to live in. This principle aligns with The South East and Tablelands Regional Plan 2036 Goal 4.

Population

While population targets often focus on growth, there are other factors in the population that can bring healthy change to the community.

Planning principles drive the objectives and actions for each priority. While many planning documents hide behind nondescript philosophical ideology, we have placed the approach up front.

Diversity of ages is a focus of the LSPS as well as a population with skill sets that can deliver on the type of economy that we want for the future. This principle aligns with The South East and Tablelands Regional Plan 2036 Goal 3.

Landscape

There are numerous interpretations to landscape, but our rural hinterland is the background to the shire. This principle aligns with The South East and Tablelands Regional Plan 2036 Goal 2.

Structural Elements

Planning informs the detailed structure of the villages and of the shire. Each theme and planning principle leads to a locational outcome. In this section we discuss or identify what needs to be done to spatially organize the shire and the urban areas. This principle aligns with The South East and Tablelands Regional Plan 2036 Goal 4.

The planning priorities and principles drive the planning actions shown in the matrix on the next page.

Table 1 Upper Lachlan Shire Council Priorities, Principles and Actions

Priorities/ Planning Principles	Priority 1 Non-Urban Land	Priority 2 Urban Land	Priority 3 Tourism	Priority 4 Business Development
Drivers of Growth and Sustainability	1.1 Promote a diverse agriculture-based economy. Develop an agricultural strategy to provide for value-adding opportunities and succession.	2.1 Develop village residential opportunities in safe locations.	3.1 Identify and locate new tourism opportunities.	4.1 Promote a diversified transitioning economy and provide for small business development.
Productivity and collaborative diversity	1.2 Plan for diverse agribusinesses and agricultural land reform. Encourage vertical integration of the rural economy.	2.2 Zone land for mixed-use, aged care and tourism developments and provide for urban diversity.	3.2 Plan for new tourism and destination opportunities as an economic benefit.	4.2 Encourage a transition to renewable energy as a strength of the Upper Lachlan Shire Council.
Connectivity, transport and movement	1.3 Lobby for improved internet access and capacity. Continue to improve road access for commercial opportunities.	2.3 Design towns for walking, promote density and facilitate a mix of collaborative uses.	3.3 Continue to improve road access and reuse of alternative transport facilities for destination activity.	4.3 Promote smart hubs through broadband connections and decisive planning.
Character, Identity, and heritage,	1.4 Protect the rural landscape by focusing on new development in urban locations and providing for transitions to technologically aware agricultural economies.	2.4 Manage and enhance the distinctive character of each village through a master plan. Develop Character Statements for urban development.	3.4 Leverage and celebrate our natural and cultural heritage, climate and natural beauty.	4.4 Reinforce the village town centre small business character and facilitate innovation.
Lifestyle and livability	1.5 Provide opportunities for housing diversity and off-farm income to suit changing circumstances.	2.5 Provide new space to grow around existing villages and towns and provide for infill opportunities.	3.5 Conserve and adaptively reuse heritage assets. Enhance areas of high environmental value and visual significance.	4.5 Identify the commercial locations and focus points of the villages and structure business growth into them.
Population	1.6 Identify business opportunities that can value add to local business and attract investment and employment in the agriculture sector.	2.6 Lobby and promote the development of rural livability facilities in villages and towns.	3.6 Plan for increased human and infrastructure capacity in the tourism phenomena and new destination activities.	4.6 Plan for increased capacity in the alternative energy sector and seek value-adding options.
Landscape	1.7 Recognise the rural landscape as a productive element and identify environmentally sensitive aspects that need protecting.	2.7 Facilitate villages that are empathetic to the existing agri-landscape: Small protectable bounded spaces.	3.7 Utilise the temperate climate landscape as a place for active recreation opportunities.	4.7 Create focal points by siting commercial activities within a mixed-use commercially driven precincts.
Structural Elements	1.8 Identify and protect high-value agricultural land: Review minimum lot size opportunities to facilitate agrarian investment.	2.8 Zone infill in existing villages	3.8 Identify tourist-focused locations and provide for their development.	4.8 Identify growth localities close to Canberra, Yass and Goulburn.

Principle 1

Drivers of Growth and Sustainability

Our community welcomes new investment and encourages collaborative diversity.

Agriculture has the largest share of employment (37.39%) in the LGA, which is primarily in sheep and beef cattle farming. Therefore, an emphasis on the economic diversification of the rural economy, including agriculture, ecotourism, is warranted; especially since the wool industries are in decline and the global economy is changing. Local fertile land may be suitable for apple, grape, olive, nuts, and other fresh vegetables.

A sustainable future requires a diversified and agile economy.

The *South East and Tablelands Regional Plan 2036* target is a connected and prosperous economy for the capital region.

The Regional Plan focuses on priority growth sectors to diversify the economy, including:

- Tourism
- Agriculture and aquaculture
- Freight and logistics
- Health, disability and aged care
- Public administration and defence
- Education and training
- Renewable energy

Responding to the specific needs of these sectors will generate economic growth. The primary focus for the ULSC in next 20 years will be agriculture, tourism, renewable energy, health, disability and aged care, and freight and logistics. Renewable energy is a feature of our landscape and the new industrial economy.

Principle 2

Productivity and

Collaborative

Diversity

Our community welcomes new investment and encourages collaborative diversity.

Diversity

Diversity, the backbone of adaptability and resilience, provides for change and ensures long-term sustainability. Diversity fosters collaboration. But it can also bring conflict. Selecting out things that don't fit into a place is just as crucial as selecting projects that fit well.

Productivity

Processes and businesses that add value to the chain of production bring employment opportunities to the local area and region. Tourism as a value add to the local economy has been shut out of the economy through planning prohibitions even though there is a growth in accommodation and food and other services.

However there are business ventures that may lead to land use conflict. Managing future land use conflict will be approached through the structural elements of the planning processes as well as the zoning and prohibitions settings.

A sustainable future requires a diversified and agile economy.

The challenge for the Council is to set the climate for welcome change and to set the rules to facilitate separation of conflicts.



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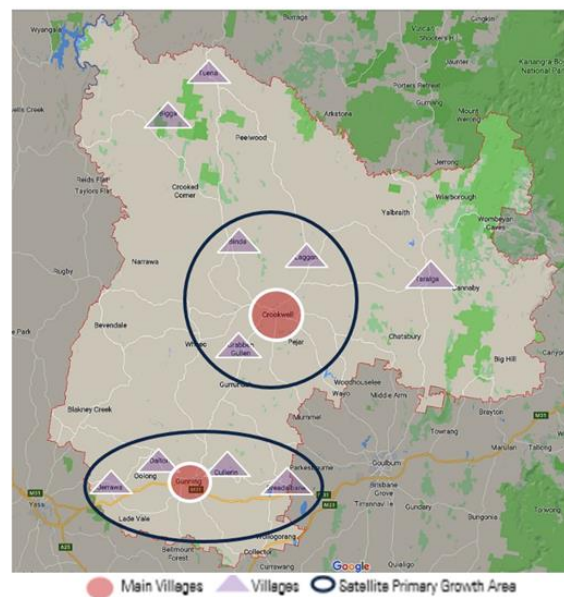


Figure 10 Location of Villages

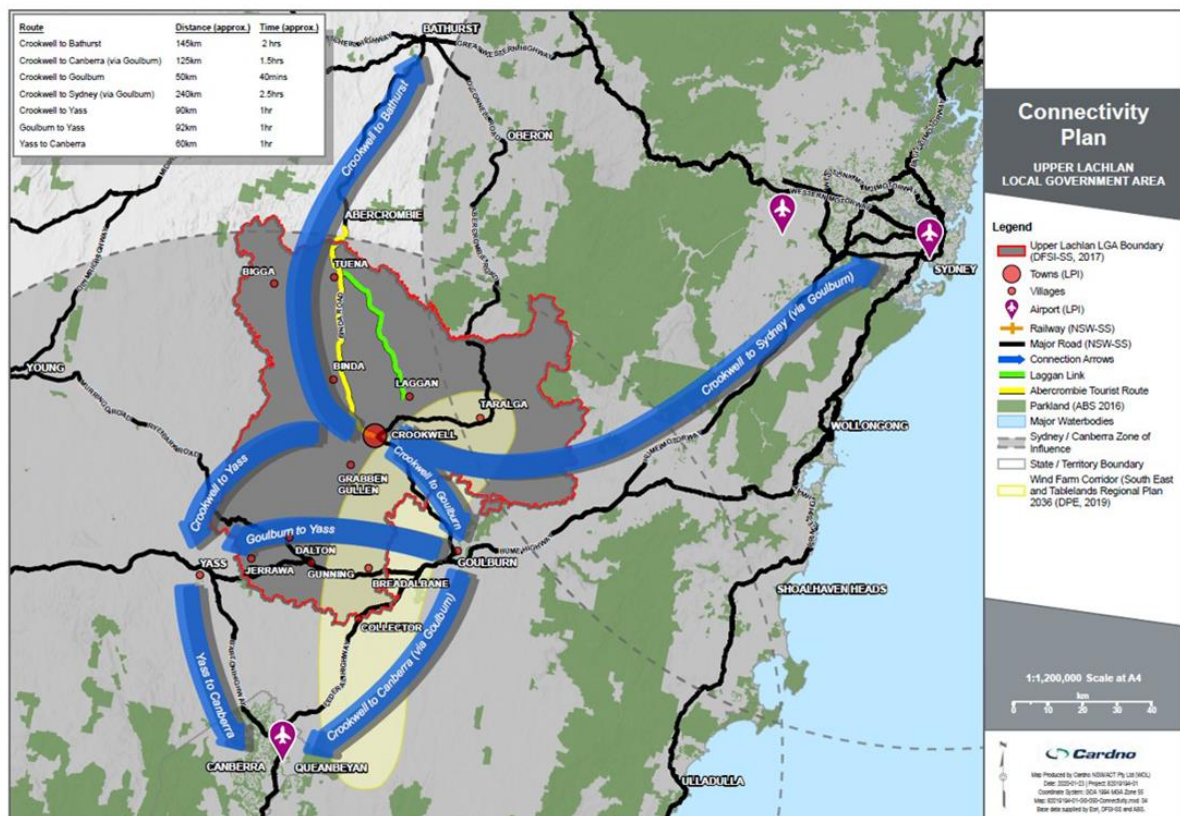


Figure 12 Connections to broader regions and capital cities

Principle 3

Connectivity,

Transport and

Movement

Our vision is to encourage infrastructure growth to support our residents, businesses and visitors. Providing connectivity is a fundamental planning principle.

Whether we plan for hard infrastructure, for communications or to access water or green infrastructure, connectivity is essential to sustainability and development.

The Shire's towns and villages are well connected through an ever-improving road network. Agriculture and tourism rely on the road network for transportation and communications.

Internet and communications technology lag behind other parts of the country and the region is not a priority at the state and Federal levels for road and telecommunications upgrades in the telecommunications industry.

Canberra Airport's international passenger and freight terminal is tourism and export-oriented. Canberra Airport will give producers access to growing Asian markets through various trade agreements.

The region's high quality, niche, clean and green produce will underpin future growth gateway for the area.

Consistent advances in information technology, creating smart work opportunities that connect people physically and digitally within the Shire is essential.

Council will continue to lobby for better connectivity. Access to the power grid and to wind and solar power has enabled the development of a renewable energy sector. The future electric vehicle shift as well as growth from tourism both presents a particular opportunity to improve transport infrastructure. Additionally, pressures from an aging population highlights the need to develop local sustainable travel solutions.

Access to water is a driving concern across Australia. The Shire is well endowed with water resources for its current needs. However, additional water to meet the needs of new industries and for growth requires more investigation.

Water sensitive design policies have been adopted across the Nation and will continue to reduce per-capita demand in the Shire.

Principle 4

Character, Identity Heritage and Envi- ronment

Our vision is for a diverse environment interconnected by biodiversity corridors building on Indigenous and European heritage.



Photo courtesy of Upper Lachlan Tourism

The Upper Lachlan Shire has a rich environmental and social heritage that predated European settlement. However the European agricultural and urban development now dominates the landscape.

Agricultural and village landscapes are the language of the community. Our towns are rich in design, shape and form.

Future development should respect the local heritage while building with new technology and concern for the climate and country.

The town of Taralga dates back to the 1820s and is noteworthy for its many beautiful historical buildings. Taralga is only a short drive from Goulburn and Crookwell and is on the main route from Goulburn to Oberon and the Blue Mountains.

Crookwell and Gunning are the largest towns and are well structured with capacity to grow. Recent developments draw on the urban character of suburban Sydney and Canberra and rely on manufactured building processes. These urban layouts and housing designs are changing the character of the larger towns.

Laggan, Bigga, Binda and Dalton have numerous buildings of stone and iron construction and are constructed around grid patterns that are functional and add to the beauty of the places that people call home.

Smaller localities also have a beauty and structure that is appealing. While some diversity of built infrastructure is needed, new buildings need to respect the rich local heritage and character.

Planning priority principles aligns with *South East and Tablelands Regional Plan 2036* Goal 2: A diverse environment interconnected by biodiversity corridors.

A separate document to be delivered by Council is the Future Character Statements for the localities. These will provide more detail about the planning frameworks of the villages and the localities across the shire. However, Council has already identified that the heritage and village structure of the shire is a particular character of the LGA.



Laggan Streetscape at Laggan Pub

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Principle 5

Lifestyle and Livability

Our vision is for an interconnected housing market for the region that delivers diversity and choice and more opportunities for affordable housing

The Shire has the highest percent of stand-alone dwellings in the region at nearly 96%.

By providing broader housing choice for our community, we can meet the housing needs of increasingly diverse residents and families (such as young families, students and retirees) throughout their life. Housing diversity also encourages active lifestyles, increases the number of people living and working close to jobs, services and amenities as well as managing Greenfield growth pressures.

An influence on population growth and associated new homes is the lifestyle available within commuting distance of Canberra and Sydney.

At least 2,500 new homes will be needed by 2036 to meet population growth and change in the Upper Lachlan Shire.

70% of the region's population growth to 2036 is projected to occur in the areas that share a border with the ACT. Rather than isolated land releases, a more strategic approach to housing will make the best use of existing infrastructure and maximize investment in planned infrastructure.

Many ACT and NSW residents own blocks of land in the Shire or move there once retired. While we plan for our population growth and accompanying facilities and services, the unique NSW-ACT cross-border relationship requires both jurisdictions to prepare for a growing population within their boundaries. Livable villages will complement rural land activity.

Upper Lachlan can meet some of the demand for growth through infill in existing villages and later some village expansion. Services will be provided in the town centres through differentiation while a variety of housing styles will provide for changing urban needs.

Principle 6

Population

Our aim is to remedy population decline, and develop a healthy demographic profile

The key challenge in the Upper Lachlan Shire is the aging population, which is affecting the socio-economic profile.

The Shire's economy is primarily agrarian, predominated by grazing. The farming community is aging faster than the town population. A challenge is to diversify the agricultural economy.

The income profile of the shire is medium and dominated by secondary school or diploma level education. The shire is not below average for the state but its socio economic profile is in decline.

While population targets often focus on growth, there are other factors in the population that can bring healthy change to the community. Diversity across age groups, as well as skill sets that can deliver on the economic change that is compatible with our history and the future.

The capacity of the population to meet the needs of the community is a focus of the planning system. New skills are needed for the new economy and entrepreneurial skills may have to be imported to build future resilience. Flexible planning and financing systems to include new business and to facilitate start up opportunities will help.

Most growth in NSW is projected to occur in greater Sydney. At 30 June 2017, greater Sydney had 65% of the NSW population. This proportion could reach between 67% and 68% in 2027, and around 70% by 2042. Population growth for the rest of NSW is slower, increasing from 2.7 million in 2017 to 3.0 million in 2027. To meet the challenge ULSC will provide planning and financial incentives.



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Principle 7

Landscape

Urban and rural landscapes are fundamental to the way we react to places and turn spaces into places that are attractive and welcoming. There are numerous interpretations of landscape. Land has productive values and is seen as something that needs to be preserved or is associated with its capacity to be a commodity.

Our rural hinterland is the backdrop to the shire. It provides us with **our focal points and orientation**; the natural, designed, artistic and visual characteristics that set Upper Lachlan apart.

Identity

The identity of the shire is in its rolling hills and relative isolation for a place so close to Sydney and Canberra. The soils are rich and naturally watered. However, there is some uncertainty about the agricultural heritage with the mixed onset of global market changes, diminishing population and climate uncertainty.

Instilling a sense of place: Placemaking

A village can provide a primary point of difference with surrounding Local Government Areas. Quality urban design will facilitate a strong sense of community by utilising on public realm space, tree planting, urban density, style and character guidelines. Maintaining strategic views, historical elements, environmental systems or landscape elements within the public realm will strengthen the existing character of the place.

Where there are few observable natural features, we will create a new sense of place through the design of the public realm and urban form. Our objective is to add carefully considered elements in the development of the masterplan guidelines.

Connecting to the surrounding open space networks

Understanding the provision of interstitial space in the linking systems and how people will get to and from the central village will influence design opportunities. Preserving a definite urban edge and providing rural vistas from various parts of a village will enhance the country atmosphere.

Integration of land use, built form, access and public realm

A key to creating a great place is providing spaces that feel welcome and safe, are easy to get to, and have attractive and exciting features. A key aspect of the planning will be a collaborative response and an integrated approach.

Participatory and collaborative

Seeking stakeholder and community expression will facilitate a deeper understanding of the issues at play, ensuring that a transformation process creates a framework that includes the "big ideas". Collaboration and discussion and radically can change the environmental, economic, social and cultural performance of the existing village.

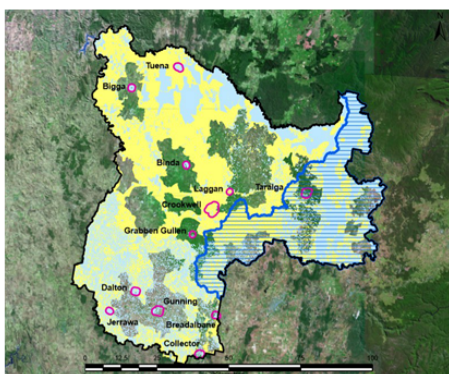


Figure 13 Conservation Significance Assessment, Source: ULSC & Dept of Environment and Climate Change

Principle 8

Structural

Elements

Hierarchy

Strengthening the connection between rural and urban land use

The LSPS identifies the locational ordering of the planning priorities and the principles. The details of the structuring of the shire are at the end of this document. The structural elements are the hierarchy of the towns, the formulae to grow our villages by infilling and stimulating expansion, drawing on the potential for commuter development and assisting the development of tourism through planning rule changes.

A Community of Villages

The shire is to retain the village growth paradigm, establishing new villages in the growth areas that connect on main road routes from Crookwell south. These will be focused in the south of the shire to respond to the Yass, Canberra, Goulburn commuter influence. The focus will be on developing the Collector, Breadalbane, Gunning corridor, while emphasising compact, connected, walkable, green and places.

Land banks and infill stimulation

Service Centre

Crookwell is the administrative centre of the shire and most significant town. However, as with the other villages, land banking is withholding capacity so that supply is not meeting demand. The new growth areas are a strategic response to unlock the land bank and create conditions that encourage the release of land through new subdivisions, infill and limited precinct densification.

Commuter belt pressures

Growth Areas

The growth areas in this strategy are a response to land banking providing expansion within the existing centres and by encouraging growth supported by existing infrastructure capacity.

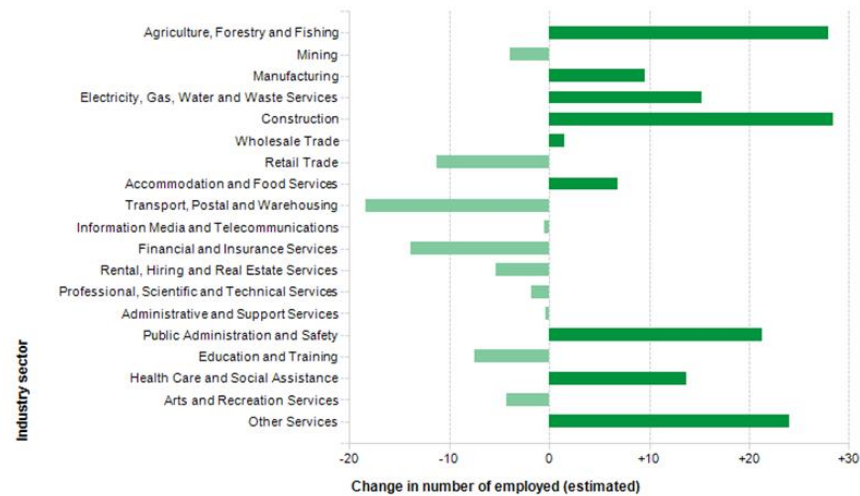
Tourism

Tourism Hubs

By retaining and enhancing the heritage precincts of Taralga, Laggan, and Binda, along with Gunning, there is an opportunity to encourage tourists to stop and enjoy our small characterful villages. Currently, these villages do not have “visibility” because they lack places for people to stay, linger or explore unless they have self-contained facilities. The plan envisages changes to this pattern. Encouraging visitors to stay overnight will optimise the use of tourism and service facilities in the Shire.

Change in employment (total) by industry, 2013/14 to 2018/19

Upper Lachlan Shire



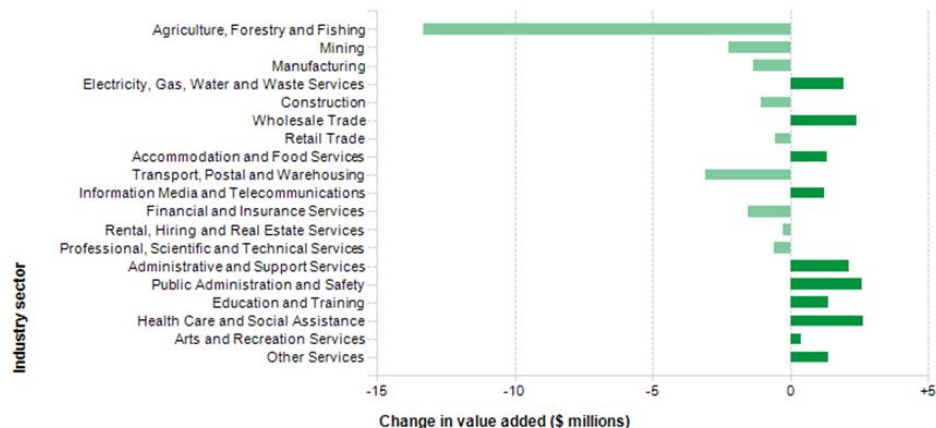
Source: National Institute of Economic and Industry Research (NIEIR) @2019
Compiled and presented in economy.id by .id the population experts

.id the population experts

Figure 14 Change in Employment by Industry

Change in value added by industry sector, 2013/14 to 2018/19

Upper Lachlan Shire



Source: National Institute of Economic and Industry Research (NIEIR) @2019
Compiled and presented in economy.id by .id the population experts

.id the population experts

Figure 15 Change in value added by industry sector

The figures on this page highlight some of the issues facing the local economy. Agriculture is still the largest earner in the LGA (top). The market share of agriculture is shrinking (Middle). The population involved in agriculture is aging. The largest sector is 60 and over (lower right). There are some growth areas, but these have not had much priority in the current planning schemes.

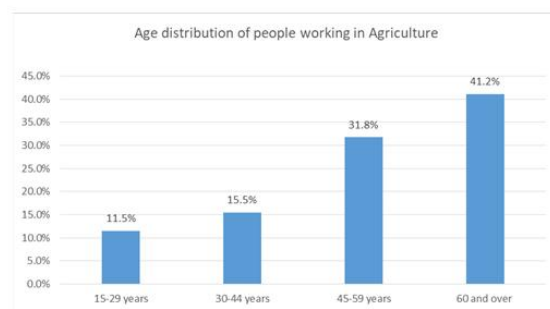


Figure 16 Age distribution of agriculture workers

Planning Priority 1

Non Urban Land

Our vision for the community is one that welcomes new investment and encourages collaborative diversity.

Building innovation and sustainability into the agricultural sector will improve the sector's adaptability and ability to maintain high quality, clean and green produce.

Digital technology creates efficiencies and cost competitiveness by improving productivity and quality of products or developing sustainable farm management practices.

Council has identified some potential emerging industries for the area through Economic Growth and Development Planning Final Report, 2019.

Adding off-farm income and alternative business sources is a high priority for the sustainability of the local area. Agriculture accounts for 55% of the business registrations while the next largest, construction, accounts for 15%. Agriculture adds 45% of the value add to the economy generating \$133m in 2018/2019; however, in the five years to 2019, the importance of agriculture to the economy declined by nearly 15%.

Barriers identified in the community consultations include report include land-use zoning, lack of stakeholder commitment, lack of capital, infrastructure limitations and lack of support from the community and council.

Agriculture has the largest share of employment (37.39%) in the LGA, which is primarily in sheep and beef farming. Therefore, an emphasis on the economic diversification of the rural economy, including agricultural tourism and ecotourism, is warranted; especially since the wool industries are in decline and the global economy is changing. Local fertile land may be suitable for apple, grape, olive, nuts, and other fresh vegetables.

A sustainable future requires a diversified and agile rural economy.

- Maximise potential for export growth; access to markets
- Adopt new technologies
- Modernise and commercialise
- Interrelationships with other industries such as food service and tourism sectors
- Innovation, competitive advantage, improvements in productivity
- Research and Development opportunities to drive productivity
- Availability of education and training
- Planning for labour force supply and demand; having the right skills
- Attracting the next generation of farmers to redress the working profile
- Public and private investment in infrastructure

The maps above show the rural setting of the LGA (top) and the Biophysical Strategic Agricultural Land (BSAL) is land with high quality soil and water resources capable of sustaining high levels of productivity. BSAL plays a critical role sustaining the State's \$12 billion agricultural industry.

A polygon dataset that estimates the Biophysical Strategic Agricultural Land (BSAL) within New South Wales. These lands intrinsically have the best quality landforms, soil and water resources which are naturally capable of sustaining high levels of productivity and require minimal management practices to maintain this high quality.

https://geo.seed.nsw.gov.au/Public_View/index.html?viewer=Public_View&locale=en-AU&runWorkflow=AppendLayerCatalog&CatalogLayer=SEED_Catalog.79.SALBiophysical

The primary use of nonurban land is extensive agricultural activity. There is a significant proportion of agricultural land of significance in the Shire that seems to be underutilised. Extensive agriculture, especially grazing at relatively high carrying capacity is profitable. However, agriculture as value-adding has declined by more than 12% in five years. Planning policy facilitates land accumulation.

Council will undertake and implement heritage studies, including regional Aboriginal cultural heritage studies, to inform local strategies.

The heritage assets of the shire already have incentives for their protection and reuse. These will be reviewed and where necessary buildings added to or deleted from the heritage register as appropriate.

The natural environment plays an important role in the landscape setting and protection of biodiversity. It also enhances agricultural activity and adds to the aesthetic values of the LGA. This contributes to improved health and well-being outcomes and economic opportunity.

The *South East and Tablelands Regional Plan 2036* target is a connected and prosperous economy for the capital region.

Planning needs to respond to the specific needs of these sectors to generate economic growth. The primary focus for the ULSC in next 20 years will be agriculture, tourism, renewable energy, health, disability and aged care, and freight and logistics.

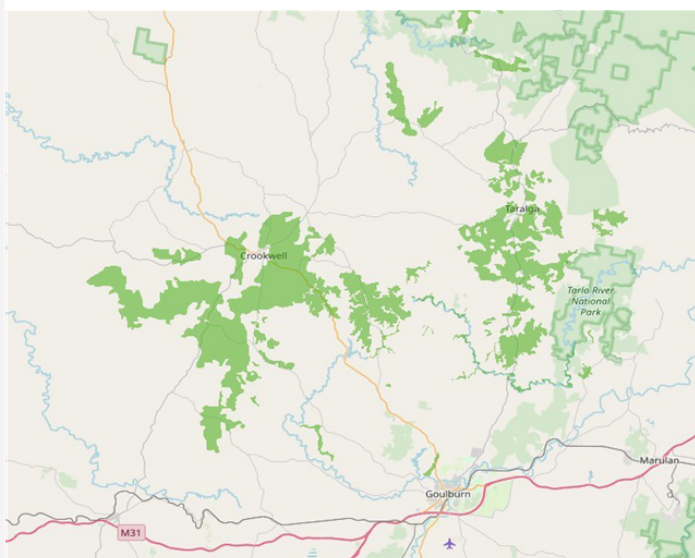


Figure 17 Biophysical Strategic Land in ULS

Accessible

Environmental enhancement and protection of nature is paramount, so that we leave the Shire in no worse condition for future generations. Biodiversity is in crisis and it is essential our planning strategy addresses this. For this reason, it is vital that land management is sustainable.

Green infrastructure and greenspaces have the potential to reduce the impacts of climate change, biodiversity loss, and improve health and wellbeing of our community. We want to support strong and healthy ecosystems and green networks that facilitate the flourishing of species and habitats.

Multifunctional

To sustain the environment in the long term, we envision a balancing between optimising our use of agricultural land, creating opportunities for tourism and outdoor recreation, while protecting our beautiful rural landscapes and utilising sustainable practices. A mechanism for this delivery is through ecosystem services, which can be derived from actively incorporating nature into the planning of our Shire, thereby strategically contributing to benefits for all living things.

Resilient

Particularly with an aging population, nature contact has many positive benefits for mental health and wellbeing. Ensuring that we have optimal levels and types of nature specific to community needs is paramount for strategic planning of both our urban and non urban lands.

Distinctive***Connected******Inclusive*****Open Space for Recreation**

Green infrastructure for people's mental and physical health

Bushland and Waterways

Green infrastructure for habitats, ecological health, carbon capture, flooding mitigation and cleaner air

Urban Tree Canopy

Green infrastructure for climate adaptation and resilience

Planning Priority 2

Urban Land

There are 12 villages and towns in Upper Lachlan Shire with character and beauty. Villages are the living and working spaces of our community. Clear focal points and places to meet, linger and commune, as well as enhance the design, character, livability and access to services.

Villages and towns are at the core of our structure. Towns nestled into rural landscapes in harmony with agriculture and natural systems set the Shire apart from the sprawling suburban or urban residential localities to the south. They provide our core character.

The Shire has the highest per cent of stand-alone dwellings in the region at nearly 96%. By providing broader housing choice for our community, we can meet the housing needs of increasingly diverse residents and families (such as young families, students and retirees) throughout their life. Housing diversity also encourages active lifestyles, increases the number of people living and working close to jobs, services and amenities as well as managing greenfield growth pressures.

An influence on population growth and associated new homes is the lifestyle available within commuting distance of Canberra and Sydney.

At least 28,500 new homes will be needed by 2036 to meet population growth and change in the Southern Tablelands region. Projections highlight that 70% of the region's population growth to 2036 will occur in the areas that share a border with the ACT.

Rather than isolated land releases, a more strategic approach to housing will make the best use of existing infrastructure and maximize investment in planned infrastructure. Many ACT and NSW residents own blocks of land in the Shire or move there once retired.

Providing new opportunities to locate diverse business options and additional dwellings into rural areas will be a focus of the local environmental plan changes. Rebuilding and rehabilitating depopulated rural locations is a focus of planning change.



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PLACES THAT ARE:

Holistic

Familiar

Legible

Distinctive

Accessible

Safe

Inclusive

Cohesive

Connected

Comfortable

Integrated

Responsive

Healthy

Place-based Planning

To support our community, we envision masterplanned mainstreet enhancement programmes and quality street design, which will provide benefits for both tourism and residential wellbeing. We want to support our aging population and encourage aging in place. We want to create the underlying conditions that allow diversification to happen. Through dialogue we expect that together we can support the diversification challenge and meet the needs of our communities and businesses. This will contribute to vibrant, socially inclusive, safe and healthy communities.



Photo courtesy of Upper Lachlan Tourism

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Our objective is for a diverse environment interconnected by biodiversity corridors, building on Indigenous and European heritage; a shire of villages in a distinct rural setting.



The planning ambition is to create a healthy rural economy supported by livable and enjoyable villages and towns. Achieving the goal requires that we have rules and processes in place.

Instill a sense of place

A village can provide a primary point of difference with surrounding areas: public realm space, tree planting, urban density, style and character guidelines foster a strong sense of community. Maintaining strategic views, historical elements, environmental systems or landscape elements within the public realm strengthens the existing character of the place. Where there are few observable natural features, create a new sense of place through the design of the public domain and urban form. Add carefully considered elements during the development of the masterplan guidelines.

Connect to the surrounding open space networks

Understanding the provision of interstitial space in the linking systems and how people will get to and from the central village will influence design opportunities.

Integrate land use, built form, access and public realm

A key to creating a great place is providing spaces that feel welcome and safe, easy to get to, and have attractive and exciting features. A key to the masterplan will be a collaborative response and an integrated approach.

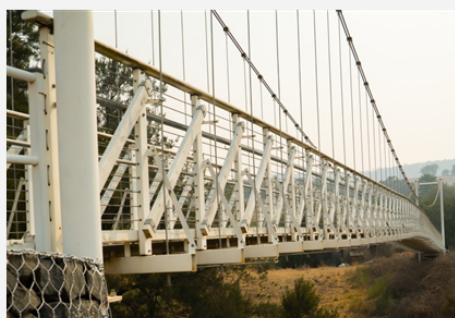
Participatory and collaborative

Seeking stakeholder and community expression will facilitate a deeper understanding of the issues at play, ensuring that a transformation process creates a framework that includes the "big ideas". Collaboration and discussion can radically change the environmental, economic, social and cultural performance of the existing village.

Planning Priority 3

Tourism

Promote tourism as a value-add to the Shire



The Shire has enormous untapped opportunities for tourism, as a year-round destination, but the current planning system is restrictive. In many of the villages except for bed and breakfast tourism, accommodation is a prohibited use. The main towns of Crookwell and Gunning do not have motels that are large enough for a tourist coach to stop. In the environment conservation zones, Eco-Tourism is not permitted.

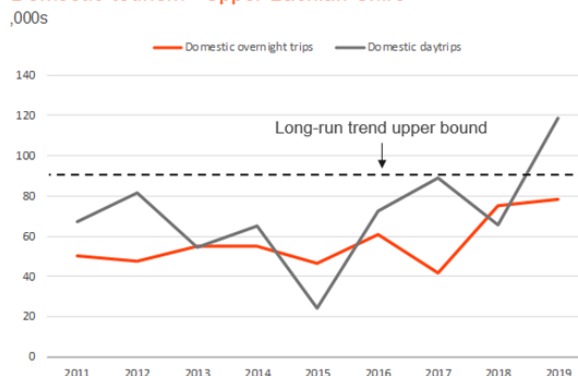
The LSPS provides a window to explore options leading to changes to the LEP. A focus will be to identify destinations and attractions in the villages and rural locations. This is a key opportunity to simultaneously benefit residents through provision of better facilities and services for the community, whilst balancing potential unintended consequences to the Shire's environment, character and heritage.

There are several options for scenic drives, such as along the Crookwell road toward Goulburn, Grabben Gullen road towards Gunning and along the Abercrombie. Road infrastructure and furniture upgrades as well as beautification and landscaping are needed. Maps X highlights scenic drives and viewing areas.

There are opportunities for eco-tourism, conservation tourism, and farm-based activities, and promoting opportunities for outdoor recreation for rural residents. Encouraging tourists to the Shire for longer than one night stays will increase expenditure and demand for accommodation and services.

The Shire has unidentified and untapped ecological and environmental assets. An increase in visitor numbers requires better parking, public facilities, signage and boat launching facilities.

Domestic tourism - Upper Lachlan Shire



Source: Tourism Research Australia, 2019; RBA 2019

Figure 18 Domestic tourism trends

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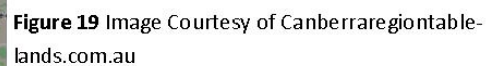


Figure 20 Tourist drives

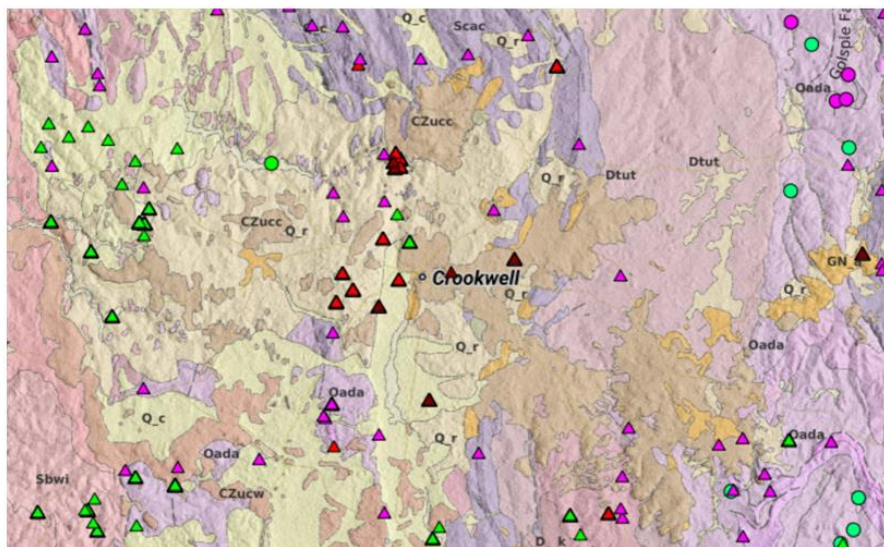


Figure 21 Metallogenic map showing abundance of mineral resources existing within the Shire

Planning Priority 4

Business

Development

Our vision for the community is one that welcomes new investment and encourages collaborative diversity, and to position ULSC as a hub of renewable energy excellence.

The region is a hub for renewable energy excellence with the Snowy Mountains Hydro-Electric Scheme, Gullen Range Wind Farm and Woodlawn Bioreactor. It is leading responses to the challenges of climate change, natural hazards and sustainable water supplies for settlements.

While there are several wind farms in the Upper Lachlan Shire, they are not stimulating the local economy. The next step is to explore local benefit options e.g. through community ownership of renewables and community benefit funds, and small-scale renewable energy generation—wind, hydro, biomass and hydrogen.

The villages are characterised by small scale business but lack opportunity to develop with the new economy. Connectivity is currently poor and the planning legislation is inhibitive. Cost structures for development contributions are disproportionately high and markets are distant.

The agricultural produce from the area is exported without value adding and tourist accommodation and activities are under developed.

Adaptation

The primary focus for the ULSC in next 20 years will be agriculture, tourism, renewable energy, health, disability and aged care, and freight and logistics.

Enterprise

There is capacity for further support for local skills provision, enterprise and industry development. Alternative business sectors such as arts, crafts, and cultural and creative enterprises provide further potential for growth. Small business start ups, eco sustainable/green small businesses and micro businesses also provide potential to diversify away from traditional economic activities.

Innovation

Retaining and attracting workers will provide the social innovation that is needed as a requirement of successful rural development.

Key Actions: Non Urban Land

- 1.1 Promote a diverse agriculture-based economy.
- 1.2 Plan for diverse agro-businesses and agricultural land reform.
- 1.3 Lobby for improved connectivity and accessibility.
- 1.4 Protect the rural landscape.
- 1.5 Provide opportunities for housing diversity and off-farm income.
- 1.6 Identify agricultural business opportunities that can value add to local business.
- 1.7 Recognise the rural landscape as a productive element and identify environmentally sensitive aspects that need protecting.
- 1.8 Identify and protect high-value agricultural land.



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Key Actions: Urban Land

- 2.1 Develop village residential opportunities in safe locations.
- 2.2 Zone land for mixed-use, aged care and tourism developments and provide for urban diversity.
- 2.3 Design towns for walking, promote density and facilitate a mix of collaborative uses.
- 2.4 Develop Character Statements for urban development.
- 2.5 Provide new space to grow around existing villages and towns and provide for infill opportunities.
- 2.6 Lobby and promote the development of rural livability facilities in villages and towns.
- 2.7 Facilitate villages that are empathetic to the existing agri-scape.
- 2.8 Zone infill in existing villages.



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Key Actions: Tourism

- 3.1 Identify and locate new tourism opportunities.
- 3.2 Plan for new tourism and destination opportunities as an economic benefit.
- 3.3 Continue to improve road access and reuse of alternative transport facilities for destination activity.
- 3.4 Leverage and celebrate our natural and cultural heritage, climate and natural beauty.
- 3.5 Conserve and adaptively reuse heritage assets. Enhance areas of high environmental value and visual significance.
- 3.6 Plan for increased human and infrastructure capacity in the tourism phenomena and new destination activities.
- 3.7 Utilise the temperate climate landscape as a place for active recreation opportunities.
- 3.8 Identify tourist-focused locations and provide for their development.

Key Actions: Business Development

4.1

Promote a diversified transitioning economy and provide for small business development.

4.2

Encourage a transition to renewable energy as a strength of the Upper Lachlan Shire Council.

4.3

Promote smart hubs through broadband connections and decisive planning.

4.4

Reinforce the village town centre small business character and facilitate innovation.

4.5

Identify the commercial locations and focus points of the villages and structure business growth into them.

4.6

Plan for increased capacity in the alternative energy sector and seek value-adding options.

4.7

Create focal points by siting commercial activities within a mixed-use commercially driven precincts.

4.8

Identify growth localities close to Canberra, Yass and Goulburn.



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Structural Elements

Structure is fundamental to order and connectivity

The previous sections identified our issues and how we will deal with them through planning legislation, studies, encouraging economic development, and so on. This section sets out the structural framework for the Shire, past present and future.

This section provides the locational framework for future decision-making.

The villages provide locations for people to live and enjoy our fabulous environment. Within and between the urban centres, there is a hierarchy ordered by their role, size and external factors.

Crookwell is at the centre literally and politically. The south, influenced by growth from Canberra, has a distinctive character to be developed and reinforced.

Some villages have their own life but thrive on tourism. All the communities provide services to the surrounding hinterland.

How they will evolve is set out in the next section.

LOCALITIES SERVICE CENTRE

Crookwell

Objectives/Values

Crookwell is the location for central administration of the Shire. It is the hub of the shire, with five main roads connecting the region to the town. It is the focus of connection to the 12 settlements and villages within the Shire. The town's main regional competition are Goulburn, Yass, Canberra and Sydney.

Crookwell has a natural advantage as the largest town and resident population to support employment opportunities. Located at the confluence of two Rivers, the town enjoys access to waterfront passive recreation.

Consolidation of the commercial core is a key feature to reinforcing the identity and sustainability of business and the community in the town. Accordingly, the culture and identity of the village will be retained, enhanced, and supported. Art Deco style and heritage buildings play a substantial role in establishing the identity and streetscape appeal of the main street.

There has been limited development of aged care facilities and education or training facilities, and there is a notable absence of townhouse and apartment development to accommodate a transition in housing choice.

It is recognized that a significant portion of the existing urban footprint of the town is either undeveloped, land banked or constrained. Accordingly new growth areas, infill areas and rationalisation of existing areas form the main opportunity areas in order to augment the existing opportunities.

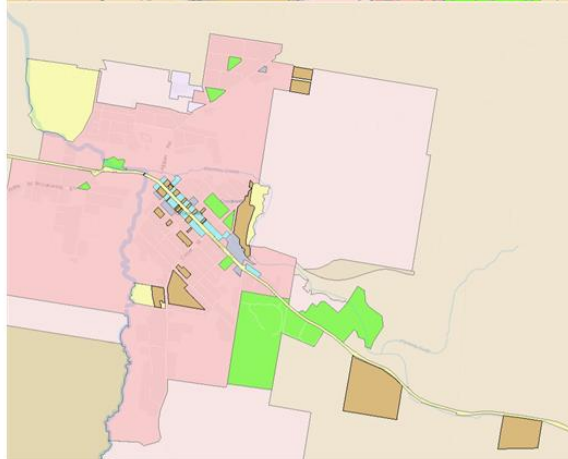
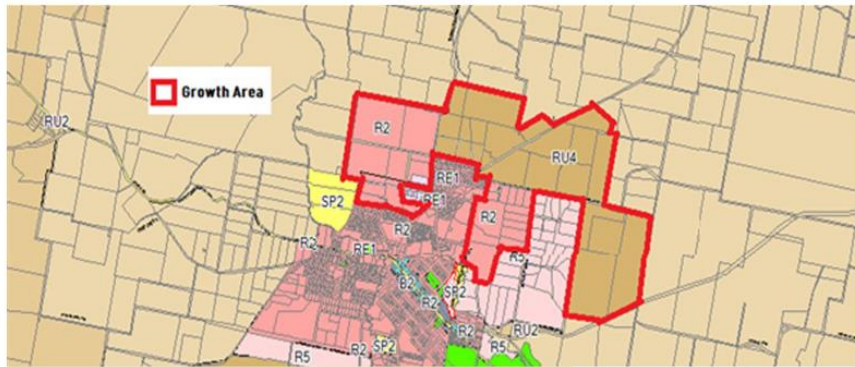
The minimum lot sizes for residential land are adequate for the residential low density expectations of residents and those seeking to move to traditional 'quarter acre' lots.

Key infrastructure includes the Crookwell Hospital, a local airstrip for aviation enthusiasts, primary through to high school facilities, and NBN services.

In addition to the town the Crookwell locality holds three satellite urban centres that are considered tourism centres (Binda, Grabben Gullen, and Laggan).

Opportunities

- Small rural productive holdings close to town are envisaged as the basis from which to form an economic greenbelt of artisan agriculture and horticultural related opportunities for rural families.
- The town is well placed to establish a local smart hub to facilitate a regional, national and international footprint for business and rural sector connections as well as to retain knowledge, professionals and young agriculturalists to work locally and connect globally. Accessibility also assists in tourism development opportunities that utilise the rural experience.
- The town centre will expand along Spring Street to reinforce the existing main street commercial area of Goulburn Street. The main street will be consolidated between Robertson and Colyer Streets.
- The commercial centre of town is to be framed by three special amenity areas which are focused on tourist accommodation in close proximity to the main street. Each area is to be targeted towards a particular amenity: aged care, traditional bed and breakfasts, and shop top town houses. These areas rely on maintaining their existing fabric and enhancing diversity of

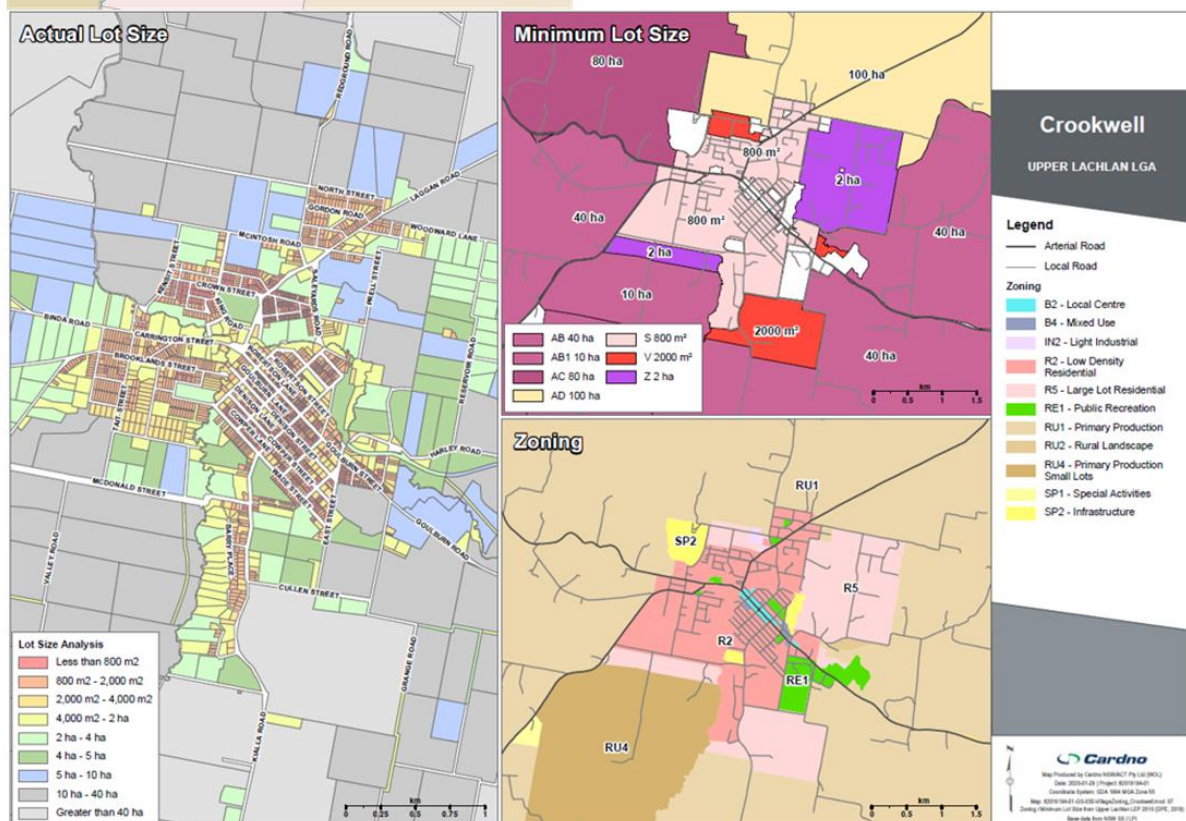


The area presented in red illustrates the proposed zoning changes for Crookwell's expansion.



We envision R2 zone land to encourage sustainable primary industry production and extensive agriculture.

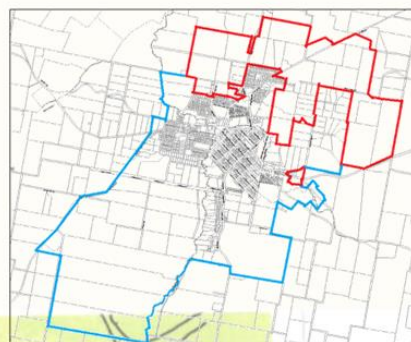
The RU4 area is proposed to enable sustainable primary industry and encourage diversity and employment with smaller lots.

There is a mix of commercial, industrial and residential. We want to attract business and residents to the Shire.



- A portion of large lot residential adjacent to Prell Street and overlooking the town centre will be transitioned to small lot low density residential to provide for future infill residential development.
- The future urban growth area (see **drawing X**) is to the north of the town and could contain both future low density residential development, a new and rationalised primary industrial park area, and an eastern edge green belt of small lot rural production area to protect and buffer the rural land between the town and Laggan.
- A new site for the Council Spring Street Depot is proposed for the industrial park will enable the residential land to be used for its intended purpose.
- The rural small lot production area to the south of the Town is recognised as being land banked at this time and will be retained to protect the valuable soils and greenbelt economic hub opportunity.
- The existing industrial sites on Denison Street will be recognized as a secondary industrial zone.
- The Kiamma Creek flood prone areas provide opportunity for RV and camp ground opportunity and connection from Crookwell caravan park to the Crookwell Railway station heritage area.
- A heavy vehicle bypass route north from park Street, Findhorn Street and Saleyards Road should be protected for future use of an the industrial park.
- A linear recreation park and walking cycle trail area along Kiamma Creek from Pat Cullen reserve connecting to Willis Park and the Crookwell Railway station and Colyer Street provides passive and active recreation opportunities.
- Shire wide aged care services development should be focused at Crookwell.
- The large lot residential minimum lot size of 2 hectares is proposed to be reduced to 1 ha to allow for low density lifestyle infill.
- Tourist motel opportunities that bookend the town could be considered for King Street adjacent to the caravan Park and Prospect street where there are already a number of Bed and Breakfast's.

Key
 existing settlement area
 investigation area



LOCALITIES GROWTH CORRIDOR

Gunning to Collector

Objectives /Values

Focus growth on our strengths of existing villages and towns.

Recognise the value of village lifestyle.

Infill urban localities and use existing infrastructure.

Maintain a clear town boundary to existing villages and protect the rural landscape.

Gunning and Collector are well located to benefit from the zone of influence for Canberra commuters and Goulburn residents seeking an alternative lifestyle.

The main cross border centres of Goulburn, Yass, Canberra and Sydney are themselves under growth pressures that result in out migration to areas that provide a quality of life away from urban pressures.

Both Gunning and Collector are located adjacent to Highways that facilitate easy commutes for employment to regional capitals.

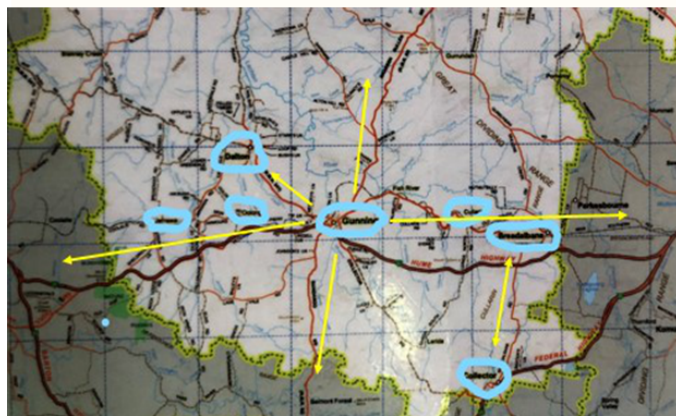
Councils surrounding Canberra have focused on rural residential development which is land hungry.

There is a market for small residential villages with access to service centres.

Gunning and Collector could bookend new developments with local services.

Opportunities

- Providing sustainable housing options for the Shire. Housing Strategies conducted in 2019 will identify current conditions and investigate viable options.
- Develop alternative lifestyle villages for commuters with new development opportunities.
- The community consultation requested housing diversity to meet future needs: to include more apartments, medium density and retirement around the commercial core with high levels of walkability.
- Retain the village rural lifestyle predominantly through the shire. Figure X maps the future area for growth between Gunning and Collector.
- The regional plan focuses on the capital region and requires more sustainable choices for housing.
- Gunning and Collector are the two villages closest in distance to Canberra. There are already residents living in those villages and working in Canberra. The proposed land zone changes provide new opportunities for these two villages.
- Gunning to Collector is the growth corridor, considering the proximity to Canberra, which supports the Southeast Tableland region plan.
- The type of housing available within an hour of Canberra is driven by the ACT market, particularly in Gunning and Collector, where people seek large blocks. These are available elsewhere.



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LOCALITIES GROWTH CORRIDOR

Gunning

Objectives /Values

Gunning is the second largest urban centre in the shire with a population of 659 (2016 ABS census).

The existing rural village area of Gunning is 356ha with an additional 5.5ha west of the railway corridor.

Gunning has a strong heritage character to its main street that establishes its unique identity. It benefits from transport (road and rail) infrastructure, public utility (water and sewer) and NBN servicing to support incremental growth and to function as a hub for the southern development of the shire.

Recognized as a dormitory or satellite residential commuter belt for Canberra, the town suffers the effect of “out of town weekdays”.

There are several undeveloped residential areas in the village outside of the flood impact area e.g. Bialla and Wombat Streets.

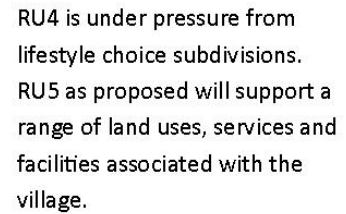
An industrial land supply investigation has identified links to the railway and access south of the Hume highway to take advantage of the Goulburn and Sydney connection.

There is sufficient land within the existing village to accommodate growth.

A significant constraint are the impacts of flood areas that limit the opportunity for the village to be developed in accordance with the LEP zoning. This contributes to the issue of land banking.

Opportunities

- Gunning can provide town house, apartments, or transitional housing opportunities not currently available to the rural community. The surrounding LGAs provide a basis from which to position the growth corridor as a niche market distinct from the “Canberra style”.
- Gunning has a strong heritage character to its main street that establishes its unique identity as a rural township. This character should be reinforced to support a bed and breakfast precinct being, established separate from the entertainment area located around the cafes and hotel.
- Growth at Gunning can provide a southern industrial base that takes account of the Hume highway connection to Sydney and Canberra.
- The large central recreation area provides a regional sports location opportunity that could be redesigned to upgrade and increase facilities. Nearby flood impact land could be developed to support this recreation function.
- While some infill opportunities remain, Gunning has potential to significantly expand to a large commuter town of up to 6,000 residents centered on a *Transit Orientated Development* (TOD) hub. This would entail road, rail and bridge improvements to support the creation of a second new town centre, while retaining and enhancing the heritage main street identity.
- Tourism related facilities and accommodation opportunities should be encouraged.
- The existing sports oval service some of the local and regional sports and has adequate areas for redevelopment.
- Amending the LEP to support a stratification of purpose zones and land use functions would recognise the town’s potential as a second growth node, distinct from the village scale developments that surround it.



- Frame the main street with a bed and breakfast precinct and town house edge to the north to consolidate the importance of the main street character and appeal.
- Additional intensive rural areas may be located to the west of Gunning and these could facilitate intensive small lot rural uses that could support local market and farm gate sales.
- Flood protection works such as a levee should be considered to protect the main street.
- The heritage attributes of the main street should seek adaptive reuse for ground floor contemporary retail and commercial uses.
- An expansion of the business/ commercial area can be located behind the main street frontages.
- To assist in developing the main street, a smart hub site leveraging the desirable heritage main street and NBN connectivity in the B4 zone should be investigated.
- Gunning could provide a new industrial land supply that has potential to accommodate a range of uses with sites between 5,000m² and 2ha.
- In the absence of any identified Heavy industry (IN1) zone need within the shire an industrial park focus on Light Industry IN2 zones should be utilised .
- Developing a TOD would require underpinning with a polycentric town spatial strategy that supports a commercial area, new medical, education and recreation facilities . This provides opportunity to evaluate rationalising the oval and show-ground site as future residential opportunity while establishing a purposefully designed larger sports hub to the west.
- Bridging of the railway line would increase the importance of Dalton Road and connection to Dalton as a significant satellite village to Gunning. A new southern 'Winton Lane' bridge could better connect Gunning in addition to a second access point to the Hume Highway at Veterans Road.



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LOCALITIES GROWTH CORRIDOR

Collector

Objectives /Values

Collector adjoins the Federal Highway and the road has played a significant role in the village development . The ideal location between Canberra and Sydney, its an ideal commuter location with easy access for goods to major markets.

As a well connected village in a rural setting it has limited opportunity for residential growth and is in need of a focal point and some services.

The culture and identity of the village will need to be retained, enhanced, protected and supported.

Providing a village centre definition by consolidating existing uses around a village market square.

Facilitate services and visitor activation within the village and reinforce a central spine.

Rezone land for intensive agricultural living and conserve environmental heritage areas of value on the parameter of the village.

Collector adjoins the Federal Highway. Ideally located between Canberra and Sydney, Collector sits in the growth corridor with easy access to either capital. An absence of sewer and water limit redevelopment opportunities and challenges the sustainability of the area.

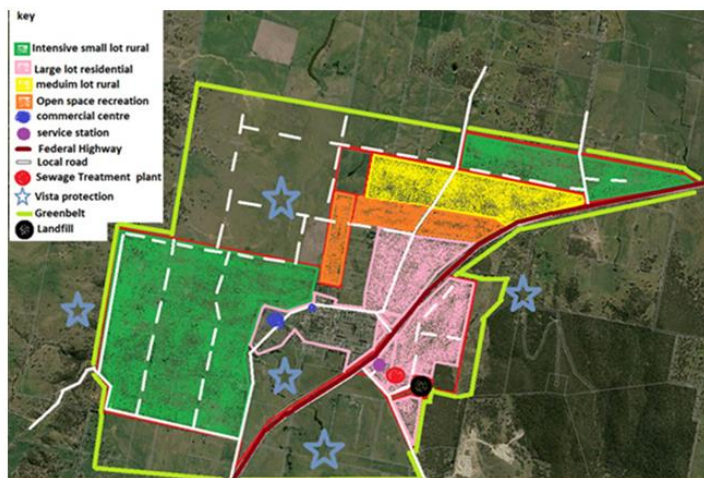
It is necessary to resolve the town square location. There is a need to identify possible economic growth and tourism attractors. Improving housing choice requires a transition to public infrastructure servicing of potable water and sewer.

A large lot productive rural frame and economic smaller scale economic greenbelt over western flood impact areas seeks to constrain the village to areas suitable for purely residential purposes .

Community infrastructure is spatially unconnected though centrally located within the village. The absence of a clearly articulated commercial location to centre the village is compounded by low visibility of the school and other community buildings.

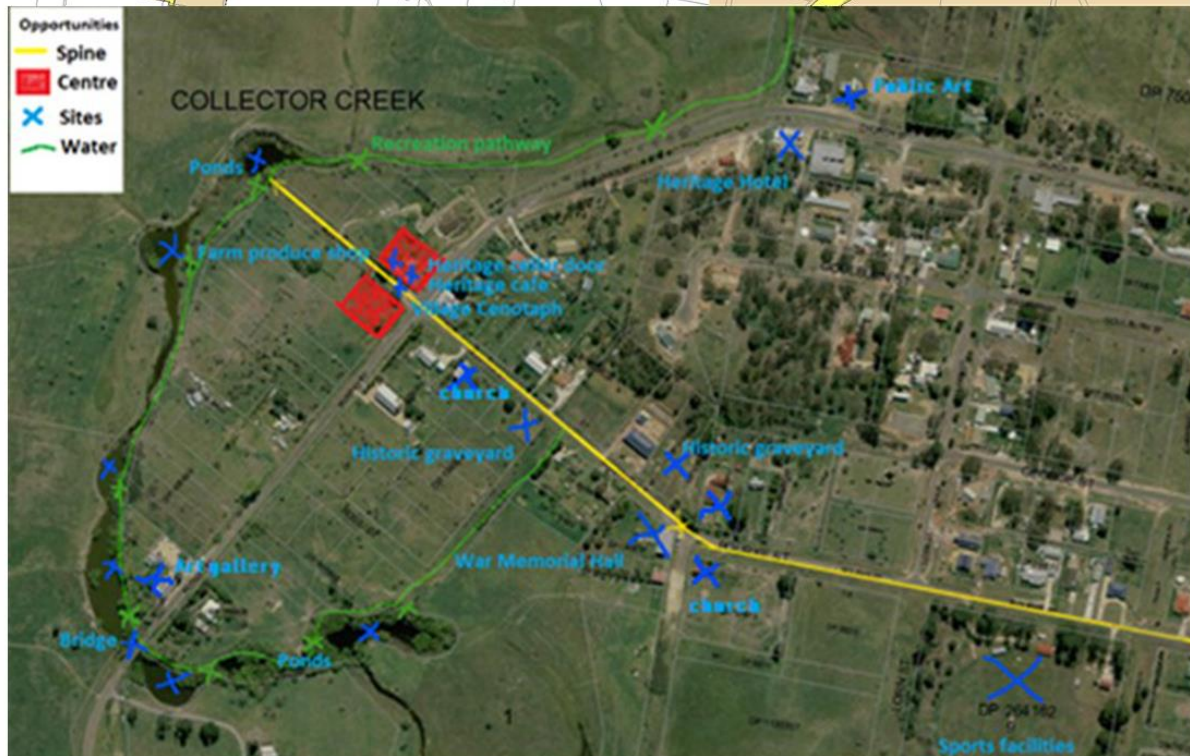
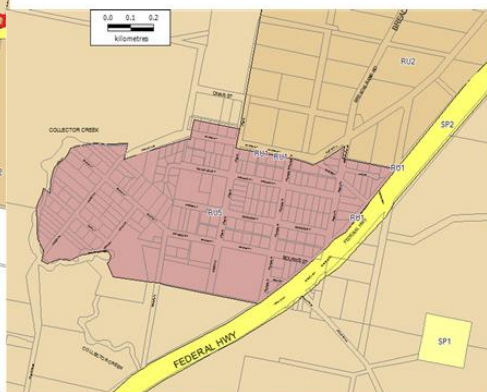
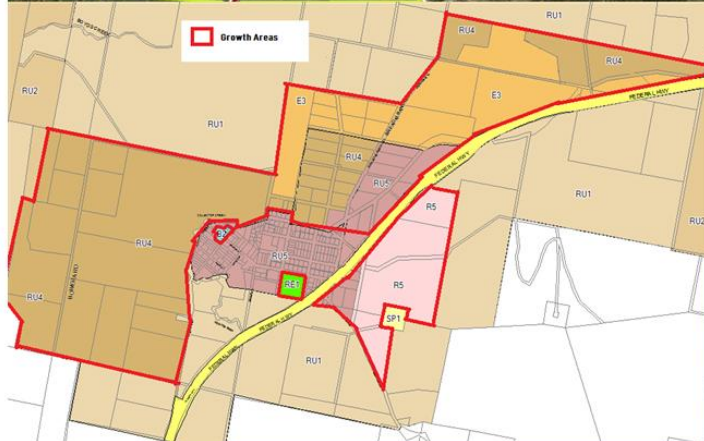
Opportunities

- The village zone has the potential for expansion northward towards Breadalbane and adjacent to the Federal highway.
- Much of the land is for large lot residential lifestyle rather than productive agricultural purposes.
- Recognising the constraints of access east of the Federal highway, large lot residential sites can provide commuter based lifestyle housing options.
- To support the village market small scale artisan and intensive rural production areas are required to provide a greenbelt economic growth opportunity on flood impact areas west of the village.
- Extending the village zone north allows for density and growth that supports the network infrastructure transition costs.
- This environmental zone change is to recognise the locality which is extensively river and riparian corridor, making it suitable for recreational water activity and riverbank restoration.



As one of our major growth centres, Collector is expected to undergo significant growth over the coming decades.

The identified growth areas can be seen in red. These contain a mix of land zones primarily RU4, E3, RU5.



LOCALITIES TOURISM

Taralga, Laggan and Binda

Objectives /Values

Beautiful villages in picturesque settings.

Taralga is 178 km from Badgerys Creek, western Sydney and the new international airport is under construction due in 2026. The airport will be an excellent opportunity for the villages to produce fresh products and connect with tourism.

An upgraded infrastructure plan is needed for this area to connect it to existing urban areas and to provide for short term visitor accommodation.

Noting the oversupply of residential housing in Taralga and overall lack of definition in the village structure the tipping point for stratification of zoning from RU5 village to constituent parts B4, B2, R2 and RU4 are not met.

Mapping existing village land uses to comparable zones objectives would support the town Centre identity. Similarly establishing RE1 zoning would be compatible as public good recreation spaces are unlikely.



Opportunities

- The current land use of Taralga village area zoned as RU5 rural village to provide for a range of activities and life-style opportunities.
- The village is zoned as RU2, surrounded by R5 in the south and western side.
- Small lot agriculture zone will encourage intensive horticulture in the area.
- In the north and north east of the village RU4 will also encourage small lot agriculture and horticulture.
- The village can accommodate additional people and dwellings.
- Marketing the region as a tourist visitation venue will help with local economic development.
- Additional tourist accommodation facilities in the village and on surrounding rural land will encourage overnight stops and improve visitor spending in towns and villages.

Beautiful villages in picturesque settings.

Located next to major highways and the growth nodes Canberra, Yass, Goulburn and western Sydney's expansion into rural areas along the growth corridor, the shire is a popular area for motorcyclists, cyclists as well as Rv's and campers travelling through the shire to other destinations.

Along with Laggan, and Taralga Binda is seen as a potential tourism node in its own right. While many of the villages are characterful and provide visitor based economic growth opportunities the small populations mean they are seldom visible in tourism destinations.

Gunning, Taralga, Crookwell all have strong heritage streetscapes that harness visitor attention while Dalton, Tuena and Bigga are representative of rural villages in NSW that provide destinations of interest. However the near absence of tourist accommodation, bed and breakfast facilities and short stay accommodation, farms stays etc limits the market appeal of many of these villages.

Opportunities

- Marketing the region as a tourist visitation destination requires greater attention to supporting infrastructure along with the built form and fabric of each village and its identity being protected and enhanced.
- Tourism is likely to be a significant contributor for employment in the villages and essential to retaining families as rural production continues to industrialize and adopt technologies that disrupt traditional rural employment opportunities.
- Each village will require its own unique brand and tourism function that can be coordinated across the shire as part of an integrated network of attractors.
- Critical to changing the service sectors within the villages is provision of options for short stay accommodation. This requires a significant adjustment to land use prohibitions that have rolled over into the LEP and no longer support the sustainability of rural village life.
- Urban families are seeking rural lifestyles and rural experiences and a growth market is the rural wedding sector another is the eco-tourism and weekend nature experiences. Opportunity for rural land owners to diversify into supportive enterprises to the primary rural uses of land should be an option for growth and will require review of the LEP to enable the shire to take advantage of innovation opportunities that arise.
- Additional tourist accommodation facilities in the village and on surrounding rural land will encourage overnight stops and improve visitor spending in towns and villages.

LOCALITIES TOURISM

Taralga

Objectives /Values

Taralga with a current population of 467 (ABS 2016) is the third most populous centre in the shire with strong road connections east to Goulburn and west to Laggan and Crookwell and is on the tourist route north to Bathurst.

The village main street is divided by a central flood impact area resulting in two distinct parts: northern Taralga and southern Taralga. Flood study work (2014) suggests the issues can be managed and the village reconnected as one.

Local businesses provide quality culinary services catering to tourist and weekend visitors, and the village is serviced with public utilities and NBN. Taralga is the only other village with an aged care facility in the shire.

There are a large number of vacant sites and large lots suitable for residential subdivision that suggest land banking issues. Noting the oversupply of residential capacity and overall lack of definition in the village structure, the tipping point for stratification of zoning is not met.

As with other villages consolidation and economic greenbelts are considered appropriate responses to protect rural productive lands, contain growth, and refocus it on village attributes and tourism.

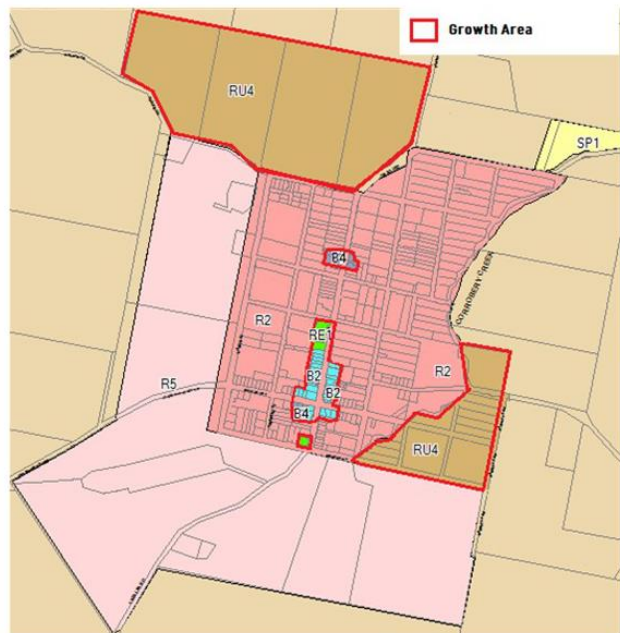
Unlike the other major centres in the shire, Taralga does not have a formal garden park area comparable to Crookwell. Such formal garden style parks such as the botanical garden in Goulburn provide a passive tourism site and location for community gatherings that underpin social cohesion and a sense of place.



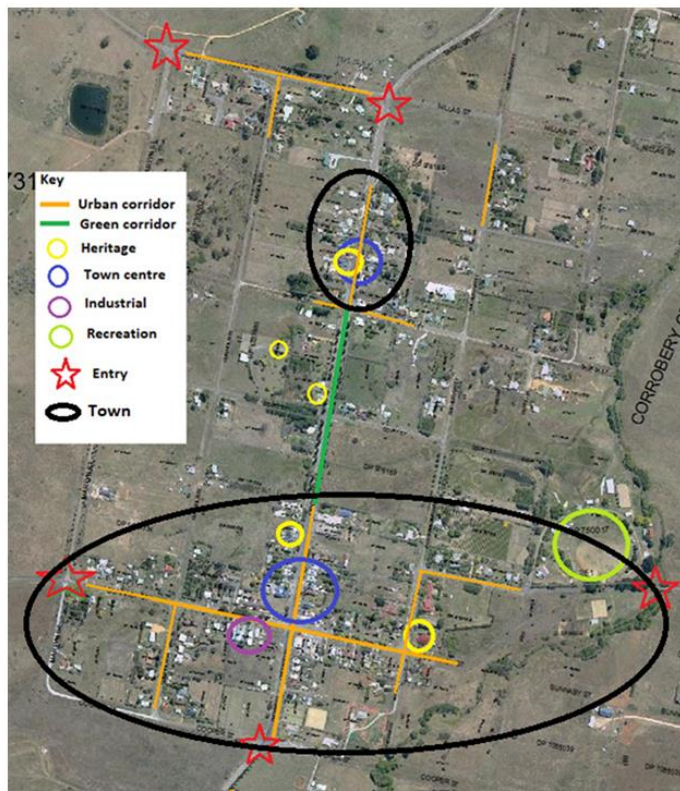
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We are proposing a park to connect Taralga's two separate commercial areas (B4 mixed use), as outlined in the boxes above. This would become a focal park, somewhere for residents and visitors alike can utilise.



Taralga's growth areas have been identified in red as primarily RU4 primary production small lots zoning to promote sustainable primary industry and enterprises, and to retain high quality soils for productive services. The main street will be B2 local centre and RE1 public recreation.



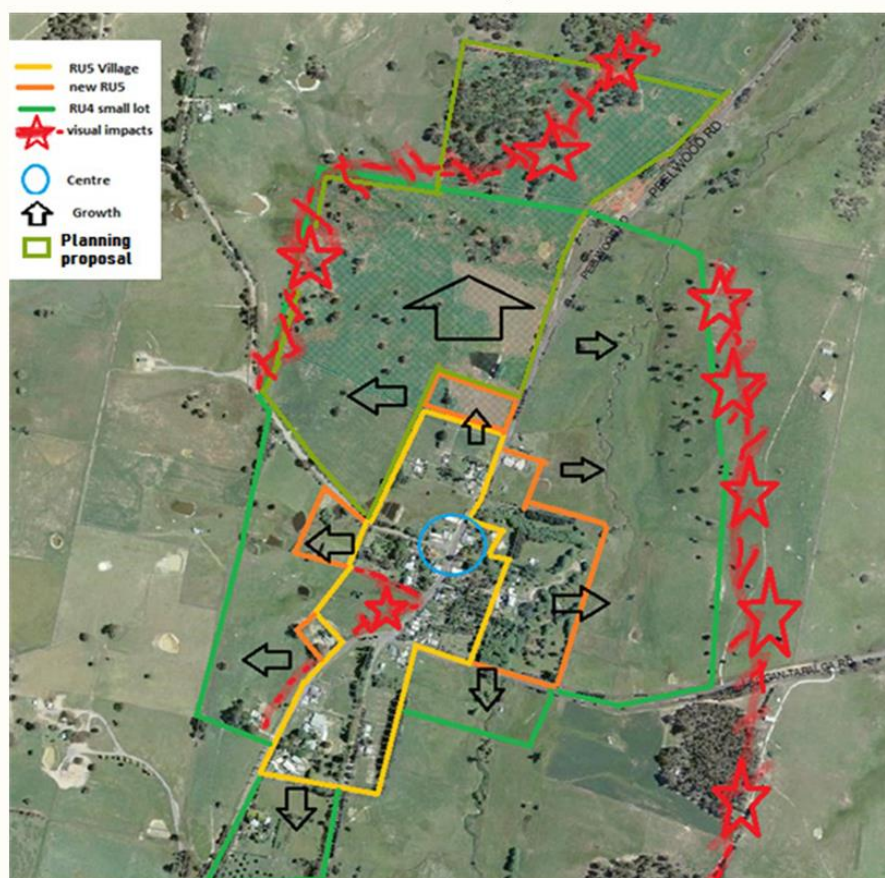
This visual guide shows Taralga's main aspects are relatively spread out, with two main town centres linked by a green corridor. There are also two main entry points.



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Opportunities

- There are sufficient sites available to cater for business activities supportive of an overall event and tourism focus and weekend business.
- The aesthetic identity is a mix of heritage stone and agricultural building materials that should feature in future design briefs for any master-planned development.
- The mix of mature exotic trees, churches and prominent heritage buildings adds to the English 19th Century rural village feel that should be maintained in a formal main street setting as firm boundaries to the village and entry transition from the surrounding rural areas.
- The two village centres are needing hierarchy, rationalisation, consolidation and strong linear connectivity that focuses around the tourism sites of the southern village centre.
- A formal town park needs to link the two business areas along Orchard Street on the western side of the street to form a connected corridor.
- No further commercial activity should be encouraged in the northern part of the town until an adequate connection to the southern town centre is established.
- The main truck route corridor of Orchard Street should provide minimal parallel long vehicle parking outside of the town café dining areas. The angle parking provides a uniquely rural identity that should be retained where practical.
- A technology and internet connected smart hub could be established in the main centre with proximity to the tourism centre to cater for tourist activity.



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INNOVATION FOR THE FUTURE

Wind and Solar Electric Vehicle Charger



Source: digitaltrends.com, Sanya Skypump

Over the coming years we need to be forward thinking, embrace change, and work together to collectively find innovative solutions to the problems we are facing.

By balancing social, environmental and economic factors we can integrate infrastructure, public spaces and buildings to ensure positive outcomes for our community.

As part of our diversification, there is future potential to link opportunities in modern technology with innovation in energy production and consumption.

A focus on quality urban design will help to create more healthy built environments, resilient towns, reducing the impacts of extreme weather and lowering climate emissions.

Quality design can help to address health concerns, by developing solutions through understanding the connection between health and the built environment.

Tourism Draw Cards



Source: NSW National Parks and

Villages can become more compact, reducing car dependency and providing alternative active travel transport connections, including cycling and walking.

Facilitating the right development through partnerships, and supporting development through specific development controls will ensure concepts become reality.

Collaboration and community participation is key to an effective placemaking process, and for creating better outcomes for our community.

Green Roofs and Green Walls



Source: environment.nsw.gov.au, Green Roofs and Walls for Nature

GLOSSARY

To be completed

Economic ecology

Interstitial

Vertical Integration

Smart work opportunities

Metalogenic

Abbreviations

GRP - Gross Regional Product

LSPS - Local Strategic Planning Statement

ULSC - Upper Lachlan Shire Council

DCP - Development Control Plan

LEP - Local Environmental Plan



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Environment and Planning - 16 April 2020

ITEM 11.4 Food Premises Inspections

FILE REFERENCE I20/170

AUTHOR Director of Environment and Planning

ISSUE

Update on status of Food Premises in Upper Lachlan Shire Council.

RECOMMENDATION That -

1. Council waive the initial \$190.00 food premises inspection fee for the 2019/2020 financial year.

BACKGROUND

Upper Lachlan Shire Council had a register of 43 food premises that were in operation prior to the 23 March 2020. In accordance with the Public Health (COVID-19 Restrictions on Gatherings and Movement) Order 2020, now effective 30 March 2020 (under the Public Health Act 2010), 19 of the food premises within Upper Lachlan Shire have closed their business until further notice.

REPORT

24 food premises have made the decision to continue to operate, with consumers having the option for takeaway or home delivery only (however a number have indicated with not much success).

The decision to continue food premises inspections differs between Councils, with some continuing the routine food premise inspections for those premises that remain open and other Councils have made the decision to cease 'routine food premise inspections' and only undertaking inspections where a compliance matter is raised.

It is recommended that at this point in time, given that there are 24 food businesses that are still operating, and the importance of ensuring out food handlers and premises are compliant with the Food Act, Regulations and Food Safety Standards that the routine food inspections should continue with Upper Lachlan Shire Council.

However, the Environment and Planning Department request that Council waive the fees, being \$190.00 per premise, for the 2019/2020 financial year for any food premise where a routine inspection is undertaken. Where a premise requires a re-inspection due to non-compliant issues from the routine inspection, the inspection fee of \$150.00 will be charged.

Environment and Planning

FOOD PREMISES INSPECTIONS cont'd

It will be important for the authorised officers to adhere to the current requirements under the Public Health Order where inspectors will continue in a similar manner as currently conducted, with the following additions:

- Increased focus on maintain personal hygiene (e.g increased hand washing)
- Social distancing practices (1.5 metre separation between persons)
- An emphasis on cleaning, sanitising and good hygiene practices of the food business would be undertaken during the inspection.

Advice on the administration of regulatory food safety inspections will continue to be reviewed as further information about COVID-19 is available.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Financial loss likely to be incurred on the number of operating businesses is approximately \$4,560.00.

RECOMMENDATION That -

1. Council waive the initial \$190.00 food premises inspection fee for the 2019/2020 financial year.

ATTACHMENTS

Nil

12 INFRASTRUCTURE DEPARTMENT

The following items are submitted for consideration -

12.1	Outcome of the Additional Environmental Site Assessment of Crookwell Council Works Depot	288
12.2	Request to approve the co-funding Deed from DPIE for the proposed development work of Councils Integrated Water Cyclic Management (IWCM)	291

Infrastructure Department - 16 April 2020

ITEM 12.1 **Outcome of the Additional Environmental Site Assessment of Crookwell Council Works Depot**

FILE REFERENCE I20/129

AUTHOR **Manager Assets and Design**

ISSUE

This report provides the outcome of the Additional Environmental Site Assessment carried out at Crookwell Council Works Depot.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Upper Lachlan Shire Council (ULSC) engaged Coffey Services Australia Pty Ltd (Coffey) to undertake additional Environmental Site Assessment (ESA) of the existing ULSC Crookwell Council Works Depot, situated at the corner of Marsden and Spring Street, Crookwell NSW 2583.

This additional work was undertaken to supplement the previous ESA of the depot by Coffey in August-September 2019, which identified asphalt impacted soils in the North West corner of the site associated with the former emulsion storage drums in the area and identified the potential for hydrocarbon impacts on groundwater. Council has since removed those drums to remove the possible source of the contamination.

The site is occupied by the operational Crookwell Council Works Depot, which includes a vehicle/machinery workshop, equipment store building, heavy machinery/plant yard, underground diesel storage tanks and aggregate/emulsion storage areas.

This report presents the findings of the additional targeted environmental site assessment including groundwater assessment for the Emulsion/bitumen cutter storage area in the north western portion of the site.

REPORT

The objectives of the Additional Environmental Site investigation is to assess the current contamination status of the site related to its use as a Council depot. The investigation included additional bore holes in the suspected area, undertook laboratory tests and provided results.

In summary the investigation found, elevated concentration of contamination in 3 isolated samples at varying depths. However, all results were found to be below the laboratory Level of Reporting (LOR) limit.

Infrastructure Department

OUTCOME OF THE ADDITIONAL ENVIRONMENTAL SITE ASSESSMENT OF CROOKWELL COUNCIL WORKS DEPOT cont'd

Council has reviewed its practices and have subsequently removed the empty emulsion drums from the area to reduce the risk of contamination into the future. Council is constructing bunds and a concrete type surface to create a hard surface if drums were to be stored in the future.

Council has existing monitoring wells and will install additional monitoring as required.

Staff will be preparing a separate report in accordance with Council resolution (Min 143/19) that "Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee."

Council will implement the following as a part of the ongoing operation of the Crookwell Depot:

- Drill two boreholes that are converted to groundwater wells for soil and groundwater sampling and laboratory analysis to assess if petroleum hydrocarbons have impacted off-site areas from the emulsion storage area.
- Undertake annual groundwater monitoring of five wells for petroleum hydrocarbon to confirm the groundwater condition within site remains in line with the Protection of the Environment Operations;
- Update the depot Environmental Management Plan (EMP) in order to minimise risk to onsite workers and subcontractors undertaking intrusive works at the depot;
- Undertake a review the on-site practices regarding the storage and handling procedures of chemicals and materials stored and /or placed within the depot in order to mitigate any future risk of site contamination

POLICY IMPACT

"Our Environment" is a key theme of the Tablelands Community Strategic Plan (CSP) and this investigation provides confidence that Council is acting in line with this theme.

SUMMARY

Council will take appropriate actions as listed above as part of the ongoing operation of the Crookwell Depot:

FINANCIAL IMPACT OF RECOMMENDATIONS

The above actions could have financial implications but the quantum of those financial impacts are unknown at this point in time. Those additional impacts and costs will be considered as a part of the Operation and Delivery Plan.

Infrastructure Department

**OUTCOME OF THE ADDITIONAL ENVIRONMENTAL SITE ASSESSMENT OF
CROOKWELL COUNCIL WORKS DEPOT cont'd**

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Infrastructure Department - 16 April 2020

ITEM 12.2 **Request to approve the co-funding Deed from DPIE for the proposed development work of Councils Integrated Water Cyclic Management (IWCM)**

FILE REFERENCE **I20/176**

AUTHOR **Manager Assets and Design**

ISSUE

This report recommends to accept the grant funding and recommends the allocation of \$95,841 to fund the update of Council's existing IWCM

RECOMMENDATION That -

1. Council accept the co-funding Deed from NSW Department of Planning, Industry and Environment | Water (DPIE) for the development of Council's IWCM report under Stream 2 of the Safe and Secure Water Program (SSWP) DPIE;
2. Council allocate \$95,841 (GST exclusive) half each within financial year 2019/20 and financial year 20/21 from the 3 Externally Restricted Water Fund Reserve to fund the proposed ICWM.

BACKGROUND

Council prepared an Integrated Water Cycle Management Strategy (IWCM) Evaluation Study in October 2012. This needs an update and Upper Lachlan Shire Council is one of the few councils that has not updated it within the last 5 years. Council has requested NSW Public Works Advisory (PWA) to submit a proposal for this engagement.

The Integrated Water Cycle Management strategy uses a transparent evidence based analysis to develop a local water utility's 30-year strategy for the provision of appropriate, affordable, cost effective and sustainable urban water services that meets community needs and protect public health and the environment. The adopted scenario from the final IWCM strategy defines the Local Water Utility (LWU's) Total Asset Management Plan and includes a 30-year Financial Plan (LTFP).

Preparation of an IWCM Strategy will also enable Council to comply with the NSW Government's Best- Practice Management of the Water Supply and Sewerage Framework.

REPORT

Council's Manager of Assets & Design has lodged Expression of Interest on 25 July 2019 to secure the funding eligibility for Council to develop the IWCM Strategy under Stream 2 of the Safe and Secure Water Program 235 (SSWP).

Infrastructure Department

REQUEST TO APPROVE THE CO-FUNDING DEED FROM DPIE FOR THE PROPOSED DEVELOPMENT WORK OF COUNCILS INTEGRATED WATER CYCLIC MANAGEMENT (IWCM) cont'd

Like most NSW councils, Upper Lachlan Shire Council has requested NSW Public Works Advisory to prepare a proposal for the development of this IWCM strategy report before the funding is approved. Please find the proposal of PWA for more details about the scope of works and expected outcomes as shown in **Attachment 1**.

Council has received the draft funding deed on 27 March 2020 for Council's review and agreement. A copy of the deed attached as **Attachment 2 and 3**.

The following demonstrates the breakdown contribution of the deed between Council and DPIE.

DPIE grant contribution is 75% of the total fee estimation (383,364 Excl GST), which is = \$287,523 (GST exclusive)

Council is required to contribute 25% of the total fee estimation (383,364 Excl GST), which is = \$95,841 (GST exclusive)

It is understood that the objective of the proposed study is to assess the water security of Council's three water supply headworks systems (Crookwell, Taralga, and Gunning/Dalton).

In summary, the development of IWCM strategy report will better inform Council of their water supply security towards planning any water supply augmentation. Funds can be made available from the existing 3 Externally Restricted Water Fund Reserve.

POLICY IMPACT

Council is required to meet the "best practice water guidelines" developed by the Water Directorate.

OPTIONS

It is recommended that Council identify the appropriate contribution required to sign the co-funding deed and develop the existing Council IWCM strategy report of version 2013.

FINANCIAL IMPACT OF RECOMMENDATIONS

Majority of the funds are provided by the DPIE. Council is required to provide \$95,841 to fund the entire project. This funding and source was unknown at the time of the preparation of the 2019/20 Operation and Delivery Plan. The project can start immediately after the deed is signed, however the funds will be distributed over two years, as it is unlikely that the entire works could be completed by 30 Jun 2020. Therefore, only 50% of the allocation of Council contribution is required to be made available during the current financial year.

Infrastructure Department

REQUEST TO APPROVE THE CO-FUNDING DEED FROM DPIE FOR THE PROPOSED DEVELOPMENT WORK OF COUNCILS INTEGRATED WATER CYCLIC MANAGEMENT (IWCM) cont'd

RECOMMENDATION That -

1. Council accept the co-funding Deed from NSW Department of Planning, Industry and Environment | Water (DPIE) for the development of Council's IWCM report under Stream 2 of the Safe and Secure Water Program (SSWP) DPIE;
2. Council allocate \$95,841 (GST exclusive) half each within financial year 2019/20 and financial year 20/21 from the 3 Externally Restricted Water Fund Reserve to fund the proposed ICWM.

ATTACHMENTS

1. ↓	PWA Proposal for Upper Lachlan IWCM Strategy Draft V2	Attachment
2. ↓	SSWP235 Upper lachlan Council - Draft deed 270320	Attachment
3. ↓	SSWP235_ULS_ Draft deed letter to applicant(2)	Attachment



Proposal

Preparation of an Integrated Water Cycle Management Strategy

Upper Lachlan Shire Council

Proposal Number: PWA IS 19059
March 2020

Prepared for:



Document control

Version	Author	Reviewer	Approved for issue	
			Name	Date
Draft	Glenn Fernandes	Hendrik Van Rhijn	Hendrik Van Rhijn	05/12/2019
Final draft – revised after DPIE review	Glenn Fernandes		Glenn Fernandes	04/03/2020

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All references to Public Works Advisory are taken to be references to the Department of Planning Industry and the Environment for and on behalf of the State of New South Wales.



Public Works
Advisory

Proposal

IWCM Strategy for Upper Lachlan Shire Council

Executive Summary

Upper Lachlan is located on the western edge of the Great Dividing Range within the Central Slopes and Plains region of NSW. Upper Lachlan Shire was formed in 2004 from what was previously Crookwell Shire and parts of the Mulwaree, Gunning and Yass Shires. Council prepared an Integrated Water Cycle Management Strategy (IWCM) Evaluation Study in October 2012 and would now like to prepare an IWCM Strategy in accordance with the February 2019 IWCM Check List and has requested Public Works Advisory (PWA) to submit a proposal for this engagement.

The benefits to Council from engaging PWA for this study are:

- PWA has extensive experience in developing Integrated Water Cycle Management (IWCM) Strategies. We have completed the IWCM Strategy for the Hay Shire Council which supported a \$6.5M funding application that Council secured to construct their new STP. We have recently completed IWCM Strategies for Wingecaribee and Muswellbrook Shire Councils. These Strategies outline capital works of about \$80 to 90M for each Council and will be the key supporting document for Council to seek funding for their projects.
- We have a long history of close interactions and working relationships with government agencies, particularly DPIE Water. We have a clear understanding of the expectations from and requirements for the IWCM study. This will provide Council with a smoother approval process for the IWCM strategy.
- The water demand and sewer load forecasts are used to determine the need, size and staging of the new infrastructure for which funds are to be committed. Relying solely on historical data for forecasts could underestimate demands resulting in under sizing of the headworks for water security, and reduced revenue generation. Our methodology estimates the demands by hindcasting a water model over a 50-year period.
- PWA has assisted Council with the construction of all the water treatment plants including the latest one at Crookwell. We therefore have a very good understanding of the water supply systems which is important when assessing the capacity and performance of the systems to meet the future needs of Council.
- The strength of PWA is in its 'team of experts'. Whilst we have a core planning team experienced in working with the DPIE Water's IWCM Check List, we also have access to technical experts with experience in the design, operation and maintenance of dams, water and sewage transport and treatment systems and storm water. We can draw on this expertise when assessing the current systems to identify issues and evaluate options.
- PWA is not focused on maximising profits, and as a Government Agency, is in a unique position to provide genuine impartial advice.

We look forward to working with Upper Lachlan Shire Council to prepare their IWCM Strategy which meets community needs and protects public health and the environment.



Public Works
Advisory

Proposal

IWCM Strategy for Upper Lachlan Shire Council

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1. Introduction

1.1 Background

Upper Lachlan is located on the western edge of the Great Dividing Range within the Central Slopes and Plains region of NSW. Upper Lachlan Shire was formed in 2004 from what was previously Crookwell Shire and parts of the Mulwaree, Gunning and Yass Shires. The local government area (LGA) covers an area of approximately 7,100 km² (ULSC, 2010a). The LGA is bounded by Cowra, Bathurst and Oberon to the north, Boorowa to the west, Yass and Palerang to the south, and Goulburn-Mulwaree, Wingecarribee and the Sydney Metropolitan areas to the east.

Council prepared an Integrated Water Cycle Management Strategy (IWCM) Evaluation Study in October 2012 and would now like to prepare an IWCM Strategy in accordance with the February 2019 IWCM Check List and has requested Public Works Advisory (PWA) to submit a proposal for this engagement.

The Integrated Water Cycle Management strategy uses a transparent evidence based analysis to develop a local water utility's 30-year strategy for the provision of appropriate, affordable, cost-effective and sustainable urban water services that meets community needs and protect public health and the environment. The adopted scenario from the final IWCM strategy defines the LWU's Total Asset Management Plan and includes a 30-year Financial Plan.

Preparation of an IWCM Strategy will also enable Council to comply with the NSW Government's Best-Practice Management of the Water Supply and Sewerage Framework.

The serviced and unserved towns and villages in Council's area are outlined in **Table 1-1**.

Table 1-1: Serviced and unserved areas in Upper Lachlan Shire Council

Town village	Water supply service	Sewerage service
Crookwell	Reticulated	Reticulated
Gunning	Reticulated	Reticulated
Taralga	Reticulated	Reticulated
Dalton	Reticulated	On-site sewage management
Bigga	Bore and/or rainwater tank	On-site sewage management
Binda	Bore and/or rainwater tank	On-site sewage management
Collector	Bore and/or rainwater tank	On-site sewage management
Grabben Gullen	Bore and/or rainwater tank	On-site sewage management
Laggan	Bore and/or rainwater tank	On-site sewage management
Tuena	Bore and/or rainwater tank	On-site sewage management

Other smaller unserved areas in Upper Lachlan Shire Council include: Middle Arm, Bellmount Forest, Brayton, Breadalbane, Lade Vale, Tarlo, Wayo, Greenwich Park, Pomeroy and other smaller villages with population of less than 100 (Australian Bureau of Statistics, 2016).

1.2 Water Supply Schemes

Information on the existing water supply and sewerage schemes was obtained from the current IWCM Evaluation Study provided by Council.



Crookwell

The water supply for the town of Crookwell is sourced from Crookwell Dam (formerly known as Back Creek Dam), which is located on the Kentgrove Creek (formerly known as Back Creek) approximately 5 km north of Crookwell. Water from the dam is treated and pumped to two town reservoirs which supply water to the town of Crookwell.

In addition to Crookwell Dam there are two bores which supplement the town water supply. Initially water from the bores was chlorinated and fed directly to the town reservoir whenever the dam level was low. Subsequently Council constructed a pipeline to gravitate the bore water directly to Crookwell Dam. Iron and manganese in the bore water were oxidised at the discharge point prior to entering the dam.

There are two water filtration plants operating at the dam site. The original plant was constructed in 1935 and was upgraded with added infrastructure to increase its capacity in 1991. Upper Lachlan Council decommissioned the existing water treatment plants and constructed a new water treatment plant at a site adjacent to but higher than the current water treatment plant location.

A new 4 ML/d WTP using Dissolved Air Flootation and gravity filtration, was constructed. The new water treatment plant can treat the raw water from the dam and bore. Dam water will be the main source for the new WTP, bore water is only used for emergency water supply.

Gunning

The water for the town of Gunning is sourced from the Lachlan River, and the treatment processes includes an infiltration well, screening and chlorination for disinfection. Council constructed a new 100 ML off-creek storage and 1 ML/d water treatment plant to provide water security and supply filtered water to the town of Gunning that comply with the Australian Drinking Water Guidelines (ADWG).

Taralga

The Taralga water supply system is sourced from a small weir located on Woolshed Creek, as well as two supplementing groundwater bores. The groundwater is first pumped to a 300kL reservoir and chlorinated. Then, both the water from Woolshed Creek and the bores are pumped to a 25ML off-creek storage. Council constructed a new 0.3 ML/d membrane WTP and a 0.3 ML treated water reservoir to produce potable water that consistently meets the ADWG.

Dalton

The Council sources water for Dalton through two groundwater bores, with capacities of 1.5 L/s and 1.0 L/s. Council constructed a 0.2 ML/d WTP, which pumps treated water to a 0.3 ML service reservoir.

1.3 Sewerage Schemes

Crookwell

The Crookwell sewerage scheme consists of 33km of gravity sewer mains and 6 sub-catchment SPSs. Sewage from the town is pumped to the treatment plant by sewage pump station SPS 1, located in Kennedy Street, through a 300 mm DICL rising main, directly to the STP. Septage or septic effluent is not received at the plant. The Crookwell Sewage Treatment Plant (STP) was constructed in 1961. In the late 1990s the Trickling Filter (TF) plant was augmented and a suspended growth treatment process, i.e. extended aeration (EA) process, operating in a series-parallel arrangement with the TF plant, was implemented.

Secondary treated effluent from the plant is detained in a maturation pond before being discharged to a flood mitigation channel that eventually flows into the Crookwell River.

Sludge from the TF plant is stabilised and thickened within a two- stage anaerobic digestion process and dewatered in geofabric bags. Sludge from the EA plant is stabilised and thickened in sludge lagoons prior to also being dewatered in geofabric bags. Screenings are buried on-site.

The Crookwell STP has a total system capacity of 4,200 EP, which consists of a trickling filter plant and an extended aeration plant.



Gunning

The Gunning sewer scheme consists of 7km of gravity sewer mains and one SPS that pumps to the Gunning STP. The Gunning STP consists of a Pasveer Channel and has a system capacity of 1,000 EP. It also has two sludge lagoons, a storm flow pond and a maturation pond. The treated effluent is discharged to the Meadow Creek. Septage is also received at the plant, approximately 6 to 8 loads a month for a duration of 2 to 3 months, after which no loads are delivered for a period of time. Sludge wasted from the Pasveer Channel is pumped to one of two sludge lagoons for stabilisation and subsequently transferred off-site for disposal.

Taralga

The Taralga sewerage scheme was completed in 2010, which consists of 12km of gravity sewer mains and one SPS that pumps to the Taralga STP. The Taralga STP has a system capacity of 400 EP. The treatment process includes an IDEA tank, alum dosing and UV disinfection (NSW Public Works, 2011). Treated effluent is stored in a 20ML storage facility and is reused for irrigation of an adjoining property.

2. Information gathering

The analysis and assessments undertaken for the preparation of the IWCM Strategy will rely on project information being made available by Council in the format requested and in a timely manner to complete the study. A list of information required for the study along with the format and the order of priority is provided in Appendix A.

From experience, we have found that a lot of time and effort is needed to get the information that is required in the right format and this has an impact on the program. In order to reduce this time period and the effort required from Council, we have included in our price for one of our engineers to be present at the Council offices to assist with the data collection. This approach will not only reduce the timeframe for completion but also possibly the reliability of the data used for the analysis. Our price for this task is based on having one engineer at Council offices for up to 5 days to gather the formation.

Before visiting Council's offices, we will provide a plan for the information gathering process which will include the information that we are looking for, the task to which it pertains and the likely relevant contact person within Council. The format in which we are seeking the documents are as follows:

- GIS layers – ArcGIS formats preferred though MapInfo .tab files can be used
- Spreadsheets - Microsoft Excel files without links to external data sources or CSV files
- Telemetry data in 'txt' or 'csv' format

Our fee is based on receiving the information in the format outlined above.

3. Proposed methodology

Whilst all outcomes of the February 2019 IWCM Check List will be covered, we have identified the following key activities for the engagement for the development of the IWCM strategy.

- Historical population and demand analysis
- 30-year population and demographic projections
- 30-year water cycle analysis and projections
- System capacity and performance assessment
- Preparation of an issues paper
- Evaluating and assessing feasible options
- Creating and assessing IWCM Scenarios
- Preparation of the draft and final IWCM strategy
- Preparation of the Total Asset Management Plan (TAMP) and Financial Plan (FP).

Our methodology is detailed below.



3.1 Start-up meeting at site

The objectives of the meeting are to:

- Inspect the sites to identify performance, WHS, condition and any operational issues
- Take photographs that would be presented as evidence in the document
- Discuss and finalise the project program and timeframes
- Identify and discuss any data gaps from a preliminary review of the information provided
- Discuss the community engagement process

Council and DPIE Water will be informed of the site visit date and program.

3.2 Regulatory compliance and Levels of Service (LOS) analysis

Item .1 and .2 of the IWC Check list

3.2.1 Setting the LOS Framework

Levels of Service (LOS) are used to explicitly define the standards required from a water utilities' assets to ensure that they are maintained to provide appropriate and consistent levels of water network services to their customers.

The Local Government Act and many other pieces of legislation such as the Commonwealth Telco Act, Water Act/BoM requirements, influence the way in which Council can provide the urban water and wastewater services and have specific implications for the operation of the schemes. We will assess the status of compliance with the legislative and regulatory requirements by the Council and integrate the legislative/regulatory compliance situation analysis with the LOS requirements.

We will also assist Council to review the Levels of Service so that they can simply and reliably be used to measure change and assess performance against a goal or target. The LOS needs to be reviewed early in the process in order to negotiate with the community an appropriate balance between LOS and the resulting Typical Residential Bill (TRB). The LOS will largely shape the objectives and requirements for operation, maintenance, human resources and provision of Capital Works in the Total Asset Management Plan (TAMP). The LOS will be aligned with a template that PWA has developed in consultation with DPIE Water.

3.2.2 Assessing the current performance

We will undertake an LOS performance assessment by using the Customer Relationship Management data, the Triple Bottom Line (TBL) performance monitoring reports and other operational data available within Council. We will identify the areas where current LOS targets are not being met. This data will be collected during our initial information gathering visit to Council's offices.

We will review the current customer complaints handling process to see how it relates to the nominated LOS, and how it integrates with Council's financial and asset management systems, to identify any gaps and issues.

3.3 Historical population analysis

Topic 5 of the IWC Check list.

To analyse the historical population and demographics for the Council we will utilise the existing population and demographic data from Council's billing database obtained during our initial visit, the Australian Bureau of Statistics, the Department of Planning and Environment and any other data available within Council. We will also use any annual planning activity reports that Council prepares and submits to the Department of Planning.

Our proposed methodology for this task is as follows:

- collate the ABS Place of Enumeration data (from the Basic Community Profile (1996-2016) and Place of Enumeration Profile (2016)) for population, dwellings, household size and percentage of dwellings occupied for the 1996 to 2016 censuses



- collate the ABS Estimated Resident Population and calculate the percentage difference between the Total Population results from each source
- generate a historical population and dwelling estimate corrected for the enumeration error
- during the site visit for information gathering, in consultation with Council, map the ABS data collection boundaries, the reservoir zone boundaries and the sewage pumping station catchment boundaries and assign the population and dwelling data to the catchments
- estimate unoccupied and seasonally occupied properties and assessment for sewerage services
- analyse non-residential sector connections for sewerage services
- analyse data from Council for both residential and non-residential development to obtain an estimate of population and/or dwelling growth
- review both residential and non-residential development applications from Council to analyse connected/approved property growth over time

The results will be reported as connected residential and non-residential properties, with the non-residential connected properties further classified into the categories used for the billing data.

3.4 30-year population demographic, demand and sewage flow projections

Topic of the IWC Checklist.

We will provide Council with the outcome of the historical population and demographic analysis for review. Council can then nominate a growth rate for the Shire and existing/proposed service areas. Council will provide the spatial distribution of the growth, within reservoir zones and sewer catchments, and identify if the growth is either through brownfield development such as vacant lots, re-zoning, re-development or Greenfield development such as a release of new areas. This growth rate will then be used to project:

- the number of existing and new connected residential and non-residential properties and assessments, permanent and peak equivalent population (EP) and equivalent residential assessment to be served by each reservoir zone and SPS catchment for the next 30 years.
- the number of existing and new connected residential and non-residential properties and assessments, and the permanent and peak population to be served by each water treatment and sewage treatment works for the next 30-years.

3.5 30-year water cycle analysis and projections

Item of the IWC Checklist

3.5.1 Water demand analysis

The water demand analysis will be undertaken for all the serviced towns within Council.

The objective of the water demand analysis is to determine the non-revenue water, the unit demands (future average day and peak day) per connected active residential property, the unit non-residential demands, and to project the 30-year peak day, average year and dry year demands. Our methodology is outlined below:

- analyse the historical water supply data from flow records and consumption data from the customer billing database
- correct the demands for historical factors and trends such as unaccounted-for water, water restrictions, water efficiency, pricing and climate change and variability
- determine the unit annual and peak day demands
- estimate the number of equivalent active connected residential properties for the non-residential assessments by proportioning each non-residential consumption with the unit demand per active residential property
- determine the trend corrected unrestricted annual dry year, annual average and peak day demand
- project the 30-year unrestricted annual dry year, average year and peak day water demands



We will forecast the average year, dry year and peak day demands for each service area. We will also forecast the peak day demands at a reservoir zone level, where an independent zone is clearly established.

Analysis of production data

The production data from the WTPs and any extraction data will be modelled to understand the influence of various factors and trends (demographic, climatic, restrictions, and pricing) on the town's water demands. The aim will be to develop a model which predicts the water demand for a given climate. We will then test the water for a period of available water production and extraction information.

Average year and dry year demands

The modelled consumption would be hind casted over about 50 years of available climate data (rainfall and evapotranspiration) to estimate the demands if the current conditions of lot size, household size, pricing, and consumer consumption patterns were prevalent. The average year and dry year demands (95th or 99th percentile) for the 50-year period would then be determined. These demands will be used as the starting point for the projections.

Peak day demands

The historical recorded daily production data will be analysed to identify the peak demand periods. All peak days will be reviewed to confirm that the peak day production was in response to actual demand and not due to operational reasons such as mains breakages, plant maintenance, time of day recording, and accommodation of operators working hours. A peak week or peak fortnight with the most stressful persistence pattern for the system, will be identified. The ratio of the peak day to the average day in the peak week (or fortnight) will be estimated with consideration also given to the size of the system and the storage capacity.

The (95th, 99th or any other percentile) average day peak week (or fortnight) from the hind cast model will be determined. This will then be multiplied by the nominated peak day to average day peak week ratio to provide the starting point for the peak day demand projections. For estimating the reservoir zone peak day demands, the zone specific unit residential and non-residential demands will be used.

Non-revenue water

Non-revenue water (NRW) is made up of a number of components including:

- unbilled authorised consumption which includes water used for fire-fighting and operational uses for example mains flushing
- apparent losses including illegal connections and metering inaccuracies
- real losses, mostly leakage from the network.

Non-revenue water will be estimated from the water production and customer billing data provided. The need for climate correction of non-revenue water will be determined on reviewing the results. The non-revenue water will be split into the supply system and reservoir zone areas as far as possible depending on the availability of production, zone, and other data.

Unit demands – based on customer billing data

Similar to the analysis for the water production data, the climate independent and climate dependent demand will be estimated for the residential and non-residential users from the water billing data. Unit peak day and average day demands will be assessed for an active connected residential property within each reservoir zone.

Water demands, including climate dependence, for major non-residential, and rural residential customers will also be estimated. A split of the average and peak day demand for the residential and non-residential user categories will be provided. The peak day demand built up from the metered consumption, will be checked against the peak day demand estimated from the water modelling.

Impact of BASI for new developments

All new dwellings are built following BASIX requirements, and therefore the average annual water demands in the residential sector are expected to decrease for new dwellings.



From experience, we have found that the BASIX target may not be achievable for some regional areas. In order to determine a BASIX target that is achievable, we will estimate the demand of an actual dwelling in the area built to BASIX compliance, and check the modelled demand with the actual consumption from the billing data. The BASIX target is a risk in areas experiencing high growth. If significant growth is not expected, BASIX requirements will not have a major impact on the water projections.

Demand Forecasts

The 30-year future demands will be projected including the expected annual and daily water usage in 5 year intervals. The starting point for the forecasts would be demands estimated from the hindcast model. The forecast will take into account the future climate, changes in dwelling occupancy, mix of residential types and BASIX water demands for all new dwellings.

3.5.2 Sewer load analysis

The objective of the sewer load analysis is to determine the Average Dry Weather Flow (ADWF), Peak Wet Weather Flow (PWWF) and unit hydraulic loading for each sewerage scheme. These are then used to forecast the 30-year sewer loads.

Average Dry Weather Flow (ADWF)

Daily STP inflow data will be used to estimate the ADWF. Generally, a dry day is taken as a day with less than 2 mm of rainfall on that day, and any of the five preceding days and two following days. However, the 'five day' period will be reviewed if it is found, from a review of the STP inflows, that the system takes longer than five days to return to ADWF after a rainfall event.

From experience in other studies we have found that ADWF estimates using STP inflow could be unreliable as it is impacted by the following factors:

- inaccuracies in the flowmeter
- exfiltration from sewers especially in older sewerage schemes
- inflow/infiltration, again especially in older schemes

Therefore, as an 'independent cross check', we will also estimate the ADWF from the historical customer water billing data. This analysis uses documented discharge factors to estimate the commercial non-residential contribution to the sewer flows.

Peak Dry Weather Flow (PDWF)

The peak dry weather flow will be estimated using the peaking factor calculated from design principles, or from pump run time telemetry data. This would be cross checked with any 72-hour composite sampling that has been done recently. Telemetry data, if available, will be collected during our initial visit to Council's office.

Peak Wet Weather Flow (PWWF)

The methodology for estimation of the peak wet weather flow will depend on whether the sewage is transferred by gravity or whether it is pumped to the STP.

Where there is gravity flow, the wet weather flow includes the sewage flow and the storm induced inflow/infiltration. Available rainfall information corresponding to historical STP inflow data, will be used to estimate the PWWF and co-relate it to an ARI of rainfall intensity. This will also be compared with the industry standard of based on the storm allowance.

Where all sewage is pumped, we will estimate the PWWF as above and use this to check that the capacity of the pumps pumping to the STP is adequate based on a single pump running and considering any overflows/bypass that is provided.



Biological and nutrient loading

The biological and nutrient loading for the sewage treatment plants would be nominated based on design principles and from our experience in undertaking 72-hour composite sampling for other Country town sewerage schemes, or from recent/proposed 72-hour testing and assessment.

3.5.3 Benefits of the PWA methodology

The water demand and sewer load analysis are important tasks of the strategy development. The forecasts are used for assessing the current system capacity and determining the need, size and staging of new infrastructure for which funds will be committed. It is therefore important that these analyses are sound and robust.

Water demand analysis

Our methodology of estimating the average and dry year demands does not rely solely on the (3 to 5 years) historical production and consumption data typically available from Council. The period of available data may not be representative of dry and/or average years (the last dry period occurring more than 10-years ago) when compared to the 50-year hind cast period. Relying solely on the available data could result in underestimation of the dry year demands by about 15%, and the average year demand. This may result in under sizing of the headworks for water security, and reduced revenue generation.

Similarly, for the peak day demand, our methodology generally results in peak day production requirements that have not been experienced in the last 3 to 5 years. Feedback from some Local Water Utilities is that peak production recorded in January 2019 was not experienced in more than 10 years, and this supports the demands that PWA has estimated through our hind cast model. Again, this could result in an undersized system that cannot meet the target level of service.

Sewer load analysis

For the sewer load analysis, we will cross check the ADWF from the STP inflow data with an analysis of the customer water billing data. Estimating the correct hydraulic loading is important, as it has been found that the hydraulic loading has reduced from the traditional design values of 240 L/EP/day due to a change in usage patterns and the increased water efficiency of appliances. Due to the reduced hydraulic loading, the existing plant can cater for a higher EP loads however the biological and nutrient removal capacity of the plant would need to be assessed.

3.6 Asset and financial management performance assessment

In addition to describing Council's asset management system and its interaction with Council's finance and customer relationship management system, the purpose and methodology of our performance assessment is as follows:

- Review the gross replacement costs to determine if they are reasonable, as it has an influence on how the developer is charged.
- Review the condition rating of the assets and check against Council's adopted condition rating.
- Review the relevant asset performance indicators from Council's financial statements for the last 3 to 5 years.
- Review the relevant financial performance indicators from Council's financial statements for the last 3 to 5 years.
- Review of current residential and non-residential water supply pricing to check if it complies with best practice.
- Review the current residential and non-residential sewer pricing to check if it complies with best practice.
- Review outcome of the liquid trade waste policy and its implementation, summarising if the policy is current and approved, and its effectiveness of implementation, with a list of 'High' category discharges and their compliance status.



- Compare Council's financial performance with the DPIE Water's benchmarking indicators for similar sized Local Water Utilities.
- Based on discussion with Council staff summarise the current status (i.e. is information on assets up to date, working knowledge of staff, etc) and effectiveness of the asset management system as a work management and decision tool.

We note that Council undertook a voluntary 2016 NPR Audit which made several recommendations about data management, billings processes and complaints recording processes (CRM). We will review the recommendations of this audit and capture the issues in the issues paper. We understand that a copy of the audit report will be made available to PWA.

3.7 Existing system capacity and performance assessment

Item 7 of the IWC Checklist

3.7.1 Water supply schemes

Water Security

For all un-regulated surface water sources, a secure yield analysis needs to be undertaken in accordance with the draft NSW Guidelines on Assuring Future Urban Water Security – Assessment and Adaption Guidelines for NSW Local Water Utilities, as per Item 7A of the IWC Checklist. We propose to engage NSW Urban Water Services (NUWS) to undertake the secure yield analysis. The proposal from NUWS is provided in Appendix A.

Item 7B of the IWC Checklist requires a sustainability and resilience assessment/review for the Dalton groundwater bores. To satisfy Item 7B of the IWC Checklist, we will engage a hydrogeologist and will work closely with DPIE Water to ensure our assessment methodology and findings are appropriate. A provisional sum has been included as an optional price for the hydrogeological study.

Capacity

For the water supply scheme, the capacity of the WTP together with the capacity of the reservoirs will be considered to assess the system's ability to meet the projected peak day demands and the adopted levels of service. As there is only one service reservoir in each scheme, we will undertake a spreadsheet based analysis to assess the system capacity.

In consultation with Council, we will document any areas within the distribution network that have LOS issues (e.g., low pressure, fireflow, etc). We will also outline the need, if any, for reticulation hydraulic modelling and associated cost in the TAMP.

Water Quality

For all the water supply schemes, we will review the raw water quality, and the reticulated water quality data for the system that is maintained in the NSW Health database. We will check the quality of the raw water for any parameters that may hinder the treatment process or not be treatable at the WTP. We will check the treated water for anomalies and trends in parameters such as turbidity, colour, free residual chlorine, and pH.

Given health based microbial targets (HBT) are expected to become a requirement within the 30-year planning horizon, we understand LWUs are required to assess the potential risk pathways to source water quality together with the effectiveness of the available barriers to determine and characterise the issues and assess options to mitigate and/or manage the risks. We will use aerial photographs, and site inspections to identify potential risk pathways to source water quality to characterise both the issues and the catchment category as per the draft NHMRC guidance. Following this we will assess the effectiveness of the existing barriers to deal with the risks and identify any gaps. We will then develop and evaluate both non-build and build measures to address the gaps and the issues.

DWMS Annual Review report

We understand that Council has not prepared the DWMS Annual Review Report for 2019. Council has not updated the improvement plan and the risk assessment is not complete. Typically, an annual review covers the following items:



- Review of the performance of the CCPs to identify patterns and any repeated exceedances and their potential cause
- Update of the Improvement Plan including inclusion of the plan items in Council's capital and operational works program
- Review of the water quality hazards and risks and update of the risk assessment.

In view of Council not having adequately covered the above three items, we have provided an optional price to prepare the DWMS Annual review report in accordance with applicable NSW Health guidance and templates.

LWU Circular 18

LWU Circular 18 outlines the 'Safety of Water Supply Distribution Systems' by ensuring that sufficient chlorine contact time (C.t) is provided for disinfection, reservoir integrity is maintained, and a chlorine residual is maintained in the system to prevent contamination due to a breach in the system. We will review all these three aspects of the water supply system and include any required improvement works and management actions with costs in Council's TAMP. The review of reservoir integrity will be based on information and inspections report Council may have completed through others.

LGA S61 Report Recommendations for water and sewer

We will review the annual performance reports over the past few years and the reports prepared by the DPIE Water inspectors under Section 61 of the Local Government Act, to identify any recurrent issues and the status of any recommendations. We will also contact the DPIE Water Inspector for the region if there are any issues of concern. All outstanding issues and recommendations will be documented and an action plan with cost (if applicable) will be included in the TAMP.

3.7.2 Sewerage schemes

For the sewerage scheme, we will undertake an assessment of the following:

Sewerage System Performance Assessment

The current equivalent tenement (ET) determined from the water meter analysis, and the projected ET determined from the spatial distribution analysis will be used to estimate the inflows to the sewage pumping stations and sewage treatment plants.

Each sewage pumping station within a sewerage scheme will be assessed for the following:

- emergency storage available in the sewage pump stations to compare with the target response time nominated in the LOS framework including availability and/or provision for emergency power sources, control and containment measures, etc.
- potential for odour/septicity based on detention time in the rising main.
- capacity of the pumps to transfer peak wet weather flows with only one pump running.
- Pump run time when transferring dry weather flows obtained through calculations or from telemetry data.

The information required to undertake this analysis is:

- Number of pumps, arrangement (duty/standby), and pump duties.
- Drawings of the pump wells showing pump diameter, and pump control levels.
- Rising main diameter and length.
- Pump run time data from the telemetry data.

This information will be collected during our initial visit to Council's offices.

Sewage Treatment Plant (STP) Performance and Capacity Assessment

The performance of the sewage treatment plant will be assessed based on its ability to comply with the current Environmental Protection License and the values and uses of the receiving waters. To complete this assessment, we will review the raw sewage and effluent quality data available with Council, NSW EPA and DPIE Water for each system and the annual compliance report submitted to EPA by Council.

The capacity of each process unit of the sewage treatment plant will be assessed using the traditional Public Works process design or industry standard criteria and based on dimensions obtained from aerial photographs and/or works as executed drawings or manuals available with Council that nominates the design basis. The capacity of the sewage treatment plant will be compared against the projected 30-year sewage loads to determine if and when an upgrade in capacity is needed. For the sewerage schemes, this assessment will also consider the hydraulic loading determined in this study. The biological and nutrient capacity of each plant will also be compared against the forecast load.

Effluent Reuse Schemes

For the Taralga STP, we will undertake a review of the effluent reuse scheme to characterise the risk to end users and to assess the performance and long-term sustainability with respect to public health and environmental outcomes. We will undertake a desktop assessment of the target log reduction values (LRV) and the LRV able to be achieved from the system for the reuse application in accordance with the Australian Guidelines for Recycled Water and the DPIE Water's Recycled Water Management System Guidance document.

To have an effective effluent irrigation system that achieves the environmental outcome, it is essential that the correct amount of effluent is applied at the right times to meet the crop requirements while ensuring increases in runoff and percolation are minimised.

A desktop water balance will be undertaken to determine the maximum volume of effluent that could sustainably be used on average each year on land that is currently irrigated with effluent. The inputs to the water balance will include:

- weather data
- proposed crop type
- storage information
- soil data including soil class, field capacity, wilting point
- water availability
- PWWF and ADWF

The outputs include;

- annual water balance summaries, including graphs
- details of plan stress expressed as an additional water requirement
- details of likely storage overflows

The analysis will be done using in-house models developed from the Food and Agricultural Organisations Irrigation and Drainage Paper No 56 Crop Evapotranspiration (guidelines for computing crop water requirements).

Although the loading rates of both phosphorus and nitrogen can limit the quantity of effluent to be used for irrigation in a given area, the level of phosphorus typically limits the application rates. Within limits the phosphorus will be absorbed by plants or contained in the soil, but if the limits are exceeded the surplus will leach out in the environment. We will undertake a desktop phosphorus balance to identify and characterise any issues relating to environmental sustainability outcomes. The phosphorus water balance together with the on-site cropping system management and geological information will be used to estimate the sustainable rate of effluent application (under current phosphorus levels) for the existing area, which would enable PWA to identify if the existing area is adequate or inadequate or if the phosphorus level in the effluent needs to be required for long-term sustainable irrigation.

In the phosphorus mass balance, we will compare the amount of phosphorus assumed to be applied in a year with the amount taken up by the crop-soil system. We will use indicative values of phosphorus uptake by crops and phosphorus adsorption potential of NSW soils, provided in the DEC Guidelines.



Pollution Incident Response Management Plan (PIRMP) review

We will review the PIRMP to ascertain if its current, risk assessment is current and its being effectively implemented. Any gaps will be identified and appropriate action included in the TAMP.

3.7.3 Unserved areas

We will assess the performance of on-site sewage management systems based on the requirements in the Environment and Health Protection Guidelines: On-site Sewage Management Systems (OSSMS) for Single Households and any other relevant guidelines, standards or policies including local geology and topography. We will review the inspection reports available from Council and flag any high risk on-site systems as an issue. Additionally, we will also visit each of the villages and take photographic evidence of any significant and/or obvious design, operation and management practices contributing to public health and environmental issues.

3.7.4 Work Health and Safety

Our Work Health and Safety review would cover both Council's management systems and the above ground physical infrastructure. Our methodology is as follows:

Management Systems

We will check if Council has a WHS Policy and relevant SWMS. We will check the implementation of the policy and SWMS through review of Council's WHS audit reports and discussion with staff. Any identified issues relating to water and sewer will be captured.

Physical infrastructure

We will use any WHS inspection or audits of the physical infrastructure that Council has undertaken with reference to the Australian Standards (AS). If Council does not have WHS specific inspection or audit reports we will review any previous condition assessments of existing assets for compliance with AS and industry codes and recommend further audits, if required in the TAMP. During our site inspection, we will also take photographic evidence of any significant and obvious WHS issues. Cost estimates will be provided in the TAMP to address issues.

3.8 Issues paper

Topic of the IWC Check ist

We will develop the IWCM Issues Paper to include components in the IWCM checklist items 1 to 8. The issues paper will:

- capture and review all (existing unresolved, new and emerging) issues in the urban water service system
- review the works identified in the Drinking Water Management Plan
- categorise issues on the basis of regulatory compliance, LOS, performance or capacity
- review the current capital works program to identify if alternative cost-effective solution paths may exist to address the issues
- review appropriateness and effectiveness of the existing Total Asset Management Plan
- review the existing TAMP and Financial Plan measures and identify if issues are being addressed

A preliminary draft Issues Paper will be provided to Council for review of the analysis, the outcomes and the Issues that have been identified.

3.9 Review and assessment of feasible options

Topic 9 and 10 of the IWC Check ist.

We will identify and document all opportunities to address the issues and use a value and risk based process to shortlist them for proof of concept assessment and costing.

Based on the outcome of the review of the DWMS and HBT and the effectiveness review of the existing barriers to deal with the identified risks, we will develop and evaluate both non-build and build measures to



address the gaps and the issues. Our fee proposal includes proof of concept assessment and costing of these measures and also for any additional process units that may be required, for inclusion in the TAMP.

For all sewage collection and transport systems, we will undertake a brief review to assess if there are opportunities for a SPS rationalisation in each system. An optional fee has been provided for the assessment of up to three individual bulk transfer systems (i.e. SPS and rising main).

For all STP and effluent reuse/management schemes we will review the performance with a view to ensure public health and environmental outcomes are achieved at optimum OMA and licencing costs. We will also complete a brief qualitative review of biosolids reuse opportunities available together with the on-site stabilisation/dewatering requirements and compare it with the current arrangement of on-site biosolids management and disposal to landfill. We will also explore opportunities for effluent reuse instead of waterways discharge, with cost estimates for any options identified. Any actions necessary to further develop reuse opportunities will be articulated in the documents and identified in the TAMP with costs. We will also assess and cost any upgrades required for the STPs.

Based on the outcome of the desktop assessment of the target LRV and the LRV achieved from the current effluent reuse scheme, we have also allowed for the assessment of one additional process unit for the treatment process, if there is a gap between the LRV achieved and the target LRV.

For the unserved villages (or areas at the edge of towns) based on on-site sewage management systems (OSSMS) with high public health and environmental risk, we have provided an optional fee to undertake a proof of concept assessment for the following options:

- Option of regulatory intervention in accordance with the Local Government Act, to enhance operation of existing systems
- Sewering options, our evaluation would include four collection and transfer options, and 2 treatment and effluent management options with consideration of up to 3 sites for the location of the sewage treatment plant

This assessment will be done using information available from aerial photography and does not include any site specific geotechnical investigation, topographical survey or environmental assessment.

3.10 Development and assessment of Scenarios

Topic 11 and 12 of the IWC Checklist

Using a qualitative triple bottom line (TBL) value approach, we will select the options from the shortlisted opportunities for inclusion in the IWC scenario that address all IWC issues. The capital, operation and maintenance cost and a 30-year present value analysis will be evaluated for each scenario.

The IWC scenarios will be evaluated and ranked using a triple bottom line (TBL) analysis in order to take into account the social, environmental and economic considerations of each scenario. A typical residential bill (TRB) analysis, and first cut developer charge analysis will be undertaken for all the IWC scenarios to assess the relative increases in the TRB for each scenario. This analysis will use Council's current 30-year capital works program (which includes renewals) and TRB as the base case on which the IWC Scenarios will be built and assessed.

3.11 Preparation of an Asset Renewals Plan

Council needs to have a current 30-year asset renewals plan that will serve as the baseline for which the current revenue requirements will be determined. Council has advised that the asset registers are current with an appropriate level of componentisation and include all the current assets, but the condition ratings are not reliable. We have provided an optional price to update the condition ratings of above ground assets and prepare a 30-year asset renewal plan. We will inspect the above ground assets and assign a condition rating that will be used to prepare an asset renewal plan. Our scope of work will be as follows:

- Five-day site visit to inspect above ground assets and nominate a condition rating
- review the current replacement cost provided in Council's asset registers
- undertake a desktop criticality assessment of the assets



- determine the timeframe for asset renewals based on criticality and condition using the IPWEA guidelines provided in Practice Note 7
- update Council's current 30-year asset renewals plan

For buried assets we will consider the outcomes and analysis from any CCTV camera investigation that Council may have completed.

3.12 Draft IWCM strategy

Topic 1 of the IWC Check list

A draft IWCM strategy will be prepared including scenario development and assessment on the basis of the TBL criteria including the following factors if applicable:

- water demand and sewer load projections
- cost including capital, operations, maintenance and administration on a net present value basis
- impact on the Typical Residential Bill (TRB)

The Final IWCM Strategy will include an implementation plan for the recommended IWCM scenario.

3.13 Final IWCM strategy

Topic 15 of the IWC Check list

We will submit a final draft IWCM Strategy to Council which will include a 30-year Total Asset Management Plan and Financial Plan for the adopted IWCM Scenario. This final draft will be submitted to DPIE Water for review before being adopted by Council. We will also prepare a Drought Contingency and Emergency Response Plan (DCERP) that will be attached to the IWCM Strategy.

Drought Contingency and Emergency Response Plan (DCERP)

We understand, the DCERP is a response plan with a 5-year forward outlook to **ensure continuity of water sewer services** including contingency measures to ensure water supply systems **do not run out of water**.

We understand that it sets out **tactical measures** to respond to water shortages and/or incidents, if they arise in the immediate to short-term (for example, if inflows are worse than expected, water quality event, asset failure, bushfire, IT security, etc.). We understand that DCERP needs to identify and document the:

- critical assets
- hazards & the impact of hazards on service continuity
- risk based contingency measures to maintain service continuity

We will prepare the DCERP to sufficient details enabling Council to complete the plan based on site specific information and actions.

4. Stakeholder and Community Consultation

The urban water service challenges faced by each community are different, and the level of engagement sought by different communities varies. NSW Department of Industry recommends that water utilities work with their councillors, who are the elected representatives of the community, and consultants to adopt a community engagement strategy that suits the local circumstances and meets the IWCM engagement objectives. The high-level objectives to be achieved are to:

- determine what customers value and their willingness to pay for services. This helps to decide how services should be delivered and what trade-offs are needed between risk, reliability and affordability
- identify the issues and influence decision-making in the selection of a long-term urban water service delivery and pricing strategy
- engage with the community on where it's water comes from, how sewage is managed, and the value of water in influencing sustainability outcomes



- achieve coordinated and efficient land use for developing infrastructure and creating positive liveability outcomes
- encourage local ownership of the process and maximising broader community acceptance of IWCM outcomes
- promote transparency and public accountability

Examples of stakeholder groups who may be relevant are:

- councillors
- council staff, especially planning, building inspection, asset management and finance
- NSW Environmental Protection Authority
- NSW Health
- DPIE Water
- Natural Resource Access Regulator
- NSW Department of Planning and Environment
- environmental groups
- Indigenous communities
- water service customers

The IWCM information sheet 1 refers to the IAP2 Public Participation Spectrum for developing an appropriate community engagement and communication strategy. The IAP2 presents four levels of Public Participation. These are:

Inform – to provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.

Consult – to obtain public feedback on analysis, alternatives and/or decisions.

Involve – to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate – to partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower – to place final decision making in the hands of the public.

Our recommendation is for Council to use the Public Participation level '**Involve**' for the IWCM Strategy development. This comes with the following promise to the public:

"We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision."

Techniques to achieve this are through 'Workshops' and 'Deliberate Polling'.

Our recommendation for the community engagement process in accordance with the strategy, is as follows:

- Workshop 1 at the completion of the Issues Paper
- Technical review meeting at the completion of the options assessment
- Workshop 2 at the completion of the draft IWCM Strategy

Workshop 1 at the completion of the Issues Paper

The objectives of this workshop are to:

- explain the purpose, outcomes and key drivers of the IWCM strategy
- present the outcomes of the analysis and assessments
- present the issues that have been identified



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- document any other issues and concerns from the workshop participants

The workshop participants would include Council staff, agency stakeholders and invited members of the community. The community representation should be multi-sectoral and typically comprise of key business groups, large water users, key environmental groups, residents with a keen interest in water or council governance matters. The workshop participants would be selected and managed by Council.

Our fee for this workshop is based on the following scope of work:

- to prepare presentation slides including suitable notes for use by Council staff
- attend and facilitate the meeting at Crookwell
- prepare consultation outcomes

Technical Review Meeting at the completion of the options assessment

This would be a meeting with representatives from Council, DPIE Water, EPA, NSW Health and other relevant agencies. The workshop would:

- review all the opportunities identified to resolve the issues,
- review the opportunities shortlisting the process used for selecting the options for proof of concept assessment and evaluation and costing, and
- review how the shortlisted options address the identified issues.

The other objective of the meeting would be to shortlist the options to be taken forward for the IWCM Scenarios. Our fee is based on this meeting being held in Sydney.

Workshop for presentation of the draft IWCM Strategy (provided as an optional item)

The draft IWCM Strategy with the preferred Scenario, would be presented to Council and agency stakeholders at this meeting. During this meeting, approval can be sought from Council to place the IWCM Strategy on a public exhibition to obtain broad community feedback. The scope of works for the workshop will be similar to that for Workshop 1 at the completion of the Issues Paper. The workshop venue and catering will be arranged by Council.

Broad Community Feedback

The process of obtaining the broad community feedback with the preparation of a community engagement plan, will be managed by Council. PWA can provide assistance if requested by Council.

Broad community feedback is obtained by placing the draft IWCM strategy on Council's website and inviting feedback. During this period Council can decide to have presentations to the community and provide other forums, if required, to obtain feedback from the broader community. The IWCM Strategy is then finalised after this feedback is considered and incorporated as appropriate.

Once community feedback is received, there are three options to incorporate this feedback into the IWCM Strategy before it is finalised. These are:

1. Council provides the raw data. PWA consolidates and analyses the data, extracts the key messages, summarises the community feedback, and modifies the draft strategy to include the community feedback.
2. Council consolidates the raw data received from the community and provides the consolidated data to PWA. PWA extracts the key messages, summarises the community feedback, and modifies the draft strategy to include the community feedback.
3. Council consolidates and analyses the raw data and provides the key messages to PWA. PWA summarises the community feedback, and modifies the draft strategy to include the community feedback.

Our proposal is based on Option 3 above.

Workshop

The cost for each workshop is based on 2 people attending with one facilitator and one scribe. From our experience, we have found that it is important to have a scribe to ensure that the outcomes of the meeting are effectively captured. The workshop venue and catering will be arranged by Council..

5. Project team

PWA proposes an experienced team for this project, reflecting the requirement that works are carried out to the highest professional standard. Key members of the project team and their respective roles are as follows:

Name	Position	Project role
Glenn Fernandes	Principal Engineer	Project Lead
M Sundar	Financial Modeller	Asset Management & Financial Modelling
Jennifer Blaikie	Project Engineer	Water Cycle Analysis
Gareth Clemens	Project Engineer	Preparation of Issues Paper and Strategy Report
Allen Zhou	Project Engineer	Water Cycle Analysis
Geoffrey Dong	Water and Wastewater Engineer	Asset evaluation and condition assessment
Cyrus Chlochaisri	Engineer	Asset evaluation and condition assessment

Further details of the roles and recent experience of key team members are provided below:

Glenn Fernandes

Glenn is a Principal Engineer and leads the Planning Team in PWA. He is a Chemical Engineer with over 20 years of experience in various aspects of water supply infrastructure projects. This experience includes investigations into process optimisation; pilot plant design and testing; hydraulic analysis; risk assessments; concept and detailed design of treatment plant; preparation of specifications; commissioning and audits of water treatment plants. Glenn has worked on projects covering all phases right from planning to construction and commissioning. Glenn will be undertaking the project manager role for this project.

M Sundar

Sundar is a civil/environmental engineer with a doctoral degree in environmental economics and policies. He has over 27 years of water industry experience in Australia and overseas. His experience includes conception planning and implementation of urban industrial water recycle projects. Sundar is a qualified ISO 14000 Lead Auditor with extensive environmental audit experience. His experience includes performance audit of more than 200 urban and industrial water/wastewater utilities in overseas and Australia. Sundar will be responsible for financial modelling and development of the long-term financial plan.

Gareth Clemens

Gareth is a chemical engineer with experience in various aspects of water and wastewater treatment projects, including options and concept development, project management and asset revaluation. He currently works on the development of Integrated Water Cycle Management (IWCM) issues papers and strategies, and has worked with more than a dozen Councils in this area. As part of the IWCM team Gareth has undertaken capacity and performance assessment for WTPs, STPs, water supply schemes and sewerage schemes, water demand modelling including impact of climate variability, service area growth and demand projections, and identification of issues.



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Jennifer Lai

Jennifer is an environmental engineer with more than 10 years of experience specifically in the areas of IWCM, climate change risk assessment and adaptation planning, water cycle modelling, asset management and data analysis. She has recently completed IWCM Evaluation and Strategies for Central Darling Shire, Upper Hunter Shire and Essential Water. Jennifer has completed the water cycle analysis for Council and will assist Glenn with the preparation of the Issues Paper report.

Geoffrey O

Geoffrey is a Process and Operations Engineer in the Water and Wastewater section of Infrastructure Services, NSW Public Works Advisory. This involves tasks of water and wastewater investigations, process design, hydraulic modelling, biological assessment, concept development, sewerage scheme option/strategy studies, review and preparation of technical specifications for chemical dosing and aeration system, STP and WTP commissioning, operation and troubleshooting, safety assessment and management, preparation of process operations guidelines and operators training. Geoffrey has over 25 years of water industry experience for public and private sectors clients both in Australia and overseas. He has also had extensively overseas working experience in New Zealand and China.

CV's for the above team members are available on request. We propose to use these resources based on current availability. If any of the proposed team members are unavailable at the agreed start, we will provide alternative staff with similar capabilities.

6. Demonstrated experience

PWA has extensive experience in developing Best-Practice water management compliance documentation including IWCM Strategies. This experience is built on many years of providing investigation and design services for water supply, sewerage, urban stormwater and recycled water schemes managed by NSW local governments and State agencies.

We are currently engaged to prepare IWCM Strategies in accordance with DPIE Water's IWCM Check List, for the following Councils:

- Albury City Council
- Narrandera Shire Council
- Temora Shire Council
- Murray River Council
- Cootamundra/Gundagai

Our analysis and reports have been thoroughly reviewed by DPIE Water. We have refined our methodology and developed templates for our reports based on the feedback received from DPIE Water. Council will benefit from our on-going work and learnings from these projects.

PWA has completed IWCM Strategies for the following Councils.



Hay Shire Council

PWA has completed the IWCM Strategy for Hay Shire Council in accordance with the DPIE Water's IWCM Checklist.

Findings from the IWCM Issues Paper have assisted Council in sizing an upgrade to the Hay Sewerage scheme, for which PWA completed the STP Detailed Design. The completed IWCM Strategy supported a successful funding application for \$6.5M. for the new STP.

	<p>Wingecarribee Shire Council</p> <p>PWA has completed the IWCM Strategy for Wingecarribee Shire Council. The Strategy includes a capital works program in excess of \$90M over the next 30-years. The adopted IWCM Scenario includes the timing and sizing for upgrades to three sewerage schemes and three water supply schemes, and provides a total asset management plan and a financial plan.</p>
	<p>Muswellbrook Shire Council</p> <p>PWA has completed the IWCM Strategy for Muswellbrook Shire Council. The Strategy includes a capital works program in excess of \$80M over the next 30-years. The adopted IWCM Scenario includes the timing and sizing for upgrades to two STPs with recycled water schemes, and also includes a regional water supply option to address Council's water security issue.</p>
	<p>Queanbeyan Palerang Regional Council</p> <p>PWA has completed the IWCM Strategy for the former Palerang LGA in accordance with the requirements of DPIE Water's IWCM Checklist. The key issue for Council is growth with as high as 5% growth being experienced in some towns. PWA is now working on the strategy which includes locating suitable ground water sources, and right sizing infrastructure upgrades and determining the timing.</p>

Referees are available for the above projects on request.

7. Project program

Our proposed program for the engagement is provided in Table 7-1.

Table 7-1: Proposed program for the completion of the engagement

Task	Time frame
Information gathering and review	6 weeks
Preparation of the IWCM Issues Paper	26 weeks
Options assessment and IWCM scenario analysis	20 weeks
Preparation of a Draft IWCM Strategy	10 weeks
Preparation of a final IWCM Strategy	6 weeks

The above program does not include time for review by Council and DPIE Water. We will provide monthly progress reports and propose to have monthly teleconferences to keep Council informed on the progress of the project.

8. Public Works Advisory

Organisation name trading name: Public Works Advisory; a division of the Department of Finance, Services and Innovation.

ABN: 81 913 830 179

Address: Level 4, 66 Harrington Street, Sydney 2000

Website: www.publicworksadvisory.nsw.gov.au

Public Works Advisory (PWA) supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets. These services are built on a solid foundation of more than 160 years of effective delivery and management of critical infrastructure projects for the State of NSW.

We continue to support the delivery of projects in Regional NSW. With more than 350 dedicated people across our network of seventeen offices, we can quickly and efficiently take on new projects and offer the skills and resources to support project delivery. We have specialist teams with expertise in the lifecycle management of civil infrastructure, including water and wastewater, roads and bridges, river structures, stormwater and building projects.



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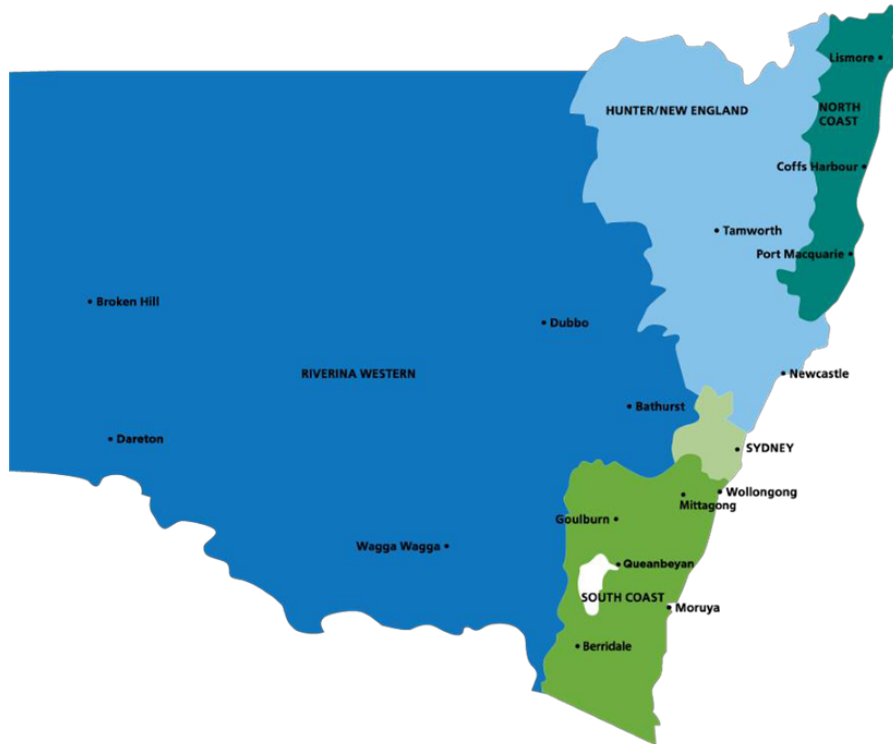


Figure 8-1: Map of Public Works Advisory regional offices

9. Service fee and conditions of engagement

9.1 Service fee

PWA offers the services outlined in this proposal on a time and resources basis using our standard hourly rates for professional services. The estimated fee for the proposed services and the allocation of this fee is provided in Table 9-1:

Table 9-1: Fee for the engagement

Item No	Description	Amount ex GST (\$)
1	Stage 1 – QA and project management	4,669
	Information gathering at Council offices (5-day visit including travel time)	5,063
	Start-up meeting at Crookwell	4,955
2	Stage 2 - Prepare issues paper for Council and DPIE Water's review and concurrence.	68,045
	Secure yield analysis sub-consultant NUWS	72,450
	Workshop – To discuss outcomes of the Issues Paper	7,608

Hunter New England | South Coast | Riverina Western | North Coast | Sydney

Asset Advisory | Heritage | Project Management | Assurance | Procurement | Engineering | Planning | Sustainability
Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management

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Item No	Description	Amount ex GST (\$)
3	Stage 3 – Options assessment and Scenario analysis	
	Options assessment	17,818
	Scenario analysis including first cut Developer Charge	31,853
	Technical Review Meeting (at Sydney)	4,926
4	Stage 4 - Complete Draft and Final IWCM Strategy document and financial plan, including DCERP	40,096
	Total (excluding GST)	257,483
	Total GST	25,748
	Total (including GST)	283,231

Item No	Optional Items - Description	Amount ex GST (\$)
1	DWMS annual review report	12,179
2	Prepare 30- year asset renewal plan	
	- Site visit and disbursements	15,665
	- Update asset registers and prepare plan	21,973
3	Secure Yield for 10 additional cases for historic climate and for 1 °C warming:	10,500
4	Dalton bore reliability assessment - allowance	20,000
5	Assessment of options for OSSMS and water supply for unserved villages (total 5 villages) *	37,800
6	Workshop to present draft IWCM Strategy to Council	7,764

* Options assessment for servicing two towns is \$19,946 (ex GST) and for three towns is \$24,038 (ex GST)

The hourly rates for the project team members during 2019/2020 are provided in **Table 9-2**.

Table 9-2: 2019 20 Hourly rates for project team members

Team member	\$/hr (ex GST)
Principal Engineer	256
Senior Engineer	203
Project Engineer	163

A list of information required for the project along with the format and the order of priority is provided in Appendix B. Our fee is based on receiving the information in the format outlined in Appendix B.

Hunter New England | South Coast | Riverina Western | North Coast | Sydney

Asset Advisory | Heritage | Project Management | Assurance | Procurement | Engineering | Planning | Sustainability
Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management

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9.2 Payment

Unless otherwise agreed, we will submit a monthly payment claim for amounts due under the Agreement up to the date of that payment claim, less amounts previously paid.

Within the agreed time for payment set out in our proposal (or otherwise, 20 business days) after we send Council an invoice, Council will pay the invoice in full and without set off, deduction, counterclaim or withholding.

The amount Council will pay for any additional services will be the amount we agree with Council (or otherwise, the amount calculated by multiplying the number of hours our employees spend undertaking the additional services by the hourly rates plus disbursements at cost, and any amount due to our sub-consultants or subcontractors plus 12.5%). We may ask Council to confirm in writing that Council will pay for any additional services, in which case we are not required to commence the relevant additional services until we receive written confirmation from Council.

9.3 Conditions of engagement

This offer of services is subject to the terms and conditions set out in Public Works Advisory Conditions of Engagement, as attached in Appendix C.

If our proposal is acceptable, to commence work we would appreciate receiving your letter (or email) of acceptance.



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Appendix A analysis

NSW Urban Water Solutions' proposal for Secure yield



Glenn Fernandes
Principal Engineer- Planning (Water Utilities)
Public Works Advisory
Level 3, 66 Harrington Street
Sydney
NSW 2000

18 November 2019

Dear Glenn,

**PROPOSAL TO UNDERTAKE SECURE YIELD ASSESSMENTS
OF UPPER LACHLAN SHIRE COUNCIL WATER SUPPLY SCHEMES**

In response to your email of 15 November 2019, thank you for providing the opportunity to provide this proposal to assess the secure yield of nominated Upper Lachlan Shire Council water supply schemes.

1. BACKGROUND

Upper Lachlan Shire Council are in the process of updating their Integrated Water Cycle Management (IWCM) Plan 2012.

To complete the IWCM Plan update Council require *secure yield* assessments to be undertaken of their water supply schemes in accordance with DPIE Water draft guidelines "*Assuring future urban water security – Assessment and adaption guidelines for NSW local water utilities*". This work will better inform Council of their water supply security towards planning any water supply augmentation.

NSW Urban Water Services are recognised leaders in undertaking water supply yield studies and are *endorsed* by DoI Water for undertaking such studies. They incorporate the former NSW Public Works Hydrology group who were the providers of such studies. In early 2013 NSW Public Works decided that future hydrology work would be outsourced and the hydrology services of the NSW Public Works former Hydrology team became available through NSW Urban Water Services Pty Ltd (NUWS).

Services provided by NSW Urban Water Services include:

- Climate Change Impacts Analysis for Water Supply
- Secure Yield Determination
- Hydrological Analysis for Water Supply Augmentation
- Systems Modelling and Analysis for Water Supply
- Flood Security Assessment for Dams
- Drought Security Assessment for Water Supply
- Optimisation of Water Supply Operating Rules
- Hydrological Analysis for Integrated Water Cycle Management Studies
- Design Floods Estimation
- Environmental Flows Modelling and Assessment
- Water Sharing Plans Modelling and Assessment

Recent NSW Urban Water Services clients for water supply modelling and secure yield analyses include:

- Bathurst Regional Council
- Ballina Shire Council
- Bogan Shire Council
- Bombala Council
- Boorowa Council
- Central Tablelands Water
- Clarence Valley & Coffs Harbour Councils
- Cooma-Monaro Council
- CSIRO
- Guyra Shire Council
- Hilltops Council
- Kempsey Shire Council
- Kyogle Council
- Lachlan Shire Council
- Lismore City Council
- MidCoast Water
- Nambucca Shire Council
- NSW Office of Water
- NSW Public Works
- Palerang Council
- Parkes Shire Council
- Port Macquarie – Hastings Council
- Rous Water
- Tenterfield Shire Council
- Tumut Shire Council
- Tumbarumba Shire Council
- Tweed Shire Council

- Walcha Council
- Warrumbungle Shire Council
- Wingecarribee Shire Council

2. OBJECTIVE

It is understood that the objective of the proposed study is to assess the water security of the following existing three water supply headworks systems :

1. Crookwell
2. Taralga
3. Gunning/Dalton

in accordance with DPIE Water/NSW Office of Waters (NOW) draft 2013 guidelines “*Assuring future urban water security - Assessment and adaption guidelines for NSW local water utilities.*” This involves determining *Secure Yield* which is a defined term using the 5/10/10 rules.

3. METHODOLOGY

3.1 Outline

Crookwell

It is understood the Crookwell water supply headworks scheme consists of Kentgrove Dam on Redground Creek and Kentgrove Creek with a catchment area of about 25 km² and a storage volume of 450 ML.

Taralga

It is understood the Taralga water supply headworks consists of a weir on Woolshed Creek. Water is pumped from the weir to an off stream storage of 27 ML. The catchment area of the weir seems to be of the order of 100 km² (*the location of the weir has yet to be confirmed and then its catchment area will be determined as part of the rainfall runoff modelling*).

Gunning/Dalton

It is understood Gunning and Dalton water supply headworks consists of an 100 ML off stream storage that is supplied by pumping from the Lachlan River.

3.2 Flows

The key input for determining *secure yield* is a historic daily inflow sequence going back to about 1890 to cover all observed significant droughts particularly the Federation drought. Thus historic daily inflow sequences are required for the three locations:

1. Kentgrove Creek Dam

2. Offtake weir on Woodshed Creek
3. Offtake for Gunning/Walton on Lachlan River

Crookwell

It is proposed to obtain the inflow sequence as follows:

- An AWBM rainfall runoff model would be used for the Kentgrove Creek Dam catchment.

Model parameter values are preferably obtained by calibration with appropriate streamflow data from appropriate gauging stations. The following gauging station may have suitable streamflow records to allow appropriate model calibration:

- Crookwell River at Iron Mines Road (412133), catchment area 81.4 km², station in operation from 1987 to 1993.

The gauging station was upstream of the junction with the Kentgrove Creek tributary so is not impacted by the Dam. However the station is downstream of the STW discharge point and thus is impacted by the discharge.

For the 1995 Yield study sensitivity analysis was undertaken by adjusting for the STW discharge by assumed correlations with rainfall. This will be examined for this study but may not be realistic for a daily rainfall runoff model (*The 1995 study was based on a monthly time step and nonparametric correlation*).

Thus it is proposed model parameter values will also be estimated from:

- Catchment characteristics. The approach of using catchment characteristics utilises published research and has been used successfully by NUWS staff for other studies when no suitable flow data were available.

In addition to the above two approaches if appropriate daily operational records are available then a lake water balance would be undertaken to estimate dam inflows and these used to obtain a set of model parameter values by calibration.

From the above it is expected three sets of model parameter values will be obtained for sensitivity purposes. The three approaches are proposed due to the inherent uncertainty that may be involved in the three methods.

Taralga

It is proposed to obtain the weir inflow sequence as follows:

- An AWBM rainfall runoff model would be used for the Woodshed Creek weir catchment.

Model parameter values are preferably obtained by calibration with appropriate streamflow data from appropriate gauging stations. However it is understood there are no gauging stations with appropriate flow data in the relevant vicinity.

Thus it is proposed model parameter values will be estimated from:

- Catchment characteristics. The approach of using catchment characteristics utilises published research and has been used successfully by NUWS staff for other studies when no suitable flow data were available.

In addition if appropriate daily operational records are available then a lake water balance would be undertaken to estimate weir inflows and these used to obtain a set of model parameter values by calibration.

From the above it is expected two sets of model parameter values will be obtained for sensitivity purposes. The two approaches are proposed due to the inherent uncertainty that may be involved in the two methods.

Gunning/Dalton

It is proposed to obtain the inflow sequence as follows:

- An IQQM/Sacramento rainfall runoff model would be used for the Lachlan River catchment to the Gunning/Dalton offtake location.

Model parameter values are preferably obtained by calibration with appropriate streamflow data from appropriate gauging stations. The following gauging station is expected to have suitable streamflow records to allow appropriate model calibration:

- Lachlan River at Gunning (412063) catchment area 570 km², station in operation from 1960 to 2002.

General

The AWBM model is proposed to be used for the Crookwell and Taralga catchments due to the data available for model calibration. The Sacramento model is proposed for Gunning/Dalton due to the relatively large catchment.

It is noted the rainfall runoff models are also needed and essential to model climate changed flows from the climate changed daily rainfalls and daily evapotranspiration provided by DPIE Water from their data base for assessing the changes in secure yield from climate warming

It is noted while it is preferable to naturalise recorded flow data to allow for upstream abstractions, it is generally found that insufficient data is available to allow this to be reliably achieved. Not naturalising the flow data will tend to underestimate the available flows which for yield studies would be conservative. To some extent however, it inherently allows for future upstream usage assuming it to be similar to past usage. In view of the likely availability of data it is proposed that any recorded flows will not be naturalised. To do otherwise could become a significant study in itself. *However in the system modelling to determine secure yield nominated upstream and/or downstream abstractions could be included if it was considered the future usage was not captured by the past usage.*

The rainfall runoff models would use daily rainfall data available back to about 1890 to obtain the historic inflow sequences. The required rainfalls would be obtained from the SILO data facility that utilises observed historic rainfalls. The required daily evaporation and daily evapotranspiration would also be obtained from the SILO data facility.

3.3 System Behaviour Modelling

Determination of *Secure Yield* requires daily behaviour modelling of the water supply headwork's system. It is proposed to do the water balance system behaviour modelling using NUWS's in-house computer model purposely developed to determine *secure yield*. The model would be set up for the different water supply schemes based on the above and the operating rules provided by Council and/or Public Works Advisory.

3.4 Climate Change Modelling

While secure yield allows for meeting demand with restrictions through a much worse drought than has occurred since about 1890, DPIE Water requires consideration to be given to possible changes from Climate Change.

For this study it is proposed to use the approach as given in DPIE Water/NSW Office of Water (NOW) draft guidelines "*Assuring future urban water security - Assessment and adaption guidelines for NSW local water utilities*." This involves determining 16 flow series from inputting 15 GCM and 1 historic climate data sets for 1 °C warming into the rainfall runoff models and then using these to obtain 16 secure yield estimates plus one for a 10/15/25 rule to determine the relative change in secure yield to apply to the **best estimate of secure yield**.

It is assumed DPIE Water (*as they have done for other recent studies undertaken by NUWS*) will provide their required climate change data from their data base.

4. DELIVERABLES

Estimates of *secure yield* will be provided for the existing water supply headworks systems based on existing licence and operating conditions. Estimates of secure yield adjusted for climate change for the 1 °C warming scenario will also be provided.

A report will be provided summarising the basis of these secure yield estimates.

Progress reports will be provided for individual schemes as the rainfall runoff modelling is completed and preliminary secure yield estimates are obtained.

If requested additional cases can be examined. With the models and inputs set up as proposed, it is relatively quick and thus involves low costs to test additional scenarios.

5. REQUIRED INFORMATION

For the successful undertaking of the proposed study various information are required including the following to be provided by Upper Lachlan Shire Council and/or Public Works Advisory:

1. Existing licence conditions for all the water supply schemes and their Works Approval Conditions.
2. Releases to be made for environmental flows or to meet water sharing plans requirements.
3. Available storage volumes and digital data of water surface area varying with storage volume for all the storages and weir ponds.
4. Transfer capacities between components in the systems.
5. Operational rules for the headwork systems including (if any) bore water use.
6. Abstraction allowances if any required to be made for other users including irrigators.
7. Demand patterns required to be met (eg monthly and/or daily percentages of annual dry year demand).
8. Daily operational records (extractions, storage levels and releases) in excel file.

In addition it is assumed that DPI Water will provide the required climate change data and WaterNSW recorded streamflows at no cost and in a timely manner as they have done for past studies.

6. STUDY TEAM

The key NUWS staff proposed to undertake the work required for successful completion of the study is:

- Peter Cloke, Principal Hydrologist
- Dr Liz Chen, Senior Hydrologist

Peter and Liz are well placed to undertake the proposed work as they have undertaken numerous similar studies over the last 25 years. Peter also undertook the 1995 Yield Study for Crookwell Water Supply. In addition both were involved with NOW's Pilot Study developing the methodology that underpins NOW's guidelines for "*Assuring future urban water security, Assessment and adaption guidelines for NSW local water utilities*". For further details see their attached CVs.

Peter would be the Project and Technical Director, Project Manager and Principal Hydrologist. He would be responsible for the project outcomes and reporting. He would be closely involved in reviewing the modelling results progressively and interactively with the modellers and at each step that involved judgement.

Liz would undertake the rainfall runoff modelling including preparing the hydrometeorological inputs to the system behaviour model.

7. FEE PROPOSAL

It is proposed to undertake the work on an upper limit time basis so that any savings from if everything else is smooth sailing can be passed onto Upper Lachlan Regional Council and to allow flexibility with additional cases that may be requested to be modelled.

Based on Table 1 the estimated upper limit time cost is \$72,450 (excl GST) and \$79,695 (incl GST).

Table 1: Proposed Tasks

Task	Scope	Time Cost (excl GST)	Time Cost (incl GST)
<i>Crookwell Water Supply Scheme</i>			
1	Daily water balance of operational records	\$2100	\$2310
2	Set up AWBM model and obtain model parameter values	\$8400	\$9240
3	Determine historic flow series and 16 flow series for 1 °C warming for Model Parameter values Set 1.	\$2100	\$2310
4	Determine historic flow series and 16 flow series for 1 °C warming for Model Parameter values Set 2.	\$2100	\$2310
5	Determine historic flow series and 16 flow series for 1 °C warming for Model Parameter values Set 3.	\$2100	\$2310
6	Set up system behaviour model for Crookwell headworks system	\$2100	\$2310
7	Determine secure yield of existing system for historic climate and for 1°C warming for 3 flow series. (one case)	\$4200	\$4620
Subtotal		\$23,100	\$25,410
<i>Taralga Water Supply Scheme</i>			
8	Daily water balance of operational records	\$2100	\$2310
9	Set up AWBM model and obtain model parameter values	\$8400	\$9240
10	Determine historic flow series and 16 flow series for 1 °C warming for Model Parameter values Set 1.	\$2100	\$2310
11	Determine historic flow series and 16 flow series for 1 °C warming for Model Parameter values Set 2.	\$2100	\$2310
12	Set up system behaviour model for Taralga headworks system	\$2100	\$2310
13	Determine secure yield of existing system for historic climate and for 1°C warming for 2 flow series. (one case)	\$3150	\$3465
Subtotal		\$19,950	\$21,945
<i>Gunning/Dalton Water Supply Scheme</i>			
14	Set up and calibrate IQQM/Sacramento Rainfall Runoff Model for Lachlan River to offtake	\$10500	\$11550
15	Determine historic flow series and 16 flow series for 1 °C warming .	\$2100	\$2310
16	Set up system behaviour model	\$2100	\$2100
17	Determine secure yield of existing system for historic climate and for 1°C warming. (one case)	\$2100	\$2310
Subtotal		\$16,800	\$34,650

18	Reporting	\$8400	\$8400
19	Project Management/Task Scoping and Project Initialisation	\$4200	\$4200
Total (up to)		\$72,450	\$79,695
NOTE : <i>If requested to attend meetings or site visits these additional time costs would be charged as an extra at the current hourly rates and travel costs would be charged at cost. However for such work typically there has been no requirement to attend meetings or make site visits.</i> <i>If requested determine Secure Yield for additional cases for historic climate and for 1 °C warming assuming simple variation of existing scheme:</i> <i>Allow \$1050 (excl GST) per case (ie 5 hours per case)</i>			

Hourly rates for all the nominated staff is \$210 (excluding GST) for 2019/20. Rates are reviewed at the start of each financial year.

It is proposed fortnightly progress invoices payable within 14 days will be provided.

9. PROGRAM

Depending on actual date of engagement and other commitments at the time, the proposed work can be completed in about 12 weeks assuming timely provision of required information.

10. INSURANCE

It is noted NSW Urban Water Services current Professional Indemnity Insurance cover is for \$1,000,000 and current Public Liability Insurance cover is for \$5,000,000.

I trust this proposal meets with your requirements.

Yours sincerely,

Peter Cloke
Principal Hydrologist
NSW Urban Water Services

Peter Cloke

Principal Hydrologist, NSW Urban Water Services

Qualifications & Affiliations

Bachelor of Science (Honours) in Civil Engineering, University of Southampton
 Diploma of Membership of Imperial College of Science and Technology in Engineering Hydrology, London
 Master of Science in Engineering Hydrology, University of London
 Member, Institution of Engineers, Australia
 Member, Chartered Institution of Water and Environmental Management
 Member, British Hydrological Society
 Member NSW Dams Safety Committee Hydrology Subcommittee
 Chartered Professional Engineer
 Chartered Water and Environmental Manager

Expertise

Peter has over 30 years experience in hydrological aspects of Water Resources and Environmental Management. He has directed or undertaken flood and drought security assessments for over 100 dams and water supply schemes in Australia and overseas. He has authored numerous technical reports and papers on hydrology and made presentations at International conferences. His skills include:

- Assessing Impacts of Climate Change on Water Supply security
- Hydrological Analysis for Integrated Water Cycle Strategy studies
- Hydrological Analysis for Water Supply Augmentation
- Systems Analysis for Water Supply
- Flood Security Analysis for Dams
- Drought Security Analysis for Water Supply

Professional Experience

Principal Hydrologist, NSW Urban Water Services, 2013-present: Responsible for management, delivery and hydrological assessment of water supply projects.

Principal Hydrologist (Retitled from Hydrology Manager in 1999 & upgraded from Supervising Engineer Hydrology in 1995), Department of Services, Technology & Administration (or predecessors Dept of Commerce, Department of Public Works and Services & NSW Public Works), 1990-2013: Responsible for management and delivery of various hydrological assessments for a wide range of projects.

Senior Research Assistant, School of Civil Engineering, University of NSW, 1988-1990: Responsible for researching and making an assessment of the value of streamflow data.

Senior Environmental Engineer, Mitchell McCotter & Associates, 1987: Assessment of hydrology for various environmental studies.

Hydrological Engineer, SMEC, 1986-1987: Responsible for hydrological analysis for various projects including working in Malaysia and Indonesia.

Senior Environmental Engineer, Ok Tedi Mining Ltd, Papua New Guinea, 1985-1986: Responsible for managing environmental engineering section.

Senior Hydrologist, Ok Tedi Mining Ltd, Papua New Guinea, 1982-1985: Responsible for managing hydrology section to meet environmental and project development's needs.

Hydrologist (1980-82), Assistant Engineer/Hydrologist (1980), Graduate Engineer (1977-79), Binnie & Partners: Responsible for various hydrological tasks and modelling for various worldwide projects.

Contact

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Email: peter.cloke@nswurbanwaterservices.com.au

www.nswurbanwaterservices.com.au

Liz Chen

Senior Hydrologist, NSW Urban Water Services

Qualifications & Affiliations

PhD (Water Resources, Civil Engineering); UNSW, Australia, 1993

M. Sc. (Applied Climatology), Beijing Agricultural University, China, 1983

B. Sc. (Agricultural Meteorology), Beijing Agricultural University, China

Expertise

Many years experience in computer programming - developing new in house computer softwares to meet water engineering specific requirements or to modify existing program.

The programming languages include: Visual Basic, FORTRAN 95 and WINTERACTOR.

Professional Experience

20 years Australian working experience in the field of water yield/quality modelling and hydraulic modelling including:

- PMP/PMF estimates and Flood Frequency Analysis
- Secure Yield Analysis - Dam Water Balance Modelling (In-house Developed Software)
- Water Yield and Water Quality Modelling –
- AWBM, RORB, HSPF, SWMM, AQUALM, MUSIC
- DHI water engineering software applications – MIKE-11, MIKE-21, MOUSE
- GIS software: Arcview and Mapinfo applications
- IQQM GUI development
- Water Resources – Deterministic/Stochastic Analysis
- Numerical Modelling-Hydrodynamic/Water Quality (RMA 2D and 3D)
- Water Resources/Management Software development
- Database Management-ORACLE7 DBA and SQL/PL Programming

Contact

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Proposal

IWCM Strategy for Upper Lachlan Shire Council

Appendix B List of Information Required

IWCM Information list

The list of information required for the preparation of an IWCM Strategy is provided in the table below. An order of priority for the information has been nominated based on the following criteria.

Level 1 – Essential information required for analysis

Level 2 – Moderately important information for analysis

Level 3 – Lowest priority, information mainly used for presentation

Please annotate data with any known quality issues (for example bulk meter calibration is known to be poor) or system issues (for example there is an issue with the dry weather STP influent volume at Y STP as there is a weather independent infiltration issue near a waterway)

	Item	Alternative	Issue with alternative	Levels of importance for project	Status Comment
1	Reference Documents				
1.1	Existing IWCMs	None		Level 2	
1.2	Strategic Business Plan	None		Level 3	
1.3	Drinking Water Management System DWMS and copy of latest review/audit	None		Level 2	
1.4	Development Servicing Plan	None		Level 2	
1.5	Trade Waste Regulation Policy and current water and sewerage council rates	Should be available from Council website		Level 3	
1.6	Pollution Incident Response Management Plan (PIRMP)	None		Level 3	
1.7	Storm water management plan	None		Level 3	
1.8	Council's water/sewerage LOS targets and current performance. This usually includes customer complaint/issues register.	None		Level 2	
1.9	Details of any current WHS issues relating to Council's water / sewerage systems	None		Level 3	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status Comment
1.10	Reports from the Safety Management System for any prescribed dams.	None		Level 3	
1.11	LEP with maps of flood risk areas	Other flood risk studies		Level 3	
1.12	Council's financial statements from the last five years	None		Level 3	
1.13	Council's growth strategy including nominated growth rate, spatial distribution and priority, new developments and infill.	None		Level 1	
1.14	Existing management systems used for assets, customer complaints/relationship, finance and its effectiveness in use by staff.	None		Level 2	
1.15	Latest Valuation Report and asset condition assessment for all water supply and sewerage assets	None		Level 2	
1.16	Current Total Asset Management Plan (TAMP)	None		Level 3	
2	Water supply				
	Water supply scheme details				
2.1	- Descriptive overview and schematic diagrams of all water supply schemes.	None		Level 1	
2.2	- Capacities of all assets e.g. reservoir, raw water intake pumping stations and treatment plants	None		Level 2	
2.3	- Process flow diagrams of water treatment systems showing treatment processes			Level 3	
2.4	- Details of any Service Level Agreements regarding supply of raw water by LWU	None		Level 2	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status Comment
2.6	Summarized current asset replacement costs for all water assets	Can be summarized from asset register		Level 3	
2.7	Minimum of 5 years water supply customer billing details (in spreadsheet format) <ul style="list-style-type: none"> - See examples at end of table for typical data formats - If dates of individual meter readings cannot be provided 	Assumption based on read period. Derive from other data	Less accurate	Level 1	
2.8	GIS data <ul style="list-style-type: none"> - Cadastre with lot identifiers used with meter data (see 3.1) - Location of assets (water mains, pump stations, WTPs, bores, reservoirs etc.) - Reservoir zone boundaries 	State Cadastre. Requires billing data contain Lot/Section/DP or Lot/Section/SP per assessment system maps	May not include new developments	Level 2	
2.9	Minimum of 5 years water production data (water intake daily pump records, WTP daily inflow and outflow records)	One of extraction or WTP outflow	non-revenue water will not be accurate	Level 1	
2.10	Water access licence(s)	None		Level 3	
2.11	Information on historic water pricing (as many years as production data)	Comparison reports		Level 1	
2.12	Information on historic water restrictions (as many years as production data)	News papers, Council minutes, Council Facebook		Level 1	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status Comment
2.13	Historical WTP water quality data: <ul style="list-style-type: none"> - Raw water data for each source (if bores are used then the water quality data for each bore) - Monitoring data at each Critical Control Point (CCP) 	None		Level 3	
2.15	Information on how Council is addressing requirements of LWU Circular 18 <ul style="list-style-type: none"> - C.t. calculations at WTP - Reservoir inspections - Residual chlorine in reticulation (can be provided from NSW Health Online Drinking Water Database) 	None		Level 3	
3	Sewerage				
	Sewerage scheme details				
3.1	- Details and schematic diagrams of all sewerage schemes including major assets, collection system, sewage treatment, and effluent management	Use information provided to develop schematic		Level 1	
3.2	- Process flow diagrams of sewage treatment plants (STPs) showing treatment processes	Process diagram developed from process description		Level 3	
3.3	- Design capacities for each treatment process unit for all STPs	None		Level 3	
3.4	- Details of end user agreements for supply of STP effluent for reuse.	None		Level 2	
	SPS specifications including				
3.5	- Sewage Pumping Station (SPS) hierarchy	Can be drawn from GIS data (see 3.12)		Level 1	
3.6	- pumping capacities of duty / standby pumps	None		Level 2	
3.7	- emergency storage volume assessment	Pump station general arrangement diagram		Level 2	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status Comment
3.8	- rising main length and diameter for septicity assessment	None		Level 2	
3.9	Summarized current asset replacement costs for all sewerage assets	Can be summarized from asset register		Level 3	
3.10	Minimum of 5 years sewerage customer billing details to estimate number of connections (in spreadsheet format) - Assessment number (relating to cadastral data) - consumer categories	None None		Level 2	
3.11	GIS data - Cadastre with lot identifies used with meter data (see 3.11) - Location of assets (sewage gravity, rising mains, sewage pump stations, STPs, etc.) - SPS catchment boundaries	State Cadastre. Requires billing data contain DP and lot number per assessment None	May not include new developments	Level 2	
3.12	Number of connections for each SPS sub catchment by ET and/or EP	Can be approximated using water assessment map and catchment boundaries	Will require additional time	Level 1	
3.13	30 year predicted ET/EP growth by SPS sub catchment incorporating any expected developments	Can use shire overall growth rate	Less accurate	Level 1	
3.14	Sewer pumping station telemetry data showing pump run time. Preferably data for three recent dry days and three recent high rainfall days	Estimated from hydraulic unit loading	Less accurate	Level 2	
3.15	Historical daily influent flow measurements at STP, at least back 5 years	None		Level 1	
3.16	Historical effluent flow data for all reuse schemes (if applicable)	None		Level 2	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status Comment
3.17	Details of each effluent reuse customer including: <ul style="list-style-type: none"> - use of effluent - management practices to ensure safe use - customer agreement 	None		Level 2	
3.18	Most recent data on actual hydraulic and biological / nutrient loading to STP (e.g. 72 hour monitoring)	Estimate from sewer manual.	Less accurate	Level 2	
4	Urban Stormwater Systems				
4.1	Details and schematic diagrams of all urban stormwater systems.	None		Level 3	
4.2	Details of any current stormwater issues	None		Level 3	
5	Unserviced partially serviced communities				
5.1	Qualitative information about water availability in unserviced communities (e.g. rivers, dams, bores, rainwater tanks)	None		Level 2	
5.2	Information on unserviced urban centres including estimated number of dwellings, future growth	ABS data		Level 1	
5.3	Information about on-site sewer management systems performance in each community	None		Level 3	
5.4	Information on development plans for unserviced areas	None		Level 3	
5.5	Historical standpipe water consumption	None		Level 3	

Customer data example

Assessment	Lot and DP	Address	User class	Note if strata
10000000	CP/SP1234	4 Smith St Town A	Residential	Strata Parent
10000001	1/SP1234	1/4 Smith St Town A	Residential	Strata Child
10000002	1/SP1234	2/4 Smith St Town A	Residential	Strata Child
10000002	1//DP1001	6 Smith St Town A	Commercial	None

Meter details example

Meter identifier	Assessment	Address (especially for strata)	User class (if there are any assessments with multiple classes, e.g. residential and commercial or residential and school)	Meter size (mm)	Water supply name	Water class (filtered, raw, recycled, etc.)	Units
M00001	10000001	2/4 Smith St Town A	Residential	25mm	Town A	Potable	kL

Meter reads example 1

Meter number	Start read date	Start meter read	End read date	End meter read
M00001	20/06/2018	80000	18/9/2018	80450

Meter reads example 2

Meter number	End read date	Number of days	Metered volume (kL)
M00001	18/9/2018	90	450

Meter reads example 3

ASSESSMENT	METER TYPE	METER NO.	SIZE	-----OPENING-----		-----CLOSING-----		NO. DAYS	CONSUMPTION
				DATE	READING	DATE	READING		
00041-00000000-000	1-Filtered Water 20mm	R92908938	20	16-06-2014	1576.00	05-06-2015	1617.00	354	41.00
	3-Raw Water 20mm	97083	20	16-06-2014	5498.00	05-06-2015	5949.00	354	451.00



Proposal

IWCM Strategy for Upper Lachlan Shire Council

Appendix C Conditions of Engagement



CONDITIONS OF ENGAGEMENT

1. PREAMBLE

- 1.1 If any provision in these Conditions of Engagement conflicts with a provision in the Proposal to which they apply, the provision in the Proposal will apply to the extent of the conflict.

2. SERVICES WE WILL PROVIDE

- 2.1 We will provide the Services in accordance with the terms set out in the Agreement, none of which may be changed without the prior written consent of both parties.
- 2.2 We will, subject to matters beyond our reasonable control, provide the Services with the skill and care generally exercised by competent persons performing services of a similar nature at the time the Services are carried out.
- 2.3 We will provide the Services in accordance with the Timetable unless the provisions of Clause 9 apply.

3. YOUR OBLIGATIONS

- 3.1 You and your Associates will co-operate with us and not delay or vary the Services without adjusting the Timetable and the Fee as required under Clauses 9 and 10.
- 3.2 You will only communicate with us about the Services through the Public Works Advisory Representative nominated at item 3 in Schedule 1.
- 3.3 To help us understand your requirements for the Services, you will:
- inform us of your specific requirements;
 - answer any questions and provide any information we ask of you, including providing information specified in the Proposal by the specified time; and
 - provide written comments on any Contract Material, if we request you to do so.
- 3.4 We assume that any information you or your Associates provide to us for the purpose of carrying out the Services is complete and accurate and will not check it unless doing so is part of the Services. We do not accept any Liability in connection with any information you provide to us.
- 3.5 You agree to indemnify us in the event that our use of information you provide infringes the intellectual property rights of a Third Party.

4. CONFIDENTIALITY

- 4.1 All information that either of us provides to the other is confidential and must not be disclosed to any other person, unless the disclosure is authorised under this Agreement or required by law.
- 4.2 You authorise us to disclose to our Associates any information you provide for the purpose of carrying out the Services.
- 4.3 You agree that we can publish promotional and technical information relating to the Services and the Project unless you advise us otherwise in writing when we enter into the Agreement.

5. INTELLECTUAL PROPERTY RIGHTS

- 5.1 Intellectual Property Rights in all Contract Material shall be vested in us.
- 5.2 We grant you an irrevocable, non-exclusive, royalty-free and non-transferable licence to use the Contract Material for the Project. However, you must not use, adapt, publish or otherwise exploit any of the Contract Material for any other purpose or allow others to do so without our prior written consent.

6. CHANGES TO THE CONTRACT MATERIAL

- 6.1 We authorise you and your Associates to make minor changes to the Contract Material:
- to suit site conditions encountered in completing the Project, providing such changes do not affect the design intent; and
 - to produce work-as-executed drawings.
- 6.2 If you or your Associates change the Contract Material whether pursuant to clause 6.1 or otherwise, you agree to release and indemnify us against any and all claims, proceedings, demands, losses, damages, costs or expenses, by you or any Third Party resulting from such changes; and
- 6.3 Any change made by you to the Contract Material will be annotated to indicate where and when changes were made and by whom.

7. LIABILITY AND INDEMNITY

- 7.1 You agree that, except where the law does not permit such limitation, our Liability to you is limited (in the aggregate) to the lesser of:
- \$5 million; or
 - ten times the Fee payable at the Date of Agreement (the "cap")

- and you release us from any further Liability.
- 7.2 You agree to indemnify us and our Associates against any claim made against us by any of your Associates for any loss or damages which are greater than the cap. Further, you agree that our Liability to you is reduced to the extent that an act or omission by you or any of your Associates contributed to the injury, damage or loss.
 - 7.3 The Services and the Contract Material are provided for your exclusive benefit. We accept no Liability to any Third Party in respect of any claim made in connection with the Services, and you agree to indemnify us against any such claim.
 - 7.4 We are not liable to you or any Third Party in respect of any Consequential Loss, however it arises.
 - 7.5 On the date that is three years after the date we send you our final payment claim under the Agreement, you release us and our Associates from all Liability.

8. INSURANCE

- 8.1 We will maintain self-insurance arrangements with the NSW Treasury Managed Fund in relation to professional indemnity and public liability. We will give you confirmation of such self-insurance arrangements on request, at any time before we complete the Services.

9. DELAYS TO THE SERVICES

- 9.1 If we are, or will be, delayed in carrying out the Services:
 - a. we will give you reasonable notice after becoming aware of the delay;
 - b. we will advise the effect on the Timetable;
 - c. you will extend the time(s) for carrying out the Services provided for in the Timetable by the extent of the delay; and
 - d. you will reimburse us, as a Variation, for any additional costs and expenses we incur as a result of any delay that is not a result of our breach of the Agreement.

10. VARIATIONS TO THE SERVICES

Variations proposed by you

- 10.1 If you propose a Variation, you will advise us in writing what is required and request a written quotation from us.
- 10.2 We will provide a written quotation setting out the effects of the proposed Variation on the Fee, the Timetable and any other relevant matters, for your consideration and acceptance.
- 10.3 We will not commence any Variation proposed by you until we receive your written instruction to do so (which may be before you receive or accept our written quotation).

Unavoidable Variations

- 10.4 If we become aware of any circumstances, including those listed at item 4 in Schedule 1, which have caused, or may cause, a Variation, we will notify you in writing as soon as practicable, setting out the circumstances and the likely effect on the provision of the Services, the Fee and the Timetable.
- 10.5 Unless we ask for confirmation under Clause 10.6, we will continue to carry out the Services, including any unavoidable Variation, until we receive instructions to the contrary from you in writing.
- 10.6 In some circumstances we may ask you to confirm in writing that you will pay for a notified unavoidable Variation. If we do so, you agree that we are not required to carry out that Variation work until we receive your written confirmation and that, if this delays the Services, the provisions of Clause 9 will apply.

Adjustments for Variations

- 10.7 You will pay us the additional costs and expenses we incur in connection with any Variation instructed by you under Clause 10.3 or notified by us under Clause 10.4. Payment will be made on the basis of:
 - a. an agreed lump sum adjustment to the Fee; or
 - b. in accordance with Clause 11.4 (e).
- 10.8 If a Variation delays the Services, you will extend the Timetable in accordance with Clause 9.

11. PAYMENT

- 11.1 You will pay the Fee, other amounts payable under the Agreement and applicable tax in accordance with this Clause.
- 11.2 Where the Fee was based on a nominated percentage of the estimated construction cost of the Project and the pre-tender estimate or accepted tendered price for the Project exceeds the estimate by more than 10%, the Fee payable will be the Fee set out in the Proposal plus an amount calculated by applying the nominated percentage to the difference between the estimated construction cost and the tendered price. If the pre-tender estimate or accepted tendered price for the Project is less than the estimated construction cost when the Services commenced, the Fee will not be adjusted.
- 11.3 Unless otherwise agreed, we will submit a monthly payment claim for amounts due under the Agreement up to the date of that payment claim, less amounts previously paid.

Public Works Advisory Conditions of Engagement

- 11.4 The amounts due under the Agreement will be calculated as follows:
- a. Where the Fee is a lump sum: based on the percentage of the Services carried out;
 - b. Where the Fee is to be paid on an Hourly Rates basis: based on the hours worked by our personnel multiplied by the Hourly Rates;
 - c. For Disbursements: as set out at item 1 in Schedule 1;
 - d. For Variations for which a lump sum Fee adjustment was agreed: based on the percentage of the Variation work carried out; and
 - e. For all other Variations:
 - (i) an amount based on the hours worked by our personnel multiplied by the Hourly Rates, plus
 - (ii) any amounts due to our subcontractors or sub-consultants, plus a 12.5% margin, plus
 - (iii) the costs we incurred for Disbursements of the kinds listed in paragraphs (a), (b) and (c) in item 1 of Schedule 1; plus
 - (iv) costs and expenses we incurred due to delays.
- 11.5 Within 20 Business Days after you receive our payment claim you will pay the amounts due under the Agreement.
- 11.6 All amounts in the Agreement and other documents we give you in relation to amounts payable are exclusive of GST or other applicable tax unless expressly included.
- 11.7 If you fail to pay any amount due under the Agreement in full within 10 Business Days after the agreed time for payment:
- a. you will pay interest at the rate of 7% per annum on all overdue amounts, until the amount is paid in full; and
 - b. we may keep any Contract Material prepared in connection with the Agreement and:
 - (i) suspend carrying out the Services until the amount is paid in full and the provisions of Clause 9 will apply; or
 - (ii) end the Agreement by giving you written notice under Clause 14.

12. CIRCUMSTANCES BEYOND OUR CONTROL

- 12.1 We are not liable for any loss or damage caused by any failure or delay in performance of the Agreement resulting from any cause beyond our reasonable control including, but not limited to: acts of God, acts or omissions by you or your Associates, adverse weather conditions and industrial disputes.

13. DISPUTE

- 13.1 If a difference or dispute arises between the parties in connection with any matter under this Agreement, either party may notify the other in writing, providing details of the dispute.
- 13.2 The parties will continue to perform the Agreement notwithstanding the existence of a dispute.
- 13.3 Within 14 days after receipt of a notice of dispute, senior representatives of the parties will confer at least once to try to resolve the dispute or agree on methods of doing so.
- 13.4 If the dispute has not been resolved, or a method of resolution agreed on, within 42 days after receipt of a notice of dispute, then before either party has recourse to litigation, the party must submit the dispute to an independent expert for determination.
- 13.5 The expert determination will be conducted in accordance with the procedure in Schedule 2.
- 13.6 Nothing in this Agreement is intended to stop either party from instituting proceedings to enforce payment due under the Agreement or to seek injunctive or declaratory relief.

14. ENDING THE AGREEMENT

- 14.1 Either party may end the Agreement at any time by giving the other party at least 10 Business Days notice.
- 14.2 If the Agreement is ended, we will send you a payment claim for Services carried out up to the date the Agreement is ended and you will pay us all amounts owing under the Agreement plus expenses incurred by us as a result of ending the Agreement.
- 14.3 The Clauses in these Conditions of Engagement headed "Confidentiality", "Intellectual Property", "Liability", "Variation", "Payment", "Dispute", "Ending the Agreement" and "General Matters" continue to operate after this Agreement is ended.

15. GENERAL MATTERS

- 15.1 The only duties, obligations and responsibilities we have in connection with the Agreement are those expressly set out in the Agreement.
- 15.2 The Agreement will be governed by and interpreted in accordance with the laws in force in the State of New South Wales, Australia.
- 15.3 The parties submit to the exclusive jurisdiction of the courts of the State of New South Wales, Australia.
- 15.4 Neither party may transfer the Agreement or any right or obligation under the Agreement without the other party's prior written consent.

Public Works Advisory Conditions of Engagement

15.5 You authorise us to destroy all Contract Material and other documents we hold in connection with the Agreement seven (7) years after the date we send you our final payment claim under the Agreement.

16. DEFINITIONS

Unless the context otherwise requires, in these Conditions of Engagement:

"Agreement" means either:

- (a) the Agreement executed by the parties in connection with the Services; or
- (b) if the Agreement is made by a Letter of Award, it means the contract formed by the Agreement Documents, which supersede all understandings, representations and communications made between the parties in connection with the Agreement before the Date of Agreement.

"Agreement Documents" include:

- (a) the Proposal;
- (b) these Conditions of Engagement; and
- (c) the Letter of Award and any other documents listed therein.

"Associates" means the relevant party's employees, personnel and agents. Our Associates include our subcontractors and sub-consultants who are involved in carrying out the Services. Your Associates include your contractors and consultants who are involved in carrying out the Project.

"Business Day" means any day other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 or 31 December.

"Consequential Loss" includes loss of revenue, loss of profit, loss of custom, loss of goodwill, loss of overhead recovery, loss of business opportunity, loss of the use of property, loss of contract, loss of production, loss of financing charges or cost recovery, loss of the use of money and payment of liquidated sums or damages under any other Agreement.

"Contract Material" means all material that is produced by us or on our behalf in carrying out the Services, including but not limited to documents (including drawings, reports, specifications and bills of quantities), calculations, equipment, information and data stored in hard copy or electronic format.

"Date of Agreement" means the date of execution of the Agreement or the date of the Letter of Award, as applicable.

"Disbursements" means costs and expenses we incur in carrying out the Services that are not included in our Fee. These are set out at item 1 in Schedule 1.

"Fee" means either:

- (a) the lump sum amount set out in the Agreement; or
- (b) an amount calculated on the basis of hours worked multiplied by the Hourly Rates.

The Fee is adjusted in accordance with the Agreement.

"Hourly Rates" means:

- (a) the relevant Hourly Rate(s) set out in the Proposal; or
- (b) if relevant Hourly Rate(s) are not set out in the Proposal, the rate(s) that Public Works Advisory normally charges for the relevant personnel, at the time the Services are carried out.

"Intellectual Property Right" means any statutory and other proprietary right in respect of inventions, innovations, patents, utility models, designs, circuit layouts, mask rights, copyright (including future copyright), confidential information, trade secrets, know-how, trademarks and any other right in respect of intellectual property.

"Latent Condition" means an aspect of the Services or the Project, including physical conditions on the Project site or its surroundings, which differs materially from what could reasonably have been anticipated by us at the time we prepared the Proposal, including conditions that were known by you and not disclosed to us.

"Letter of Award" means written notification that you accept the Proposal.

"Liability" means legal liability for injury, loss or damage arising in connection with or for breach of the Agreement, however such liability arises.

"Public Works Advisory Representative" means the person nominated in item 3 in Schedule 1.

"Project" means the project(s) that the Services relate to.

"Proposal" means the proposal (or if more than one, the final proposal) we gave you in relation to the Services.

"Services" means the services we carry out in connection with the Agreement, including any Variations. Refer to item 2 in Schedule 1.

"Third Party" means a person who is not a party to the Agreement, but does not include our Associates.

"Timetable" means any schedule included in the Agreement Documents that sets out when the Services are to be carried out.

"Variation" means any change to the scope or timing of the Services set out in the Agreement. A Variation may be caused by any of the circumstances listed at item 4 in Schedule 1.

"We", "us" and/or "our" means Public Works Advisory and all its branches and divisions, on behalf of the Department of Finance, Services and Innovation.

"You" and/or "your" means the client(s) addressed in the Proposal

Public Works Advisory Conditions of Engagement

Schedule 1 – Agreement Information

Item No	
1	<p style="text-align: right;"><i>Mentioned in Clauses 11.4 & 16</i></p> <p>Disbursements are costs and expenses identified as Disbursements in the Proposal and costs and expenses for any of the following, unless the Proposal specifically states that they are included in the Fee:</p> <ul style="list-style-type: none"> (a) fees, charges, levies and taxes payable to authorities; (b) travel and accommodation associated with attendance at meetings, site inspections, audits etc; (c) preparation of archived material, or transfer or translation of computer files; and (d) products and services provided by subcontractors or sub-consultants, such as: site investigations; BCA inspections; hazardous materials or geotechnical studies; condition surveys; cadastral or infrastructure surveys; production of measured drawings of existing infrastructure; printing multiple copies of reports; and printing or production of artist's impressions/ perspectives / 3D CAD modelling, videos or other presentation material. <p>Notes:</p> <p>Unless the Proposal specifically states otherwise:</p> <ul style="list-style-type: none"> 1. The costs of word processing, phone, fax and routine photocopying are not Disbursements. 2. For Disbursements listed in (a), (b) and (c) above, you will pay us the actual costs we incur. 3. For products and services provided by subcontractors and sub-consultants (as set out in item (d) above), you will pay us the costs we incur plus a 12.5% margin.
2	<p style="text-align: right;"><i>Mentioned in Clauses 2 & 16</i></p> <p>The Services are described in the Proposal, subject to the following:</p> <ul style="list-style-type: none"> 1. Unless specifically stated in the Proposal, the Services do NOT include advice during the tendering period or construction phase of the Project. If the Proposal included giving such advice and you receive a Request for Information (RFI): <ul style="list-style-type: none"> (a) you will assess the RFI and only pass it on to us if you are unable to provide the information; (b) where the RFI relates to an error or ambiguity in the Contract Material, or requires details it would not be reasonable to expect an experienced and competent person to understand, we will respond at no additional cost; and (c) where the RFI relates to a matter that it would be reasonable to expect an experienced and competent person to understand, our response will be treated as a Variation. 2. If the Services include managing construction contractors, their management systems will be relied upon for quality, safety and environmental management. We will carry out the level of audits, reviews and site visits generally required to manage a competent, experienced contractor.
3	<p style="text-align: right;"><i>Mentioned in Clauses 3.2 & 16</i></p> <p>The Public Works Advisory Representative is :>></p> <p>[If not nominated here, we will advise the Public Works Advisory Representative at your request.]</p>
4	<p style="text-align: right;"><i>Mentioned in Clauses 10, 11 & 16</i></p> <p>A Variation occurs when:</p> <ul style="list-style-type: none"> 1. There is a change to the Services because: <ul style="list-style-type: none"> (a) you request additional or reduced Services, for example due to changes in the budget; (b) there are changes to the scope or timing of the Project; (c) Latent Conditions are encountered; (d) information provided by you or your Associates is incomplete, inaccurate or contains discrepancies; (e) you request re-work, except if due to our failure to provide Services complying with the Agreement; (f) there is a change to legislative requirements affecting the Services, Project or amounts payable; or (g) we are required to provide unexpected additional resources to manage the construction work due to poor work quality or an under-performing contractor; 2. Part or all of the Services are delayed by a cause (including suspension, acceleration or deceleration instructed by you or interference by you or your Associates) other than our breach of the Agreement; 3. we are required to carry out work to enable safe access in order to carry out the Services; 4. we incur costs in resolving a dispute with a contractor or consultant involved in the Project; or 5. during or after completion of the Services, we or any of our employees are required to give evidence before, or provide any information to, a court or other competent authority.

Public Works Advisory Conditions of Engagement

Schedule 2 – Procedure for Expert Determination

1. If a dispute is to be submitted to an expert for determination, as provided for in Clause 13.4 of the Conditions of Engagement, the parties are to attempt to agree on an expert.
2. If the parties fail to agree upon an expert within 28 days, either may request the Chief Executive Officer of the Australian Commercial Disputes Centre Ltd Sydney to nominate an expert, who is not to be:
 - (a) an employee of the either of the parties;
 - (b) a person who has been connected with the Agreement; or
 - (c) a person upon whose appointment the parties have previously failed to agree.
3. Once the expert has been agreed or nominated, either party may appoint the expert in writing on behalf of both parties. The letter of appointment is to be provided to the other party and to set out:
 - (a) the dispute being referred to the expert for determination;
 - (b) the expert's fees;
 - (c) the procedures detailed in this Procedure for Expert Determination;
 - (d) the arrangements for each party to lodge \$10,000 as initial security for the expert's fees; and
 - (e) any other matters relevant to the appointment.
4. The parties are to share equally the cost of appointing the expert and the expert's fees and out-of-pocket expenses, including any security required for the expert's fees. Each party is to otherwise bear its own costs in relation to the determination process.
5. If a party defaults in providing the initial security within 28 days after the expert is appointed, the other party may provide the security in full and the defaulting party's share is a debt due and payable to the paying party.
6. Any dispute will be deemed to be abandoned if an expert has not been appointed or the initial security has not been lodged in full within 6 months after the dispute is notified under Clause 13.1 of the Conditions of Engagement.
7. The parties are to make written submissions to the expert, copied to the other party, as follows:
 - (a) Within 7 days after the appointment of the expert, the notifying party is to make its submission on the matter in dispute.
 - (b) Within 14 days after receiving a copy of that submission, the other party is to make its submission in response, if any, which may include cross-claims.
 - (c) If a cross-claim is made, the notifying party is to make its submission on the cross claim within 14 days after receiving a copy of the submission from the other party.
 - (d) The expert may request further information from either party and that party must respond within 14 days after receiving the request.
 - (e) The expert must ignore any submission not made within the times stated in this clause and make a determination on the submissions or information provided within time, unless the parties agree otherwise in writing.
8. The expert must determine whether the claimed event, act or omission did occur and, if so:
 - (a) when it occurred;
 - (b) what term of the Agreement or other obligation in law, if any, requires one party to pay the other money or otherwise act in respect of it; and
 - (c) the merits in law of any defence or cross-claim raised by the other party.
9. The expert is then to determine the amount, if any, which one party is legally bound to pay the other on account of the event, act or omission. The expert must also determine any other question(s) referred by the parties in the submissions.
10. In making the determination, the expert acts as an expert and not as an arbitrator and is:
 - (a) not liable for acts, omissions or negligence;
 - (b) to make the determination on the basis of the Agreement and written submissions from the parties without formalities such as a hearing; and
 - (c) required within 56 days after appointment to give the determination in writing, with brief reasons, to each party.
11. If the expert determines that one party is to pay the other an amount exceeding \$100,000 (excluding interest) and within 14 days after receiving the determination, either party gives written notice to the other that it is dissatisfied, the determination is of no effect and either party may commence litigation.
12. Unless a party decides to exercise a right to commence litigation, the parties are to treat each determination of the expert as final and binding and give effect to it. If the expert determines one party is to pay the other money, the payment is to be made within 20 Business Days after the expert determination is received.



Public Works
Advisory

4 Parramatta Square, 12 Darcy Street
Parramatta NSW 2150
www.publicworksadvisory.nsw.gov.au

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FUNDING DEED (LOW RISK)– UPPER LACHLAN SHIRE COUNCIL – INTEGRATED WATER CYCLE MANAGEMENT (IWCM) STRATEGY

Details

Department	Name	The Crown in right of the State of New South Wales acting through the Department of Planning, Industry and Environment (ABN 20 770 707 468).
	Agency/ Division	Water
	Address	10 Valentine Street, Parramatta NSW 2150
Project Reference	SSWP235	
Department Authorised Officer <i>(refer to clause 0 - Notices)</i>	Name	Nige Deacon
	Position	Manager, Safe and Secure Water Program
	Address	209 Cobra St, Dubbo NSW 2830
	E-mail	nige.deacon@dpie.nsw.gov.au
Grantee ('You')	Name	Upper Lachlan Shire Council ABN 81 011 241 552
	Address	44 Spring Street, Crookwell NSW 2583
Your Authorised Officer <i>(refer to clause 0 - Notices)</i>	Name	Andrew Croke
	Position	General Manager.
	Address	44 Spring Street Crookwell NSW 2583
	E-mail	acroke@upperlachlan.nsw.gov.au
Project	Upper Lachlan Integrated Water Cycle Management Strategy	
Objectives	Delivery of a completed Integrated Water Cycle Management Strategy (IWCM) inclusive of Draft and Final IWCM issues paper as per agreed proposal dated 4 March 2020.	
	Publication of the approved IWCM Strategy on the Upper Lachlan Shire Council website for at least four years following the date of approval.	
Grant	A maximum total amount of \$287,523 (GST exclusive) based on 75% of \$383,364 (GST exclusive) or actual Project costs with actual DPIE payment based on whichever is the lesser. The Department will pay the Grant [in accordance with Annexure A or following successful completion of the project.	

Terms

1. Definitions

1.1 Definitions

Correctly Rendered Invoice means an invoice rendered in accordance with the Department's Fact Sheet.

Deed means this funding deed document and includes the Details, Terms, and any other schedules, annexures or other documents cross-referenced in this deed.

Grant means funds released by the Department as specified in the Details section above.

GST Law means *A New Tax System (Goods and Services Tax) Act 1999*.

Objectives has the meaning given in the Details.

Project has the meaning given in the Details.

2. Commencement and Term

2.1 This Deed will commence on the date that this Deed is executed by both parties (the **Commencement Date**) and, unless terminated earlier in accordance with its terms, will continue until you have completed the Project to the Department's satisfaction.

3. Your obligations

3.1 You must:

- (a) ensure the Grant is used only for the approved Project;
- (b) ensure that the Project is carried out in accordance with the approved scope to meet the Objectives; and
- (c) comply with all applicable laws and any policies, guidelines and reasonable directions of the Department.

4. Paying the Grant

4.1 The Department will pay the Grant once you have completed the Project to the Department's satisfaction, or at such other time(s) as are agreed by the Department from time to time (which may include payment of the Grant in instalments).

4.2 Subject to clause 0, the Department will endeavour to pay Correctly Rendered Invoices within 30 days of receipt by the Department.

5. GST

5.1 Unless otherwise indicated, all consideration for any supply under this Deed is exclusive of any GST imposed in relation to the supply.

5.2 If:

- (a) despite any other provision of this Deed, GST is imposed on a supply you make to the Department under this Deed; and

- (b) the Department is or will be entitled to receive an input tax credit (as defined in the GST Law) in relation to that supply,
- (c) the Department will pay you an additional amount equal to the GST imposed on that supply, at the time and in the manner payment is otherwise payable under this Deed in relation to that supply.

5.3 You must be registered under the GST Law at the time of making any supply under this Deed on which GST is imposed.

5.4 If you are not registered under the GST Law as required under clause 0, you will not be entitled to receive any additional amount as provided under this clause 0.

5.5 If for any reason the Department pays you an amount under this clause 0 which is more than the GST imposed on the supply, you must repay the excess to the Department on demand or the Department may set off the excess against any other amounts due to you.

6. Reporting Requirements

6.1 You must provide any reports and other information to the Department which the Department reasonably requires from time to time concerning the Project.

7. Confidential Information

7.1 Subject to clause 0, each party must maintain the confidentiality of all confidential information it receives from the other party, including the particulars of the Grant, except as otherwise agreed in writing.

7.2 The Department may publish the title and a description (including the purpose, outcomes and Objectives) of the Project and the amount of the Grant.

7.3 You acknowledge that, under the *Government Information (Public Access) Act 2009* (NSW), the Department may be required to publicly disclose information about this Deed at <https://tenders.nsw.gov.au>.

8. Indemnities

8.1 You must indemnify and keep indemnified the Department, the Crown in right of the State of New South Wales and their officers, employees and agents from and against any loss (including legal costs and expenses on a full indemnity basis) or liability incurred or suffered by, or made against, any of those indemnified arising directly or indirectly as a result of or in connection with: (a) the Grant or the Project; (b) your breach of this Deed; (c) any unlawful or negligent act or omission by you, your employees or your subcontractors in connection with this Deed or the Project; (d) any illness,

personal injury to, or death of any person caused or contributed to by you, your employees or subcontractors; (e) any loss or damage to real or personal property caused or contributed to by you, your employees or subcontractors; or (f) any infringement by you, your employees or your subcontractors of any intellectual property rights, or privacy rights of the Department or any third party.

9. Termination

9.1 The Department may terminate this Deed immediately on written notice to you if:

- (a) you breach a provision of this Deed and such breach is not remedied within 30 days' receipt of a notice from the Department requiring you to do so;
- (b) you breach a provision of this Deed and such breach is incapable of remedy; or
- (c) you become insolvent.

10. Dispute Resolution

10.1 If a dispute arises in relation to this Deed ("a **Dispute**"), each party must refer the Dispute to a senior representative for resolution before starting arbitration or court proceedings, except proceedings for urgent interlocutory relief.

11. General

11.1 **Notices:** Unless otherwise stated in this Deed, all Notices to be given under this Deed must be in writing, and hand-delivered, posted or emailed to the Authorised Officer specified in the Details or as otherwise notified in writing.

11.2 **Survival:** The following clauses survive termination or expiry of this Deed: clause 0 (Reporting Requirements), clause 0 (Confidential Information), clause 0 (Indemnities), clause 0 (Termination), this clause 0 and any other clause which by its nature is intended to survive this Deed.

11.3 **Subcontractors:** You remain fully responsible for the performance of the Project if you subcontract the performance of any part of the Project.

11.4 **Entire Deed:** This Deed states all the express terms agreed by the parties as to the matters referred to in this Deed. It supersedes all prior contracts, obligations, representations, conduct and understandings between the parties relating to the subject matter of this Deed.

11.5 **Variation:** This Deed may only be varied by agreement in writing, including by an exchange of emails confirming the agreed variation.

11.6 **Inconsistency:** If there is any inconsistency between provisions of this Deed then the order of precedence will be as follows: (a) the Details; then (b) these Terms; then (c) any schedules, annexures or other documents cross-referenced in this Deed.

11.7 Negation of employment, partnership or agency:

This Deed does not create a relationship of agency, partnership, and/or employment between the parties. You must not represent yourself as being an employee or agent of the Department or as otherwise able to bind or represent the Department.

11.8 **Waiver:** If a party fails to exercise any of its rights under this Deed, or delays exercising those rights, that failure or delay will not operate as a waiver of those rights or any future rights or in any respect estop a party from relying on the terms of this Deed to their full force and effect. Any waiver by a party of a breach of this Deed must be in writing and will not be construed as a waiver of any further breach of the same or any other provision.

11.9 **Assignment:** You must not assign or novate your obligations or interests under this Deed, without the prior written consent of the Department.

11.10 **Counterparts:** This Deed may be signed in any number of counterparts which taken together will constitute one instrument.

11.11 **Governing Law:** The laws of New South Wales govern this Deed and the parties submit to the non-exclusive jurisdiction of the courts in that State.

11.12 **Interpretation:** Unless the context requires otherwise, in this Deed: (a) the terms set out in the left hand column of the Details have the meaning ascribed to them in the right hand column of the Details; (b) a reference to a statute, regulation, ordinance or by-law will be deemed to include a reference to all statutes, regulations, ordinances or by-laws amending, consolidating or replacing same from time to time; (c) the meaning of general words is not limited by specific examples introduced by "including" or "for example" or similar expressions; (d) references to persons include bodies corporate, government agencies and vice versa; (e) references to the parties include references to respective directors, officers, employees and agents of the parties; (f) nothing in this Deed is to be interpreted against a party solely on the ground that the party put forward this Deed or any part of it; and (g) where an expression is defined, any other grammatical form of that expression has a corresponding meaning.

1.1

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Executed as a deed

Department

Signed, sealed and delivered for and on behalf of the Crown in right of the State of New South Wales acting through the **Department** by its authorised signatory but not so as to incur personal liability:

Signature of Authorised Signatory		Signature of Witness
Name of Authorised Signatory		Name of Witness
Position of Authorised Signatory		Address of Witness
		Date

You (Authorised Signatory)

By entering into this Deed the signatory warrants that the signatory is duly authorised to execute this Deed on behalf of **Upper Lachlan Shire Council (81 011 241 552)**

Signed, sealed and delivered for and on behalf of **Upper Lachlan Shire Council (81 011 241 552)** by its authorised signatory:

Signature of authorised signatory		Signature of Witness
Name of authorised signatory		Name of Witness
Position of authorised signatory		Address of Witness
		Date

Annexure A – Project Milestones

Item No.	Name of Activity	Description of Activities	Grant (excluding GST)	(Project Costs (excluding GST)	Due Date
1	Milestone 1	IWCM Issues Paper including initiation, secure yield analysis and workshop		\$162,790	(PLEASE COMPLETE DUE DATE)
	Milestone 1	IWCM Strategy including options assessment and scenario analysis, total asset management plan, financial plan and DCERP		\$94,693	(PLEASE COMPLETE DUE DATE)
		Optional Items including DWMS , asset renewal plan based on condition assessment, additional secure yield runs, Dalton Bore reliability assessment, assessment options for OSSMS and water supply (to be taken up subject to DPIE Water SSWP concurrence, which will not be unnecessarily withheld)		\$125,881	(PLEASE COMPLETE DUE DATE)
		Submit final IWCM report to SSWP	\$287,523	\$383,364	(PLEASE COMPLETE DUE DATE)
		Capped Grant is lesser of \$287,523 or 75% of actual			

Please notify SSWP of any significant changes to the above mentioned due dates, which may be subject to conditions.

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Annexure B – Scope

Scope of works to be completed in accordance with the DPIE IWCM Checklist, February 2019 and based on methodologies as set out in the Public Works Advisory Proposal for the preparation of IWCM Strategy dated 4 March 2020. Take up of any of optional items outlined in the PWA proposal by Upper Lachlan Shire Council as per the table below, shall be with prior written agreement/s from DPIE Water, which will not be withheld unnecessarily.

Item No	Description	Amount ex GST (\$)
1	Stage 1 – QA and project management	4,669
	Information gathering at Council offices (5-day visit including travel time)	5,063
	Start-up meeting at Crookwell	4,955
2	Stage 2 - Prepare issues paper for Council and DPIE Water's review and concurrence.	68,045
	Secure yield analysis sub-consultant NUWS	72,450
	Workshop – To discuss outcomes of the Issues Paper	7,608

Item No	Description	Amount ex GST (\$)
3	Stage 3 – Options assessment and Scenario analysis	
	Options assessment	17,818
	Scenario analysis including first cut Developer Charge	31,853
	Technical Review Meeting (at Sydney)	4,926
4	Stage 4 - Complete Draft and Final IWCM Strategy document and financial plan, including DCERP	40,096
	Total (excluding GST)	257,483
	Total GST	25,748
	Total (including GST)	283,231

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Item No	Optional Items - Description	Amount ex GST (\$)
1	DWMS annual review report	12,179
2	Prepare 30- year asset renewal plan	
	- Site visit and disbursements	15,665
	- Update asset registers and prepare plan	21,973
3	Secure Yield for 10 additional cases for historic climate and for 1 °C warming:	10,500
4	Dalton bore reliability assessment - allowance	20,000
5	Assessment of options for OSSMS and water supply for unserved villages (total 5 villages) *	37,800
6	Workshop to present draft IWCM Strategy to Council	7,764

* Options assessment for servicing two towns is \$19,946 (ex GST) and for three towns is \$24,038 (ex GST)



Andrew Croke
General Manager
Upper Lachlan Shire Council
PO Box 42
Gunning NSW 2581

Your ref: OUT20/3355

27 March 2020

Safe and Secure Water Program – IWCM Strategy SSWP235

Dear Andrew

As advised in our previous letter (OUT19/11016) dated 15 August 2019, Upper Lachlan Shire Council has obtained approval for funding from the Safe and Secure Water Program.

A draft funding deed is now enclosed for your review and agreement. *Please pay particular attention to the milestone schedule A and add or amend any required dates in line with your current schedule.*

Please ensure that any requested amendments (including proposed milestone dates) to this Deed are marked-up for the Department's review and consideration and returned to the SSWP email at sswp@industry.nsw.gov.au

Please note that this Deed is provided for the purpose of negotiation only and is not intended to be binding until the appropriate Department delegate has approved and signed the final Deed.

If Council would like to negotiate changes or incorporate comments within the funding deed, please contact me on 0448 630 940 or via email at nige.deacon@industry.nsw.gov.au.

Yours sincerely

Nige Deacon
Manager, Safe and Secure Water Program

13 FINANCE AND ADMINISTRATION

The following item is submitted for consideration -

13.1	Integrated Planning and Reporting - Adoption of Draft Plans for Public Exhibition	358
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Finance and Administration - 16 April 2020

ITEM 13.1 **Integrated Planning and Reporting - Adoption of Draft Plans for Public Exhibition**

FILE REFERENCE I20/155

AUTHOR **Director of Finance and Administration**

ISSUE

Providing details regarding the preparation and public exhibition of the draft Delivery Program, Operational Plan and Resourcing Strategy documentation.

RECOMMENDATION That -

1. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-

- Delivery Program 2020/2021 – 2023/2024;
- Operational Plan 2020/2021;
- Resource Strategy documents including:-
 - Long Term Financial Plan 2020 – 2029;
 - Infrastructure Plan 2020 – 2029;
 - Workforce Plan 2020/2021 – 2023/2024.

The public exhibition period commences Monday, 27 April 2020 to Thursday, 28 May 2020 inclusive, with copies of each plan available for viewing on Council's website and a link is provided to Council's Facebook Page.

BACKGROUND

In accordance with NSW State Government Integrated Planning and Reporting requirements, provisions in Section 403 to 406, of the Local Government Act 1993, Council has prepared the 2020/2021 draft plans for public exhibition.

Note: The Tablelands Regional Community Strategic Plan 2016-2036 has already been adopted by Upper Lachlan Shire Council in accordance with Section 402, of the Local Government Act 1993.

REPORT

The following draft plans have been prepared for public exhibition in accordance with the Integrated Planning and Reporting legislation:-

1. **Resource Strategy** in accordance with Section 403, of the Local Government Act 1993, contains the following:-
 - Long Term Financial Plan 2020 – 2029;
 - Workforce Plan 2020/2021 – 2023/2024; and
 - Infrastructure Plan 2020 – 2029.
2. **Delivery Program 2020/2021 – 2023/2024** (four year program and budget) – Section 404, of the Local Government Act 1993;
3. **Operational Plan 2020/2021** (one year plan and budget contains the Fees and Charges and Revenue Policy) – Section 405, of the Local Government Act 1993.

A workshop was held on 31 March 2020 with the Mayor, Councillors and senior management. The workshop provided the opportunity for Councillors to give feedback with respect to the draft budget and Revenue Policy and for Councillors to give consideration to all pre-plan community Operational Plan submissions received.

Each of the above-mentioned draft plans, are now to be placed on public exhibition to allow for a period of community consultation. The community is invited to make public submissions to the plans. The public submission period closes on 28 May 2020, and all submissions will be considered by Council at the 18 June 2020 Council Meeting.

In relation to the draft Operational Plan 2020/2021, a summary document has been prepared by Council to allow the community a snapshot of Council's Revenue Policy and major projects in the coming twelve month period.

During the community consultation period Council will not hold Community Outreach Meetings due to the coronavirus COVID-19 health pandemic.

Please note: The draft integrated plans will be sent, as separate annexures to this report, directly onto the Councillors ipads.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Council is to adopt the draft 2020/2021 Operational Plan; including the operational and capital works projects budget, Fees and Charges and Revenue Policy.

The 2020-2029 draft Long Term Financial Plan is to be placed on public exhibition.

RECOMMENDATION That -

1. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-

- Delivery Program 2020/2021 – 2023/2024;
- Operational Plan 2020/2021;
- Resource Strategy documents including:-
 - Long Term Financial Plan 2020 – 2029;
 - Infrastructure Plan 2020 – 2029;
 - Workforce Plan 2020/2021 – 2023/2024.

The public exhibition period commences Monday, 27 April 2020 to Thursday, 28 May 2020 inclusive, with copies of each plan available for viewing on Council's website and a link is provided to Council's Facebook Page.

ATTACHMENTS

1. ↓	Operational Plan Mayoral Message - April 2020	Attachment
2. ⇒	Draft Delivery Program 2020-2021 to 2023-2024	Appendix
3. ⇒	Draft Operational Plan 2020-2021	Appendix
4. ⇒	Draft Long Term Financial Plan 2020-2029	Appendix
5. ⇒	Draft Infrastructure Plan 2020-2029	Appendix
6. ⇒	Draft Workforce Plan 2020/2021 to 2023/2024	Appendix

MAYORAL MESSAGE

As Mayor of the Upper Lachlan Shire, I am pleased to present the draft 2020/2021 Operational Plan for public comment. Public submissions to the draft Operational Plan close on 28 May 2020 and will be tabled, considered and adopted at the Council Meeting on 18 June 2020.

The Council's draft 2020/2021 Operational Plan, Delivery Program and suite of other integrated plans are prepared however in the current uncertain times we are navigating through with the February 2020 storm damage natural disaster declaration and Green Wattle Creek bushfire natural disaster declaration near in the Wombeyan Caves and Taralga areas and the COVID-19 pandemic issue it may be necessary for the budget to be further reviewed and refined as the effects of the pandemic are felt within our communities.

I encourage everyone to view the integrated plans and submit their feedback in writing to: The General Manager, Upper Lachlan Shire Council, PO Box 42, Gunning NSW 2581 or council@upperlachlan.nsw.gov.au.

Council Operational Plan 2020/2021

Upper Lachlan Shire Council has projected a consolidated operating budget surplus (before capital grants and contributions) of \$465,446, with a total net cash flow deficit of \$2.363 million with large transfers from reserves necessary to assist in funding the capital expenditure projects.

Upper Lachlan Shire Council has prepared a comprehensive capital expenditure works program for the Shire totalling \$20.818 million in 2020/2021. The Council capital works program for the next four years has been scheduled to spend \$56 million on infrastructure works including asset renewal and rehabilitation projects and delivering new community assets.

It is always a delicate balance, managing the needs and expectations of our community, while ensuring that Council remains in a sound financial position. Council has reviewed all community submissions and deferred allocating any funding for those projects within the draft budget until the effects of COVID-19 have been fully determined.

Clr John Stafford
Mayor



SUMMARY: UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN 2020/2021

- Council has prepared a \$28.7 million operating budget. The table below dissects the operational budget by each individual fund.

INCOME STATEMENT	General Fund	Domestic Waste Fund	Water Supply Fund	Sewerage Fund	Consolidated Total
<u>REVENUE</u>					
Rates and Annual Charges	8,150,575	1,225,287	941,008	1,230,652	11,547,522
User Charges and Fees	4,802,533	1,000	1,045,113	292,371	6,141,017
Interest and Investment Revenue	333,200	32,200	48,700	89,200	503,300
Grants and Contributions provided for Operating Purposes	9,432,539	26,400	20,500	18,600	9,498,039
Net Gain from the Disposal of Assets	198,436	0	0	0	198,436
Other Revenues	871,400	0	0	0	871,400
Total Income from continuing operations	23,788,683	1,284,887	2,055,321	1,630,823	28,759,714
<u>EXPENSES</u>					
Employee Benefits and On-costs	9,539,335	143,136	584,900	501,904	10,769,275
Materials and Contracts	5,746,155	1,000,051	656,000	328,900	7,731,106
Borrowing Costs	179,426	0	34,893	11,242	225,561
Depreciation and Amortisation	5,583,800	140,000	588,300	475,800	6,787,900
Net Loss from the Disposal of Assets	0	0	1,672	0	1,672
Other Expenses	2,460,353	1,700	167,200	149,500	2,778,753
Total Expenses from continuing operations	23,509,069	1,284,887	2,032,965	1,467,346	28,294,267
Net Operating Result Surplus for the year (before Capital Grants and Contributions)	279,614	0	22,356	163,477	465,446

Ordinary (General) Rates:

- Ordinary (General) Rate peg limit is set by IPART for NSW Local Government. Ordinary Rates are calculated on unimproved land values, at base date 1 July 2019, supplied by the Valuer General's Office.

Rates Description	Increase %	Increased Income
Ordinary (General) Rates	2.60%*	\$192,000

- * The \$ value increases will vary within each individual rating category.
- * There is a general land re-valuation that takes effect this financial year.

Sewerage Charges:

Sewerage Charges	Increase
Sewerage Access Annual Charge for Residential Categories	2% or \$17 increase per Assessment; \$820 per Residential property.
Unoccupied Sewerage Access Charge for Residential Categories	2% or \$11 increase per Assessment; \$538 per Residential property.

- The Sewerage Access Charge for Gunning, Crookwell, and Taralga are uniform.
- Council utilises the Sewerage Best Practice Pricing Structure. For Non-Residential properties the charge will be not less than the Annual Residential Sewerage Access Charge of \$820. The \$ value increases will vary depending on water consumption and sewerage discharge factors.

Water Supply Charges:

Water Charge	Increase
Water Supply Access Charge; and Water Supply Availability Charge	3.50% or \$16 increase per Assessment; \$463 per annum per connection. *
Water Usage Charge^	3.50% increase:- * \$3.21 per kilolitre for water consumption less than 200 kilolitres * \$4.25 for every kilolitre over 200.

- * The Water Supply Access Charges and water consumption user-pays charges for the towns of Dalton, Crookwell, Gunning and Taralga are uniform.

^ Note that NSW Office of Water regulations require a minimum 50% of all town water supplies income to be generated from the water usage charge.

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Stormwater Charges:

- There is a zero increase. The Stormwater Annual Charge will continue to be levied for the towns of Crookwell, Gunning, Collector and Taralga. This levy will remain at \$25 for Residential properties and \$50 for Businesses.

Domestic Waste Management (Garbage) Charges:

Domestic Waste Management Charge	Increase
Domestic Waste Management Charge* (For the Shire)	4% or \$19 increase. \$485 per annum per service
Domestic Waste Availability Charge (All vacant properties in towns where the garbage service is available)	4% or \$8 increase. \$191 per Assessment.

* The Domestic Waste service consists of a weekly 120 litre bin pick up and a recycling service fortnightly pick up of a 240 litre bin. In addition, organic green waste service comprises a 240 litre bin collected once per fortnight (Spring, Summer and Autumn).

Commercial Waste (Garbage) Charges:

Commercial Waste Charge	Increase
Commercial Waste Charge (Business Rate Categories)	4% or \$23 increase. \$575 per annum per service
Commercial Waste Availability Charge (All vacant business land in towns where the garbage service is available)	4% or \$8 increase. \$191 per Assessment.

- Rural Waste Charges:**

Rural Waste Charge	Increase
Rural Waste Charge (Properties that do not have a Domestic Waste Service)	4% or \$8.80 increase per Assessment. * \$210.10 per Assessment

*The Rural Waste Charge is subject to GST. The annual charge is \$210.10 per annum per service inclusive of GST with 1/11 of the waste charge being remitted to the ATO.

- The Rural Waste Charge entitles ratepayers to dispose of one standard garbage bin (120 litre bin) of waste per week at no cost at any rubbish tip in the Shire. Disposal of sorted recyclable materials will be accepted free of charge at all rubbish tips.

Loans:

- There is a new loan forecast in 2020/2021 of \$1.681 million towards 100% cost of the timber bridge replacement at Cooksvale Road Bridge and 50% cost of the timber bridge replacement at Peelwood Creek on Peelwood Road Bridge.
- There is no refinancing of existing loans.

Capital Works Expenditure Highlights – 2020/2021 Total Program \$20.8 million

Project Description	Project Cost
Plant Replacements (including fleet vehicles) net purchase cost	\$1.45 million
Footpath (PAMP) Saleyards Road, Crookwell	\$206,782
Footpath (PAMP) Adam Street, Gunning	\$75,384
Towns and villages streetscape program	\$150,000
New Amenities Block Project at Gunning Showground	\$672,747
Picnic Shelter at Pat Cullen Reserve, Crookwell	\$58,695
Gunning Shire Hall roof replacement	\$44,000
Crookwell and Gunning swimming pools - fencing	\$35,000
Kerb and Guttering replacement - shire wide	\$50,000
Gunning Administration Office - replace skillion roof	\$35,000
Crookwell Waste Transfer stations upgrade multiple works	\$375,000
Crookwell, Goulburn Street Stormwater Gross Pollutant Trap	\$180,000
Roads and Bridges capital budgeted expenditure is as follows:-	
• Gravel Resheeting on Local Roads (various roads throughout the Shire all programs)	\$854,110
• MR248E Laggan Road rehabilitation and resealing	\$745,000
• Urban Road reconstruction and sealing – Church St, Taralga	\$60,000
• Peelwood Creek on Peelwood Road Timber Bridge Replacement	\$1.44 million
• Cooksvale Road on Peelwood Creek Timber Bridge Replacement	\$950,000
• Kangaroo Creek Bigga Road Timber Bridge Replacement	\$1.93 million
• Heavy Vehicle Network Enhancements on Regional Roads	\$184,000
• Heavy Vehicle Vegetation Tree Trimming on Regional Roads	\$50,000
• Grabine Road reconstruction (total project \$3.5m over 2 years)	\$2.8 million
• Wombeyan Caves Road MR258 (total project \$5m over 2 years)	\$3 million
• Bitumen Resealing on Regional Roads, funded by RMS (throughout the Shire)	\$430,000
• Bitumen Resealing - Urban Local Roads (throughout the Shire)	\$120,000
• Bitumen Resealing - Rural Local Roads (throughout the Shire)	\$520,000
• Pavement Rehabilitation and resealing – Sapphire Road	\$50,000
• Pavement Rehabilitation and resealing – Jerrawa Road	\$350,000
• Pavement Rehabilitation and resealing – Kialla Road	\$420,000
• Pavement Rehabilitation and resealing – Gurrundah Road	\$130,938
Water Fund capital improvements includes the following:-	
• 4 Towns water supply mains replacements / rehabilitation works	\$566,270
Sewerage Fund capital improvements includes the following:-	
• 3 Towns sewerage mains replacements / rehabilitation works and decommission Crookwell sewer trickling filter plant	\$1.4 million

14 GENERAL MANAGER

There were no items submitted for this section at the time the Agenda was compiled.

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports from Committees for the month of April	370
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Reports from Other Committees, Section 355 Committees and Delegates - 16 April 2020

ITEM 16.1

Reports from Committees for the month of April

RECOMMENDATION:

That Item 16.1 - [Minutes of Committee/Correspondence/Information] listed below be received:

1. Audit, Risk and Improvement Committee – Minutes from meeting held 18 March 2020.
2. Grabben Gullen Community Association – Minutes from meeting held 6 May 2019
3. Collector Pumpkin Festival – Minutes from meeting held 18 March 2020.

ATTACHMENTS

1. ↓	Audit, Risk and Improvement Committee - 2020-03-18 - Minutes - Attachments	Attachment
2. ↓	Grabben Gullen Community Progress Association - Minutes from meeting held 6 May 2019	Attachment
3. ↓	Minutes of the Collector Pumpkin Festival Meeting held 18 Mar 2020	Attachment

PRESENT: Mr M Barlow (Chairperson), Clr R Cummins, Clr P Culhane, Clr J Wheelwright, Mr D Marshall (Community Representative) and Mr W Martin (Community Representative).

STAFF: Mr A Croke (Director of Finance and Administration), Mr J Pejic (Non-Voting) (Manager Risk, Audit and Improvement), Mr P Millett (Management Accountant) and Ms S Pearman (Administration Officer).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.30AM.

Teleconferences:

NSW Audit Office – Dominika Ryan and Elves Marron Deloitte Touche Tohmatsu from 8.32am to 8.47am.

Grant Thornton – Jarrod Lean and Daniel Farthing from 8.48am to 9.05am

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 RESOLVED By Clr Culhane and Mr Martin

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 18 December 2019 be adopted with the amendment to item 4.6 noting Chairperson casting vote for that item of business.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, Cr J Wheelwright, W Martin, D Marshall and Cr R Cummins

Members who voted against:- Nil

SECTION 4: REPORTS

NOTE: Noted that items of business 4.5, 4.6 and 4.3 were brought forward in the agenda for order of the meeting business.

ITEM 4.1 COUNCIL INVESTMENTS PORTFOLIO TO 31 JANUARY 2020

RESOLVED by Mr Martin and Mr Marshall

1. The report on Council investment portfolio is received and noted as information.
2. Given the low interest climate on investments the Committee advises Council to maintain its long established and prudent policy and reject any temptation to try more risky products that offer higher rates of return.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, W Martin, D Marshall and Cr R Cummins

Members who voted against:- Cr J Wheelwright

ITEM 4.2

NSW AUDIT OFFICE - REPORT ON INTERNAL CONTROLS AND GOVERNANCE 2019

RESOLVED by Mr Martin and Clr Culhane

1. The NSW Audit Office Report on Internal Controls and Governance 2019 is received and information noted.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, Cr J Wheelwright, W Martin, D Marshall and Cr R Cummins

Members who voted against:- Nil

ITEM 4.3

GRANT THORNTON AUSTRALIA - INTERNAL AUDIT OF COUNCIL BUSINESS CONTINUITY MANAGEMENT SYSTEM

RESOLVED by Clr Culhane and Clr Cummins

1. The Grant Thornton Australia internal audit review report for Council on Business Continuity Management System be received, the Action Plan endorsed and implemented by senior management.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, Cr J
Wheelwright, W Martin, D
Marshall and Cr R Cummins

Members who voted against:- Nil

ITEM 4.4

LOCAL GOVERNMENT ACCOUNTING CODE UPDATE 2019/2020

RESOLVED by Clr Culhane and Clr Wheelwright

1. The report on the Local Government Code of Accounting Practice and Financial Reporting Code Update for 2019/2020 be received and the information noted.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, Cr J
Wheelwright, W Martin, D
Marshall and Cr R Cummins

Members who voted against:- Nil

ITEM 4.5

2018/2019 NSW AUDIT OFFICE FINAL AUDIT MANAGEMENT LETTER

RESOLVED by Mr Marshall and Clr Wheelwright

1. The NSW Audit Office Final Management Letter on the external audit for the year ended 30 June 2019 be received and the management responses addressing the audit issues is endorsed.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, Cr J
Wheelwright, W Martin, D
Marshall and Cr R Cummins

Members who voted against:- Nil

ITEM 4.6 CHAIRPERSON'S REPORT ON 2018/2019 AUDIT ISSUES

RESOLVED by Mr Martin and Clr Culhane

1. The Committee receive and note the Chairperson Report on the 2018/2019 audit issues as information.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, Cr J Wheelwright, W Martin, D Marshall and Cr R Cummins

Members who voted against:- Nil

ITEM 4.7 CHAIRPERSON PRESENTATION TO COUNCIL IN FEBRUARY 2020

RESOLVED by Clr Wheelwright and Mr Marshall

1. The Committee Chairperson report be received and the information noted.

- CARRIED

Members who voted for:- M Barlow, Cr P Culhane, Cr J Wheelwright, W Martin, D Marshall and Cr R Cummins

Members who voted against:- Nil

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 9.34AM

Minutes confirmed 17 JUNE 2020

.....
Chairperson



“Sapphire Capital of the Southern Tablelands”

gqcpa2014@gmail.com

6th May 2019

6.30pm – 8:30pm

Community Hall, Grabben Gullen

Minutes

Present

Scott Montgomery (President), Paul Howard (VP), Gina Hill (Secretary/PO), Mark Whitehead (Treasurer), Maria Hill-Bennett, John Searl, Rebecca & Patrick McCormack, Marlene Lennan, Pat McCormack, Liz McFadden, Viv Shepherd, George Shepherd, Derek Powell (BJCE Guest), Robbie Williamson (BJCE Guest).

Item 1	Welcome and Apologies
Item 1.1	Welcome
The meeting was declared opened at 6.30pm. Apologies were received from Mike Sheppard-Morris, Joan McCormack, Mary Curry, Michelle Whitehead.	
Item 2.1	Confirmation of minutes of meeting on 4th March 2019
The minutes of the Grabben Gullen Community Progress Association Inc. Committee meeting held on 4 th March 2019 were accepted as a true and accurate record of the meeting M: Marlene L /S: Mark W It was also noted that the meeting that was scheduled for April did not occur due to a lack of Quorum, so no minutes were recorded.	
Item 2.2	Presentation by BJCE Representative – Range & Kialla Road Upgrades in preparation for commencement of the Bialla Wind Farm.
Range road Upgrade Project Update: Signage is going up on Range Rd currently and regular text messages are now being sent out to interested parties indicating traffic movements, etc. Disruptions will take up to 3 months. The road is having a 6.5m sealed width with a 1m on either side of this making the road width 8.5m with 100ml gravel on top. Leary's Lane is also being sealed. Kialla Rd junction is being remodelled to allow the turbines & oversized loads to come to and turn Right onto Range Road. Heavy Vehicle/Loads Route: Heavy loads will be coming via the Hume and through Gunning up to the Biala Wind Farm turn off. They are not allowed to travel, empty or full, via any other route. This is part of the stipulations within the approval. There was discussion around that fact that the Gunning road may need repair work upon completion. They indicated that an inspection of the road before the work commences and after the work is completed and that it is their responsibility to “make good” the condition of the road. June site intersection: upgrade work to happen. Actual will occur on the Wind Farm site in July (civil/electrical) and will take approximately 6months. Turbine components will commence arriving in January 202 and the commissioning period will be March – July 2020. BJCE representatives indicated that work will be 7am – 6pm on weekdays, 8am -1pm on Saturdays with NO Work on Sundays. The timing of the deliveries will be scheduled and tabled. They announced that in consultation with Scott that they are pleased to confirm BJCE Australia are happy to cover the costs of the following items for the Grabben Gullen Community Hall Air Conditioning unit <ul style="list-style-type: none"> 1 x Mitsubishi Heavy Industries 8k, from JD's Hardware, Crookwell - \$2420.00 Installation of an 8kw air conditioner, JA & NA Hogan - \$750.00 As well as a Mobile Phone Repeater to be situated inside & external of the hall to aid the community: <ul style="list-style-type: none"> Cel-Fi GO approved repeater system including additional external antenna and relocation to hall - \$2,967.93 	

TV reception within Grabben Gullen was also raised by them and Robbie is going to make the drive around study that was carried out available to Paul H. to review. Robbie & Derek both indicated that the study looks good but the real test will be when the turbines are up and running as to how much interference there truly is before make suggestions for solutions. George indicated that the new VAST boxes have local input which was viewed as a possible solution.

Item 3	Standard agenda items
3.1	Treasurers Report Treasurer's report was presented and is attached to these Minutes.
3.2	Correspondence Out <ul style="list-style-type: none"> Numerous Customer Service Requests sent to ULSC.
3.3	Correspondence In <ul style="list-style-type: none"> ULSC – Grants Dept – Linus Nesbitt-Hawes – Grants available in April

4. Actions from previous meetings

Issue	Action	Resp.	Update
Stone for Garden	Scott indicated that the large Stone which he has at his place for sponsor's names need to be moved to the corner garden.		6.5.19 – As soon as the equipment is available the stone will be moved into the garden bed.
Snow Damage Clean-up	Ray Pulis complained to Council about drivers' vision being impaired by trees on western side of Britannia St, North of Hotel. Council since undercut these somewhat but still has not addressed our request to clean up 'snow damage of trees and debris just to the North of this site.	Viv S.	6.5.19 – Viv to liaise with Gordy around what is being removed, if anything. She indicated that over the next month, Jesse Croker will organise that work to be carried out.
Removal of Washington Thorn Trees	Follow up needs to be done with William & Viv to ascertain if there is any progress with the removal of Washington thorn trees on eastern side of Britannia Street.	Viv S.	6.5.19 – Viv has contact Jesse Croke who will take out 21 Washington Thorns. Jesse will give us a weeks' notice when this work will occur. They will replace with 12 Flowering Cherry Trees.
Township Speed	A number of monitors have been installed. Some in Britannia St. and a number on Range Rd. These measure quantity, speed, type & time of vehicles passing through. This was carried out by the wind farm.	John S.	6.5.19 – Scott contacted Brian McCormack with no response. John S. indicated that he attended the meeting and the use of compression brakes through all small villages was raised. John suggested that we need to flood the council with Customer Service Requests. An email to be sent to John S. as a reminder of the discussions today.
Township Contact Person	Who is our township contact person & is there a mowing schedule in place.		6.5.19 – Gina to follow up with Sandra from ULSC to bring to the next meeting.
TV Reception/MP Coverage	Grabben Gullen was not successful in Round 4 of the Black spot programme. A round 5 & 6 are rumoured to occur. It was strongly suggested that we keep applying.	Paul H	6.5.19 – BJCE are now looking at potential solutions to both the TV reception as well as mobile phone coverage.
Community Noticeboard/Streetscaping Project	A community noticeboard was included as part of the ULSC Streetscape plan for Grabben Gullen. We, as a community, want a noticeboard to keep the village aware of what is happening and to acknowledge those business/individuals that have supported the village.	Scott M.	6.5.19 – John S. came to the meeting with a suggested location for the noticeboard. Upon much discussion the consensus was that it should be located between the Cairn & the bus stop, parallel to the road. This was M: Maria/S: George. An email to be sent to John S. from Scott with this detail for actioning.
Sealing of Wheeo Road	Liz indicated that there is funding for this road to be sealed. John S. to make enquiries regarding this.	John S.	6.5.19 – The next round of road works in the current budget has been announced and there is no money allocated for Wheeo Rd sealing. <u>John S. to follow up</u> on this as it was reported by several of the residence that this road is now seriously dangerous and should there be any substantial rain occur this will only add to the dangerousness of this road.
Wheeo Road Waste Pickup	The lack of waste pickup on areas of Wheeo Rd, namely 304 Wheeo Rd and beyond was raised. It was discussed and decided that another letter to the ULSC requesting pickup of garbage for 304 Wheeo Rd and possibly beyond be considered again.		6.5.19 Gina to write another letter to ULSC refuse department indicating the issues the residence of this road experience and requesting that they

Issue	Action	Resp.	Update
			consider extending the distance along the road that are collected. John Searl to be included.
Mower/Shed for Hall Grounds	It was raised that the Hall committee would be looking at getting a grant to cover the cost of a ride-on mower and storage for same and the question was asked if a letter of support to the Hall committee should be offered to help them with their request. It was discussed and felt that when the time is right that it could be suggested and then acted upon, if required.		6.5.19 – On Going

Item 5 General business

5.1 Upgrade of Range Rd Culverts - Concerns

Scott read a letter which he composed to the ULSC General Manager regarding the proposed upgrade of the culverts on Range Road and the incorrect width of the culverts which were upgraded on Kialla Road. Upon discussion there was a view that the letter also needed to reflect the concerns regarding the inability for vehicles to be able to pass each other when travelling across the culverts along Kialla road due to the incorrect widths. Scott to revise the letter and send it out. M:George/S:Marlene

5.2 Traffic Guidelines

Any overweight trucks going to the Bialla Wind Farm project must come via Hume & Gunning so this excludes all local contractors from benefiting from this project. Scott is suggesting to ask for an exemption for the local contractors to be able to travel via the local roads is successful in gaining a contract. A letter to the Dept. of Industry to be written to this effect. Upon discussion it was felt that the residents who would be directly affected by the trucks travelling along Grabben Gullen Road to the Bialla site should be consulted first. It is agreed in principle that this letter seeking an exemption should be written pursuant to speaking with the residents.

5.3 A Themed town – Grabben Gullen: Sapphire Capital of the Southern Tablelands.

Rebecca M. raised the idea of Grabben Gullen take the Sapphire (Blue) theme to heart and possibly painting our letterboxes blue. There was much enthusiasm for this idea. Rebecca to send an article to Viv for the next newsletter requesting ideas.

5.4 Grabben Gullen Bi-Centenary Celebrations

Paul H. read a report on the original founding of the village. The anniversary falls on ANZAC day and he suggested that we organise a war memorial for the hall grounds as part of this celebration. He also discussed the war memorial wall which is at Breadalbane. This was discussed and approved in principle. It was also felt that a whole programme of events could be organised to celebrate this. This will be discussed at our next meeting which will occur after the hall trust meeting where it will be raised. Gina to look at previous minutes/documentation for information gathered on this topic for presentation at next meeting.

Item 6 Next meeting: 3rd June 2019 @ 6:30pm in the Hall

Item 7 Meeting close 8:50pm



**Minutes of the Collector Village Pumpkin Festival Committee
Extra-Ordinary Meeting
held Mon 18 Mar 2020**

Meeting held via teleconference (zoom)

Present:

Tracy & Brett Byron
Gary & Felicity Poile
Graeme & Sally Pietsch
Kate Drain
Greg Akhurst
Brett Byron
James O'Brien

Terry Lovelock
Cr John Searl
Constable Joe Fitzgerald
Jeanette Sheridan
Rev Ken King
Gemma Bartlett

Apologies:

Michael Duck
Tony Hyams

1) Meeting Opened 7:09 pm

A quorum was confirmed, and attendances and apologies noted.

2) Statement by President

Committee President Gary Poile made a statement regarding the proposed cancellation of the 2020 Collector Village Pumpkin Festival due to concerns around the evolving COVID-19 world health crisis and recent government recommendations to cancel all large events (500 people+).

3) Notice of Motion

Motion: A motion was moved that this meeting endorses the decision made by the President in consultation with the Executive and Council to cancel the 2020 Collector Village Pumpkin Festival due to the Corona Virus (COVID-19) health crisis.

Moved: Gary Poile, Seconded Tracy Byron

Carried

4) Vice President to report on cancellation process; emails sent, mainstream and social media coverage.

Tracy Byron advised that emails had been sent to all the stallholders, suppliers/vendors, entertainers and stakeholders notifying them that the Festival had been cancelled in line with Government recommendations regarding COVID-19.

Prior to notification of the general public (which was scheduled to take place via the Pumpkin Festival Facebook page) one stallholder cancelled her Facebook event spreading the message prematurely. After this, a message was posted to the Pumpkin Festival Facebook page.

Consensus is that people are understanding of the requirement to cancel and looking forward to the 2021 event.

No hay has been purchased for the 2020 event. Gary has notified the pumpkin growers (Ted and Luke about the cancellation).

Gary has also given interviews about the cancellation on ABC Radio and to the Crookwell Gazette.

5) Treasurer's report

Greg Akhurst reported on the committee financials.

Bank Account Balances

Account 1 - \$40, 566.11

Account 2 - \$44, 475.42 (monthly interest has not yet been accumulated at time of report)

Payments - \$160 for flyers

Greg advised that there are no quotes pending with exposure issues (no acceptance terms had yet been signed/submitted).

No invoices had yet been sent to stallholders.

There is 1 x claim for a refund, the stallholder has no evidence that the payment has been remitted to the CVPF bank account.

Tracy Byron to be reimbursed for costs associated with the climbing wall.

Terry Lovelock to be reimbursed (\$28.54)

Gary Poile to be reimbursed ¾ of tourism awards Gala Ball ticket price.

Greg Akhurst to be reimbursed re: QuickBooks subscription.

TBA regarding Platinum Traffic – cancellation fee.

Website domain fee due (\$49)

Action: Reimbursement process; there is a current approvals process in place (template pro-forma found on the website, but Greg will circulate an excel template to streamline processing of reimbursements.

Motion: Greg moved that the treasurer's report be accepted as a current, true and accurate representation of the committee financials.

Moved: Greg Akhurst, Seconded: Kate Drain

Carried

6) Development Application

Gary spoke to the new GM (Colleen Worthy) regarding the 5-year Development Application process. The pressure is now off for the 2020 event, but it would be great to have finalised for subsequent festivals going forward. A meeting will take place in April between Gary and Colleen to discuss the approval process. Greg advised that once the Terms of Reference for Council are ratified, we should only be required to lodge modifications working with the required remit. Tracy advised she was happy to work with Council on their requirements.

7) Housekeeping/opportunities to innovate and keep the Pumpkin Festival in the public arena – online pumpkin weigh in, virtual markets, suggestions for distribution of sales of surplus pumpkins.

Tracy advised that people are already approaching the committee about online sales. We will post stallholders links to the website and Facebook pages. Kate Drain advised that sponsor Neil Weston from RAC had approached her and advised that they are still happy to support the Festival financially for any additional initiatives undertaken. Concerns were raised on burdening smaller sponsors during the current economic climate. **Action:** Gary to confirm the financial amount that RAC are happy to support.

It was decided that the giant pumpkin competition will go ahead (forklift noted as an issue) to keep the festival interest going (even in small numbers).

Online competitions will go ahead for visual competitions (photo, best decorated etc.)

A communication to stallholders was suggested advising that the committee will help to promote any pumpkin related products procured especially for the Festival.

Other ideas suggested:

- Short Film
- Pumpkin Town Displays
- Cooking demos

8) Continued support of the Spring Event at the Hall

Gary advised we would need to see where things stand regarding the COVID-19 situation.

9) Other matters raised by committee members

Greg moved a motion that the Vice President – Tracy Byron, be recognised for the hard work in putting together all the stall holder applications, excessive paperwork, insurance/compliance regulatory information and communications together. Tracy advised that we should take the opportunity to reconcile and organise governance requirements now that the pressure of the event is not an issue.

Action: Kate Drain to upload all files from pumpkin computer into the Dropbox folder

Moved: Greg Akhurst, Seconded: Kate Drain

Carried

10) Meeting closed 8:40 pm

17 NOTICES OF MOTION

The following item is submitted for consideration -

17.1	Notice of Motion - Council Meeting times	384
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Notices of Motion - 16 April 2020

ITEM 17.1

Notice of Motion - Council Meeting times

I, Councillor John Searl hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“That Council, effective at and from the May 2020 meeting, commence Ordinary Meetings of Council at 9.00am and that Council amend the Upper Lachlan Shire Code of Meeting Practice, section 3.1 to provide for a 9.00am commencement of meetings and section 18.1 to 18.3 to provide for a time of conclusion of meetings at 12.00pm.”

BACKGROUND

Ordinary Meetings of Council were moved from being held in mornings to evening sessions to provide access to residents wishing to observe Council meetings in the Public Gallery.

Now that Ordinary Meetings are now webcast and meetings can now be viewed at any time online the necessity for conducting meetings at night is not as relevant.

Furthermore to require staff who have already provided a full day's work to extend their working day and in some cases then drive some distance to return home is arguably an unnecessary workplace health and safety issue.

Additionally it has been recognised for several decades that the optimal performance of humans tends to decline after about eight hours.

Given the importance of sound decision making by Council it would seem less than desirable to be making critical decisions at the end of an extended working day.

Also it should be noted that some Councillors have to drive up to another hour at night to return home.

GENERAL MANAGER'S COMMENT

Text of GM's comment

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

There were no items submitted for this section at the time the Agenda was compiled.

General Manager's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 in confidential session for the reasons indicated:

Item 19.1 Recommendation to approve the tender evaluation for the General Waste Transfer and Disposal Service Provider

This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

19 CONFIDENTIAL SESSION

The following item is submitted for consideration -

- 19.1 Recommendation to approve the tender evaluation for the General Waste Transfer and Disposal Service Provider