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## Finance and Administration - 16 February 2017

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**ITEM 11.5**                      **Quarterly Budget Review Statements 2016/2017**

**FILE REFERENCE**    **I17/42**

**AUTHOR**                      **Director of Finance and Administration**

### **ISSUE**

Provision of a Financial Summary and Key Performance Indicators Report to Council for the 2nd Quarter Budget Review in 2016/2017.

**RECOMMENDATION**      That -

1. Council adopts the 2nd Quarter Budget Review Statements for 2016/2017 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

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### **BACKGROUND**

This report details the Financial Summary and Key Performance Indicators for Council to the 2nd Quarter Budget Review in 2016/2017.

### **REPORT**

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

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 2nd Quarter of the 2016/2017 financial year. The following is a financial summary of the data as at 31 December 2016 – see Attachment 3:-

1. Council has raised 61.33% of the revised operating budgeted income.
2. Council has expended 48.43% of the revised operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 12.35% of the revised budgeted capital income.
4. Council has expended 58% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

### **Budget Revote's**

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$2.101 million.

Since the original budget was adopted there are operational budget net revotes for the 1st Quarter totalling -\$32,400. In the 2nd Quarter there are operational budget net revotes of \$1,388,317. The revised operating budget surplus has been reduced to a forecast totalling \$745,505 operating surplus before capital grants and contributions. Attachment 5 to this report details the individual revotes of income and expenditure in the 2nd Quarter.

There were a number of capital works revotes of income and expenditure that were reported to Council in the 2nd Quarter. The net decrease in budgeted capital expenditure is \$372,240; this included the deferral of Roads to Recovery grant funded projects and deferral of the Grabine Road reconstruction to 2017/2018. This deferral is a result of Federal Government Roads to Recovery funding program changes in the annual distribution of funds to councils.

### **Operational Budget Analysis**

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total revenue received year to date is comparable to the anticipated budget forecast within 5% of those forecasts. Likewise the year to date actual to budget operating expense shows that total expenditure year to date is similar to that anticipated within 3% of budget forecasts.

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

### **Capital Budget Analysis**

The total capital expenditure budget, including accounts payable commitments, is 58% complete at year to date as detailed in Attachment 8. This attachment provides further detail in regards to progress of each individual capital project.

The General Fund capital expenditure program is 36% complete year to date. This includes the Roads to Recovery program on various local road gravel resheeting projects which is 39% complete year to date. Actual capital expenditure year to date is lower than anticipated due to significant rainfall and inclement weather conditions which has necessitated increase road maintenance and restoration while many capital works projects commencement have been rescheduled. Plant and Equipment fleet expenditure is 78% completed at year to date. A number of parks and gardens and sports grant funded projects are completed or in advanced stage of the project.

The most significant capital grant forecast is for the Crookwell Water Supply Treatment project. Council has secured \$6 million from the Restart NSW (Infrastructure) program. This project has commenced with \$920,000 total expenditure to date and all project costs are identified and committed within the capital project budget.

## ***Finance and Administration***

### **QUARTERLY BUDGET REVIEW STATEMENTS 2016/2017 cont'd**

#### **Cash flow**

Council's projected short term liquidity financial position is satisfactory, the total cash and investments held, as at 31 December 2016, totals \$26,719,000. The balance as at 30 September 2016 was \$27,358,000.

There have been significant cash outflows to fund local road and regional road storm damage natural disaster asset restorations as a consequence of the July 2016 flood events. The road restoration works to date have cost \$484,000 and at present are being funded from unrestricted cash reserves as no payment has been received from RMS related to the natural disaster schedule of works.

In addition to the natural disaster, Council has commenced necessary road maintenance and asset renewal works related to road deterioration from the wet winter as was reported to Council by the Manager of Works. These necessary new budget road works will result in a large drawdown of unrestricted cash reserves in 2016/2017 and future budgets.

The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and movements to 31 December 2016.

#### **POLICY IMPACT**

Nil

#### **OPTIONS**

Nil

#### **FINANCIAL IMPACT OF RECOMMENDATIONS**

There are operational budget net revotes in the second quarter totalling \$1,388,317; therefore the projected operational budget surplus is reduced to \$745,505. There are capital income and expenditure revotes detailed in Attachment 5.

#### **RECOMMENDATION** That -

1. Council adopts the 2nd Quarter Budget Review Statements for 2016/2017 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

#### **ATTACHMENTS**

1. <a href="#">View</a>	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. <a href="#">View</a>	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. <a href="#">View</a>	Income and Expenses Budget Review Statement	Attachment
4. <a href="#">View</a>	Operating Budget Review Statement by Function-Activity	Attachment
5. <a href="#">View</a>	Material Variations and Revotes Budget Review Statement	Attachment
6. <a href="#">View</a>	Cash and Investment Budget Review Statement	Attachment
7. <a href="#">View</a>	Capital Budget Summary Review Statement	Attachment

***Finance and Administration*****QUARTERLY BUDGET REVIEW STATEMENTS 2016/2017 cont'd**

8. <a href="#">View</a>	Capital Expenditure (Assets) Budget Review Statement	Attachment
9. <a href="#">View</a>	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
10. <a href="#">View</a>	Operational Plan KPI - 2nd Quarter 2016-2017	Attachment

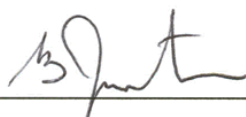


**UPPER LACHLAN SHIRE COUNCIL****Quarterly Budget Review Statement****For the 2nd Quarter 2016/2017, ended 31 December 2016****Report by Responsible Accounting Officer**

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

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 31 December 2016 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2017 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: \_\_\_\_\_

Date: 3/2/2017

Bruce Johnston  
**Manager of Finance and Administration**  
Upper Lachlan Shire Council

**UPPER LACHLAN SHIRE COUNCIL****Part A****Contracts Budget Review Statement - 2016/2017**

Budget Review for the quarter ended 31 December 2016

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

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
Downer EDI Works Pty Ltd	Road bitumen surface sealing MR54	\$545,406	19-Oct-16	5 weeks	Y
Southern Truck Centre Wollongong	Volvo 2016 FE Euro 6 Rigid	\$413,333	25-Oct-16	On delivery	Y
Uplinx Group Pty Ltd	Computer software - Unified Telecommunications	\$60,419	10-Nov-16	5 years	Y
Uplinx Group Pty Ltd	Computer hardware and installation - Unified Telecommunications	\$141,620	10-Nov-16	Upon installation	Y
GHD Pty Ltd	Crookwell Landfill upgrade	\$70,015	10-Nov-16	33 weeks	Y
Q-Max Pumping Systems	Precast concrete sewerage pumping station	\$103,290	21-Nov-16	18 weeks	Y
Stabilised Pavements of Australia	MR54 Heavy Patching	\$188,636	09-Dec-16	10 weeks	Y
Oasis Skate Park	Construction of Crookwell Skate Park	\$148,500	22-Nov-16	12 weeks	Y
Hitech Support	Server virtualisation & services	\$103,950	28-Nov-16	10 weeks	Y
Southern Truck Centre Queanbeyan	Hino 300 series 717 crew truck	\$75,000	30-Nov-16	On delivery	Y
Southern Truck Centre Wollongong	Volvo 2016 FE Euro 6 Rigid	\$413,333	13-Dec-16	On delivery	Y

**Part B****Consultancy and Legal Expenses Budget Review Statement - 2016/2017**

Budget Review for the quarter ended 31 December 2016

Expense	YTD (Actual + Comm \$)	2016/2017 Budget	Budgeted (Y/N)
Legal Fees	\$24,094	\$45,500	Yes
Consultancies*	\$115,411	\$325,100	Yes

\*The consultancies budget includes Rural Residential Strategy planning expenses, Regional Community Strategic Plan consultant, and flood plan management consultant

**Definition of a consultant:**

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

## UPPER LACHLAN SHIRE COUNCIL

Income and Expenses Budget Review Statement - 2016/2017  
Budget Review for the quarter ended 31 December 2016

(Actual YTD figures include creditor commitments)

(Actual YTD figures include creditor commitments)										Actual YTD					
Alternate Key	Operational Activities	Actual YTD	Original Budget	1st Quarter			2nd Quarter			3rd Quarter			Revised Budget	% YTD Actual to Revised Budget	Anticipated %
				Revolves	Revolves	Revolves	Revolves	Revolves	Revolves	Budget YTD					
1.01.01	Employee Benefits and On-Costs	4,800,073	10,350,700	0								10,350,700	46.37%	47.58%	
1.01.02	Borrowing Costs	63,730	207,048	0								207,048	30.78%	31.81%	
1.01.03	Depreciation & Amortisation #	2,875,409	5,750,817	0								5,750,817	50.00%	50.00%	
1.01.04	Materials & Contracts	4,128,584	7,743,140	649,000								8,853,140	46.63%	59.02%	
1.01.05	Other Expenses	1,831,287	2,875,600	0								2,970,865	61.64%	66.81%	
1.01.06	Loss on Disposal of Assets	0	154,400	0								154,400	0.00%	0.00%	
	Total Expenses from Continuing Operations	13,699,082	27,081,705	649,000								28,286,970	48.43%	53.30%	
1.02.01	Rates & Annual Charges**	10,178,933	10,123,903	0								10,123,903	100.54%	100.00%	
1.02.02	User Charges & Fees	3,109,577	8,506,563	0								8,506,563	36.56%	45.28%	
1.02.03	Interest and Investment Revenue	384,051	603,162	0								603,162	63.67%	61.84%	
1.02.04	Other Revenues	235,719	512,600	0								512,600	45.99%	51.03%	
1.02.05	Non-Capital Operating Grants and Contributions	3,830,449	9,390,199	681,400								9,239,547	41.46%	45.00%	
1.02.09	Gain on Disposal of Assets	66,307	46,700	0								46,700	141.98%	0.00%	
	Total Income from Continuing Operations	17,805,036	29,183,127	681,400								29,032,475	61.33%	64.65%	
	OPERATING SURPLUS BEFORE CAPITAL ITEMS	4,105,954	2,101,422	32,400								745,505			
1.02.07	Capital Grants and Contributions	1,125,239	6,395,800	2,597,835								9,111,146	12.35%	24.76%	
1.00.00.00	NET RESULT FROM ALL ACTIVITIES	5,231,193	8,497,222	2,630,235								9,856,652			

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

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



UPPER LACHLAN SHIRE COUNCIL									
Operating Budget Review Statement by Function/Activity - 2016/2017									
Budget Review for the quarter ended 31 December 2016									
1) Actual YTD figures includes creditor commitments 2) Budget figures include 1st and 2nd quarter reviews 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement									
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Dec 2016 \$	Expenditure to 31 Dec 2016 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2016 \$	Income to 31 Dec 2016 %	Budgeted Income from continuing operations \$	Operating Result to 31 Dec 2016 \$	Budgeted Operating Result from continuing operations \$	Actual YTD 50.00%
<b>* Note: Depreciation expense is excluded from cost centres</b>									
<b>SOCIAL</b>	1,239,701	59.55%	2,081,665	126,904	28.52%	444,948	(1,112,797)	(1,636,711)	
Health Services, Medical Centres, Aged, Disabled & Community Services	115,229	45.73%	252,000	33,466	60.41%	55,400	(81,763)	(196,600)	
Public Halls, Cultural Services, Community Services and Museums	96,170	70.45%	136,500	17,809	51.32%	34,700	(73,361)	(101,800)	
Animal Control	114,908	138.95%	82,700	1,998	26.64%	7,500	(112,910)	(75,200)	
Swimming Pools	66,294	34.10%	194,400	13,785	45.95%	30,000	(62,510)	(164,400)	
Sporting Grounds and Parks and Gardens	279,452	54.21%	515,500	4,633	25.74%	18,000	(274,820)	(497,500)	
Public Libraries	235,859	63.22%	373,100	55,178	109.59%	50,348	(180,681)	(322,750)	
Emergency Services and Fire Protection	331,786	62.90%	527,465	36	0.01%	249,000	(331,752)	(278,460)	
<b>ENVIRONMENTAL</b>	637,258	38.72%	1,645,700	275,792	50.58%	545,300	(361,466)	(1,100,400)	
Town Planning and Development Control	293,941	35.92%	818,400	77,030	29.91%	257,500	(216,911)	(560,900)	
Building Control	99,378	30.90%	321,600	66,086	56.39%	117,200	(33,292)	(204,400)	
Environmental Systems and Protection	32,395	47.29%	68,500	0	0.00%	0	(32,395)	(68,500)	
Housing	18,855	68.69%	27,500	10,380	44.36%	23,400	(8,479)	(4,100)	
Noxious Weeds Control	191,063	48.72%	392,200	121,995	89.24%	136,700	(69,067)	(255,500)	
Food Control and Inspections	1,626	9.29%	17,500	300	2.86%	10,500	(1,326)	(7,000)	
<b>ECONOMIC</b>	3,886,908	42.57%	9,129,754	2,210,475	34.29%	6,446,300	(1,576,433)	(2,683,450)	
Financial Services	389,786	52.58%	741,254	11,876	0.00%	0	(377,910)	(741,250)	
Administration and Corporate Support	765,427	67.97%	1,126,100	123,491	51.45%	240,000	(641,936)	(886,100)	
Information Technology	286,728	65.24%	439,500	0	0.00%	0	(286,728)	(439,500)	
Workforce (Human Resources, Labour Oncosts and WH&S)	(220,697)	-40.74%	541,700	(32)	0.00%	0	220,664	(541,700)	
Caravan Parks	21,256	53.54%	39,700	22,240	56.30%	39,500	984	(200)	
Tourism and Business (RMCC, RMS Motor Registry and Private Works)	2,644,407	42.37%	6,241,500	2,052,900	33.29%	6,166,800	(591,506)	(774,700)	

**UPPER LACHLAN SHIRE COUNCIL****Operating Budget Review Statement by Function/Activity - 2016/2017**

Budget Review for the quarter ended 31 December 2016

Actual YTD 50.00%

1) Actual YTD figures include creditor commitments 2) Budget figures include 1st and 2nd quarter reviews  
3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement

Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Dec 2016 \$	Expenditure to 31 Dec 2016 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2016 \$	Income to 31 Dec 2016 %	Budgeted Income from continuing operations \$	Operating Result to 31 Dec 2016 \$	Budgeted Operating Result from continuing operations \$
<b>* Note: Depreciation expense is excluded from cost centres</b>								
<b>INFRASTRUCTURE ACCESS AND TRANSPORT</b>	<b>4,743,496</b>	<b>53.70%</b>	<b>8,832,834</b>	<b>6,065,328</b>	<b>58.34%</b>	<b>10,396,111</b>	<b>1,321,833</b>	<b>1,563,27</b>
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	2,957,575	65.90%	4,487,700	1,374,094	32.55%	4,221,789	(1,583,481)	(265,91
Water Supply Services	643,665	40.43%	1,591,896	1,255,165	74.08%	1,694,353	611,500	102.45
Sewerage Services	390,747	48.89%	799,284	1,338,991	92.61%	1,445,765	948,244	646.45
Stormwater and Drainage	15	0.10%	15,300	45,268	100.37%	45,100	45,253	29.80
Quarries and Gravel Pits	451,903	48.60%	929,800	364,564	35.64%	1,022,800	(87,339)	93.00
Domestic Waste Management	334,938	35.89%	933,254	1,023,242	94.50%	1,082,754	688,304	149.50
Waste Centres, Rubbish Tips and Street Cleaning	153,002	64.42%	237,500	560,012	89.11%	628,450	407,010	390.95
Public Conveniences and Amenities	76,874	48.62%	158,100	0	0.00%	0	(76,874)	(158,100)
Public Cemeteries	55,951	55.18%	101,400	57,443	64.25%	89,400	1,492	(12,000)
Engineering, Purchasing and Works Supervision	453,230	57.34%	790,400	46,549	39.12%	119,000	(406,680)	(671,400)
Plant and Equipment Operations (net excluding depreciation)	(774,404)	63.91%	(1,211,800)	0	0.00%	46,700	774,404	1,258.50
<b>GOVERNANCE</b>								
Governance and Real Estate Development	488,075	57.68%	846,200	68,467	3423.36%	2,000	(419,608)	(844,200)
	488,075	57.68%	846,200	68,467	3423.36%	2,000	(419,608)	(844,200)
<b>GENERAL PURPOSE REVENUES</b>								
General Purpose Items and Rates				9,229,833	82.43%	11,197,816	9,229,833	11,197.81
				9,229,833	82.43%	11,197,816	9,229,833	11,197.81
<b>DEPRECIATION EXPENSE</b>								
Depreciation Operating Expense	2,875,409	50.00%	5,750,817				(2,875,409)	(5,750.81)
	2,875,409	50.00%	5,750,817				(2,875,409)	(5,750.81)
Note: Internal Rates and Charges are allocated to each cost centre							0	
<b>TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES</b>	<b>13,870,845</b>	<b>49.04%</b>	<b>28,286,970</b>	<b>17,976,799</b>	<b>61.92%</b>	<b>29,032,475</b>	<b>4,105,954</b>	<b>745.50</b>



**UPPER LACHLAN SHIRE COUNCIL****Material Variations and Revotes Budget Review Statement - 2016/2017**

Budget Review for the quarter ended 31 December 2016

**Budget Capital Income and Expenditure - 2nd Quarter Revotes**

Activity	Job Description	Adopted Budget 2016/2017	Revote net amendment	Revised Budget 2016/2017	Type
01.55576.5103.002	Bannister Lane Storm Damage Pavement Rehabilitation	0	44,000	44,000	EXF
01.55578.5103.002	Fullerton Road Storm Damage Pavement Rehabilitation	0	60,000	60,000	EXF
01.52491.5103.002	MR248W Boorowa Road Storm Damage Pavement Rehabilitation	0	150,000	150,000	EXF
01.52492.5103.002	MR248E Taralga Road Storm Damage Pavement Rehabilitation	0	143,000	143,000	EXF
10.10509.4300.002	Grosvenor Street, Gunning Sewerage Pumping Station	0	0	0	EXF
01.55455.4050.002	Collector Bushfire Brigade - s94 fund	0	7,000	7,000	EXF
01.38001.4250.999	Bushfire Brigade Building Improvements- s94 fund	-30,250	-7,000	-37,250	INC
01.55550.4103.002	Crookwell Skate Park - (50% Grant Funded)	160,000	40,000	200,000	EXF
01.35301.1700.953	Crookwell Skate Park - Veolia Trust Grant	-80,000	-7,829	-87,829	INC
01.35301.1700.954	Crookwell Skate Park - Community Building	0	-17,000	-17,000	INC
08.08000.3030.803	Crookwell Skate Park - Crookwell Youth Group	0	-11,000	-11,000	INC
08.08000.3030.803	Crookwell Skate Park - Lions Australia	0	-10,000	-10,000	INC
01.55466.4159.002	Goodhew Park - Drainage Improvements	0	20,000	20,000	EXF
01.55583.4150.002	Collector Oval Synthetic Grass Cricket Pitch	0	8,182	8,182	EXF
01.35201.1700.954	Collector Oval Synthetic Grass Cricket Pitch	0	-8,182	-8,182	INC
01.55431.5700.002	Urban Sealed Rd - Rehabilitation of Shoulders of Goulburn Street, Crookwell	0	90,000	90,000	EXF
02.02547.2194.002	Mains Replacement - General	150,000	-30,000	120,000	EXF
02.02564.4200.002	Mains Replacement - Brooklands	0	30,000	30,000	EXF
10.10507.4300.002	Sewer Main Rehabilitation / Renewal	40,000	100,000	140,000	EXF
01.41001.1750.363	Gullen Solar Farm Section 94A Contribution	0	-250,000	-250,000	INC
11.11001.1750.285	Water Section 64 Development Contributions	-2,000	-3,000	-5,000	INC
13.13001.1750.285	Sewerage Section 64 Development Contributions	-5,200	-5,500	-10,700	INC
01.55460.9101.1-2	Local Roads - Roads to Recovery Grabine Road reconstruction	400,000	-400,000	0	EXF
01.30301.1700.970	Local Roads - RMS Grabine Road reconstruction contribution	-200,000	200,000	0	INC
01.50173.5103.002	Local Roads - Roads to Recovery Bevedale Road pavement rehabilitation	188,000	-188,000	0	EXF
01.50177.5103.002	Local Roads - Roads to Recovery Towrang Road pavement rehabilitation	252,911	-252,911	0	EXF
01.50158.1430.002	Local Roads - Roads to Recovery Third Creek Road gravel resheeting	22,000	-22,000	0	EXF
01.50078.1430.002	Local Roads - Roads to Recovery Woodhouselee Road gravel resheeting	47,000	-47,000	0	EXF
01.32331.1750.188	Crookwell Memorial Hall - Air conditioner installation	0	-5,000	-5,000	INC
<b>Totals</b>		<b>942,461</b>	<b>-372,240</b>	<b>570,221</b>	

**UPPER LACHLAN SHIRE COUNCIL****Budget Operating Income and Expenditure - 2nd Quarter Revotes**

Activity	Job Description	Adopted Budget 2016/2017	Revote net amendment	Revised Budget 2016/2017	Type
01.30211.1600.281	Local Roads - Roads to Recovery Federal Gov't Grant	-2,770,741	832,052	-1,938,689	INC
01.10000.2404.002	Governance - Section 356 Donations	29,000	5,000	34,000	EXF
01.38000.2816.002	Rural Fire Service (RFS) - Fire Fighting Fund Contribution Expense	315,300	90,265	405,565	EXF
01.30300.1431.002	Unsealed Rural Roads - Maintenance Gravel Patch	45,900	83,000	128,900	EXF
01.30000.5401.002	Sealed Urban Roads - Heavy Patching	21,200	30,000	51,200	EXF
01.31248.5401.002	RTA - Reg Road 248 Sealed Maintenance - Heavy Patching	150,000	106,000	256,000	EXF
01.31052.5401.002	RTA - Reg Road MR52 Sealed Maintenance - Heavy Patching	20,000	60,000	80,000	EXF
01.30200.5401.002	Rural Roads Sealed - Heavy Patching	37,100	182,000	219,100	EXF
<b>Totals</b>		<b>-2,152,241</b>	<b>1,388,317</b>	<b>-763,924</b>	

**2nd Quarter operational budget surplus****-2,133,822****1,388,317****-745,505**

## Upper Lachlan Shire Council

### Cash and Investments Budget Review Statement 2016/2017

Budget review for the quarter ended 31 December 2016

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	2nd Quarter Closing Balance (\$'000)
<b>TOTAL UNRESTRICTED</b>	<b>0</b>	<b>5,412</b>		<b>(568)</b>	<b>4,844</b>
<b>EXTERNAL RESTRICTIONS:</b>					
Section 94 - Development Contributions Plan	380	2,471	268	(28)	2,712
Section 94A - Development Contributions Plan	0	0	250		250
Specific Purpose Unexpended Grants	0	375	4,935	(3,698)	1,611
Water Supplies	(468)	2,325	330	(140)	2,185
Sewerage Services	389	3,362	300		3,692
Domestic Waste Management Services	57	1,639	45	0	1,939
Stormwater Management	(80)	191	40	(158)	236
Wind Farm CEF Program	0	150			32
RMS Contributions		0			0
<b>TOTAL EXTERNAL RESTRICTED</b>	<b>278</b>	<b>10,512</b>	<b>6,169</b>	<b>(4,024)</b>	<b>12,657</b>
<b>INTERNAL RESTRICTIONS:</b>					
Employees' Leave Entitlements	120	1,679	120		1,799
Plant and Equipment Replacement	(292)	1,087		(161)	925
Buildings and Infrastructure Improvements	0	2,020	66		2,087
Cullerin Road - Local Road Transfer Funds	(5)	5	0	(1)	4
Information Technology and Equipment	(75)	276	0		276
Cemetery		0			0
Community Projects	0	51			51
Gravel Pit Restoration	9	388	7		395
Rubbish Tips Remediation	8	409	7		416
Garbage / Waste Disposal	0	37		(7)	37
Southern Tablelands Library Cooperative (STLC)	0	71			65
Upper Lachlan Tourist Association (ULTA)	0	32	0	(17)	32
Deposits and Retentions (subdivision bonds)	0	211	5	(194)	198
Uncompleted Carry-over Works and Private Works	(120)	3,128		(380)	2,934
<b>TOTAL INTERNAL RESTRICTED</b>	<b>(355)</b>	<b>9,394</b>	<b>205</b>	<b>(380)</b>	<b>9,219</b>
<b>TOTAL RESTRICTED</b>	<b>(77)</b>	<b>19,906</b>	<b>6,373</b>	<b>(4,404)</b>	<b>21,875</b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b>(77)</b>	<b>25,318</b>	<b>6,373</b>	<b>(4,972)</b>	<b>26,719</b>



**UPPER LACHLAN SHIRE COUNCIL****Capital Budget Summary Review Statement - 2016/2017**

Budget Review for the quarter ended 31 December 2016

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
<b>CAPITAL FUNDING</b>							
Rates and Other United Charges (General Fund)	3,154,159	3,532,740	1,967,292			5,500,032	57.35%
Operational Grants and Contributions (All Funds)	949,207	3,293,741	623,030			3,916,771	24.23%
Capital Grants and Contributions (All Funds)	5,335,226	5,906,700	273,000	-861,729		5,317,971	100.32%
Internal Restrictions (General Fund)							
- renewals	432,451	98,800	346,414	552,000		997,214	43.37%
- new assets							
External Restrictions (excluding grants)							
- water supply	20,609	1,082,000		20,000		1,102,000	1.87%
- sewerage	87,217	290,700		105,000		395,700	22.04%
- domestic waste management (DWM)		404,500				404,500	
- stormwater	9,217						
- section 94	345,834	210,000	82,555	7,000		299,555	115.45%
Other Capital Funding Sources e.g.							
- loans	126,095						
Income from Sale of Assets							
- Plant and equipment (general fund)							
- land and buildings							
<b>TOTAL CAPITAL FUNDING</b>	<b>10,460,015</b>	<b>14,819,181</b>	<b>3,292,291</b>	<b>(177,729)</b>		<b>17,933,743</b>	<b>58.33%</b>
<b>CAPITAL EXPENDITURE</b>							
<b>New Assets</b>							
- Plant and equipment	19,000		190,000			190,000	10.00%
- land and buildings	93,198	165,500	43,000			208,500	44.70%
- Roads, Bridges, Footpaths	5,437,596	5,000,000		20,000		5,020,000	108.32%
- Infrastructure	147,717	160,000	10,000	48,182		216,182	67.70%
- other new assets							
<b>Renewals (Replacement)</b>							
- Plant and equipment	992,510	1,055,000	12,000	37,000		1,067,000	93.02%
- land and buildings	204,291	755,000	87,680			879,680	23.22%
- Roads, Bridges, Footpaths	2,788,133	6,038,541	2,911,611	-422,911		8,527,241	32.70%
- Infrastructure	237,739	547,000		105,000		652,000	36.46%
- other asset renewals	413,736	842,540	38,000	35,000		915,540	45.19%
Loan Repayments (Principal)							
- renewals	126,095	255,600				255,600	49.33%
- new assets							
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>10,460,015</b>	<b>14,819,181</b>	<b>3,292,291</b>	<b>(177,729)</b>		<b>17,933,743</b>	<b>58.33%</b>

Cap QBRs Stat 2017



<b>UPPER LACHLAN SHIRE COUNCIL</b> <b>OPERATIONAL PLAN</b> <b>CAPITAL EXPENDITURE BUDGET - 2016/2017</b> <b>Capital Expenditure - Acquisition/Renewal of Assets</b> <b>*Actual expenditure figures include creditor commitments</b>							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revotes & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>GENERAL FUND</b>							
<b>1. SOCIAL</b>							
<b>Emergency Services and Fire Protection</b>							
Gurrundah Bushfire Brigade	01.55454	\$16,211		\$16,250		\$16,250	100%
Binda Brigade - s94 fund	01.55442	\$6,786		\$7,000		\$7,000	97%
Bigga Brigade - s94 fund	01.55422	\$2,029		\$2,000		\$2,000	101%
Burra Lake Brigade - s94 fund	01.55223	\$3,393		\$5,000		\$5,000	68%
Collector Bushfire Brigade - s94 fund	01.55455	\$6,880			\$7,000	\$7,000	98%
<b>Animal Control</b>							
<b>Health Services, Medical Centres, Aged, Disabled and Community Services</b>							
Banfield House Health Care Centre - Hot water/boiler	01.55358	\$10,110	\$30,000	\$12,000		\$12,000	84%
Health Services, Medical Centres, etc. - (2016/2017 Partial Roof Replacement Banfield House)	01.55229			\$30,000		\$30,000	
<b>Public Libraries</b>							
Crookwell and Gunning Libraries - Computers and Printers	01.55190		\$6,400	\$6,400		\$6,400	
<b>Public Halls, Cultural Services, Community Centres and Museums</b>							
Binda Hall - Exterior Painting	01.55267		\$20,000	\$20,000		\$20,000	
Gunning Hall - Painting	01.55191	\$17,088			\$15,000	\$15,000	114%
Public Halls, Cultural Services, Community Centres, etc. - Future Improvements	01.55514	\$22,117	\$65,000	\$65,000		\$65,000	34%
Tony Foley Centre - Roof, Painting & Toilet Upgrade	01.55242		\$65,000	\$65,000		\$65,000	
Public Halls - Crookwell Memorial Hall - install Air Conditioners	01.55112	\$20,000			\$15,000	\$15,000	133%
<b>Sporting Grounds and Parks and Gardens</b>							
Gunning Skate Park - (Transfer from Reserve)	01.55515	\$12,717		\$10,000		\$10,000	127%
Crookwell Skate Park - (50% Grant Funded)	01.55550	\$135,000	\$160,000	\$160,000	\$40,000	\$200,000	68%
Goodhew Park - Drainage Improvements	01.55466	\$6,105			\$20,000	\$20,000	31%
Bigga Recreation Area - Amenities Refurbishment (100% ULSC Funded)	01.55465	\$207	\$20,000	\$20,000		\$20,000	1%
Playground equipment - Stronger Communities Program	01.55270	\$23,780		\$38,000		\$38,000	63%
Collector Oval Synthetic Grass Cricket Pitch	01.55583				\$8,182	\$8,182	
<b>Swimming Pools</b>							
Crookwell Swimming Pool Paint Inside Surface (\$15k SCP Grant Funded)	01.55138	\$50,519	\$35,000	\$35,000	\$15,000	\$50,000	101%
Crookwell Swimming Pool Pumps, Filtration, Electrics Upgrade	01.55276		\$10,000	\$10,000		\$10,000	
Crookwell Swimming Pool- Painting Facade	01.55276		\$15,000	\$15,000		\$15,000	
Gunning Swimming Pool Pumps, Filtration, Electrics Upgrade	01.55279		\$10,000	\$10,000		\$10,000	
<b>Total Social Expenditure</b>		<b>\$332,941</b>	<b>\$436,400</b>	<b>\$526,650</b>	<b>\$120,182</b>	<b>\$646,832</b>	<b>51%</b>

<b>UPPER LACHLAN SHIRE COUNCIL</b> <b>OPERATIONAL PLAN</b> <b>CAPITAL EXPENDITURE BUDGET - 2016/2017</b> <b>Capital Expenditure - Acquisition/Renewal of Assets</b> <b>*Actual expenditure figures include creditor commitments</b>							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revotes & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>GENERAL FUND</b>							
<b>2. ENVIRONMENTAL</b>							
<b>Town Planning and Development Control</b>							
<b>Housing</b>							
Staff Accommodation Improvements (3 Houses)	01.55256		\$15,000	\$15,000		\$15,000	
Parker Street - Painting & Fence	01.55428		\$8,000	\$8,000		\$8,000	
<b>Environmental Systems and Protection</b>							
Klamma Creek BBQ & Covered Seating Installation/Upgrade	01.55303		\$5,000	\$5,000		\$5,000	
<b>Noxious Weeds Control</b>							
<b>Building Control</b>							
Administration Building - Awning Replacement - (Taralga CSC)	01.55467		\$10,000	\$10,000		\$10,000	
Administration Building - Improvements (All Offices)	01.55196		\$55,000	\$55,000		\$55,000	
Administration Building - Crookwell - Emergency Generator & Electrical Upgrade	01.55490		\$35,000	\$35,000		\$35,000	
New Council Chambers/Administration Building Crookwell - Investigation & Design	01.55579		\$150,000	\$150,000		\$150,000	
Air Conditioners for Storeman's & Overseers Offices Crookwell Depot (x3)	01.55580	\$4,882	\$6,000	\$6,000		\$6,000	81%
Crookwell Depot Female Amenities Improvements	01.55581		\$5,000	\$5,000		\$5,000	
<b>Total Environmental Expenditure</b>		<b>\$4,882</b>	<b>\$289,000</b>	<b>\$289,000</b>		<b>\$289,000</b>	<b>2%</b>



UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2016/2017 Capital Expenditure - Acquisition/Renewal of Assets * Actual expenditure figures include creditor commitments							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revotes & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>GENERAL FUND</b>							
<b>3. ECONOMIC</b>							
<i>Financial Services</i>							
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)	01.60006	\$10,592	\$21,700	\$21,700		\$21,700	49%
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	01.60008	\$41,940	\$85,700	\$85,700		\$85,700	49%
<i>Administration and Corporate Support</i>							
<i>Information Technology</i>							
IT - Software - (Acrobat & Antivirus, etc)	01.55118		\$10,500	\$10,500		\$10,500	
IT - Hardware (17 x PCs incl. MS Office) (incl. 2 new PCs for new employees)	01.55103		\$38,000	\$38,000		\$38,000	
IT - Hardware Reflect Roads Management System	01.55102		\$5,000	\$5,000		\$5,000	
IT - Hardware (Replacement iPads)	01.55445	\$8,428	\$18,000	\$18,000		\$18,000	47%
IT - Consultant Costs	01.55429		\$8,300	\$8,300		\$8,300	
IT - Replace (UPS) Equipment	01.55245	\$464	\$2,500	\$2,500		\$2,500	19%
IT - Replace Printers (incl. 2016/2017 Design Engineer Printer)	01.55310	\$598	\$7,000	\$7,000		\$7,000	9%
IT - Network Improvements	01.55001	\$11,878	\$22,140	\$22,140		\$22,140	54%
IT - Smart Phones - iPhone	01.55492		\$6,300	\$6,300		\$6,300	
IT - Authority Upgrade to 6.9 & TRIM Upgrade	01.55334	\$28,064	\$27,000	\$27,000		\$27,000	104%
IT - Two Factor Authentication System	01.55519		\$1,000	\$1,000		\$1,000	
IT - New Servers Virtualisation Project	01.55520	\$94,980	\$98,800	\$98,800		\$98,800	96%
IT - Unified Telecommunications System	01.55551	\$183,671	\$220,000	\$220,000		\$220,000	83%
IT - Noxious Weeds Local Land Services Mapping Software (Legislative Requirement)	01.55255		\$15,000	\$15,000		\$15,000	
<i>Caravan Parks</i>							
<i>Tourism Promotion and Business</i>							
Crookwell Caravan Park - Amenities (Toilet Block) Refurbishment	01.55144	\$8,158	\$27,000	\$27,000		\$27,000	30%
<b>Total Economic Expenditure</b>		<b>\$388,773</b>	<b>\$613,940</b>	<b>\$613,940</b>		<b>\$613,940</b>	<b>63%</b>

<b>UPPER LACHLAN SHIRE COUNCIL</b> <b>OPERATIONAL PLAN</b> <b>CAPITAL EXPENDITURE BUDGET - 2016/2017</b> <b>Capital Expenditure - Acquisition/Renewal of Assets</b> <b>*Actual expenditure figures include creditor commitments</b>							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revoles & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>GENERAL FUND AND DWM FUND</b>							
<b>4. INFRASTRUCTURE, ACCESS AND TRANSPORT</b>							
<b>Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering</b>							
<b>Urban Local Roads</b>							
Urban Unsealed Rd - Road Reconstruction and Sealing (16/17 - Cullavyn Street - Gunning)	01.55494		\$40,000	\$40,000		\$40,000	
Urban Sealed Rd - Bitumen Resealing	01.55163,5101	\$62,359	\$96,400	\$96,400		\$96,400	65%
Urban Sealed Rd - Urban Roads Pavement Rehabilitation (2016/2017 Yass Street Gunning)	01.55163,5103		\$40,000	\$40,000		\$40,000	
Urban Sealed Rd - Rehabilitation of Goulburn Street Shoulders - Roberts Street to Laggan Road	01.55431	\$82,558			\$90,000	\$90,000	92%
<b>Roads to Recovery</b>							
2016/2017 Roads to Recovery Program \$2,770,741							
- Gravel Resheeting - \$859,830							
- Rural Sealed Roads - Pavement Rehabilitation & Reseal - \$1,550,911							
- Grubline Road - \$200,000							
- Coates Creek (Reid's Flat Road) Timber Bridge Replacement - \$160,000							
(2016/2017 includes normal funding of \$839,830 + additional supplementary funding of \$1,930,911 minus budget change of \$892,052)							
<b>Roads to Recovery - Local Roads Gravel Resheeting Program</b>		<b>\$306,863</b>	<b>\$859,830</b>	<b>\$859,830</b>	<b>-\$69,000</b>	<b>\$790,830</b>	<b>39%</b>
Bannister Lane	01.50155	\$617	\$40,000	\$40,000		\$40,000	
Berrangle Creek Road	01.50167		\$15,000	\$15,000		\$15,000	
Beverdale Road	01.50127	\$22,879	\$44,000	\$44,000		\$44,000	
Cooks Hill Road	01.50035		\$22,000	\$22,000		\$22,000	
Cuddyong Road	01.50133	\$22,012	\$22,000	\$22,000		\$22,000	
Cummins Road	01.50131		\$10,000	\$10,000		\$10,000	
Dawes Road	01.50134		\$22,000	\$22,000		\$22,000	
Elms Road	01.50098	\$1,259	\$10,000	\$10,000		\$10,000	
Fish River Road	01.50135	\$7,287	\$22,000	\$22,000		\$22,000	
Fullerton Road	01.50137	\$25,307	\$22,000	\$22,000		\$22,000	
Greendale Road	01.50168	\$24,545	\$22,000	\$22,000		\$22,000	
Greenmantle Road	01.50138		\$22,000	\$22,000		\$22,000	
Iron Mines Road	01.50079		\$11,000	\$11,000		\$11,000	
Jerrara Road	01.50139		\$11,000	\$11,000		\$11,000	
Julong Road	01.50153	\$1,004	\$22,000	\$22,000		\$22,000	
Kangarooiah Road	01.50140	\$17,396	\$22,000	\$22,000		\$22,000	
Lost River Road	01.50142	\$33,738	\$22,000	\$22,000		\$22,000	
Maryvale Road	01.50143		\$44,000	\$44,000		\$44,000	
Middle Arm Road	01.50169		\$22,000	\$22,000		\$22,000	
Mt Costigan Road	01.50170	\$427	\$12,000	\$12,000		\$12,000	



UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2016/2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revoles & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>Roads to Recovery (Cont)</b>							
Mulgowie Road	01.50171		\$22,000	\$22,000		\$22,000	
Old Sydney Road	01.50114		\$22,000	\$22,000		\$22,000	
Oolong Road	01.50115		\$33,000	\$33,000		\$33,000	
Peelwood Road	01.50146	\$44,358	\$44,000	\$44,000		\$44,000	
Reid's Flat Road	01.50147	\$2,376	\$44,000	\$44,000		\$44,000	
Rugby Road Beverdale End	01.50148	\$31,982	\$37,400	\$37,400		\$37,400	
Rugby Road Dalton End	01.50119	\$24,325	\$32,430	\$32,430		\$32,430	
Salisbury Road	01.50172		\$22,000	\$22,000		\$22,000	
Sapphire Road (Biala End)	01.50149		\$22,000	\$22,000		\$22,000	
Sapphire Road (Wheeo End)	01.50120	\$19,928	\$22,000	\$22,000		\$22,000	
Sylvia Vale Road	01.50150		\$22,000	\$22,000		\$22,000	
Third Creek Road	01.50158		\$22,000	\$22,000		\$22,000	
Wheeo Road	01.50152	\$29,522	\$29,000	\$29,000		\$29,000	
Woodhouselee Road	01.50078		\$47,000	\$47,000		\$47,000	
Roads to Recovery - Beverdale Road Sealed Pavement Rehabilitation	01.50173		\$188,000	\$188,000	-\$188,000		88%
Roads to Recovery - Bigga Road Sealed Pavement Rehabilitation	01.50160	\$10,553		\$12,000		\$12,000	243%
Roads to Recovery - Peelwood Road Sealed Pavement Rehabilitation	01.50163	\$65,352		\$26,852		\$26,852	0%
Roads to Recovery - Gurrundah Road Sealed Pavement Rehabilitation	01.50174	\$270	\$180,000	\$180,000		\$180,000	13%
Roads to Recovery - Golspie Road Sealed Pavement Rehabilitation	01.50175	\$90,540	\$680,000	\$680,000		\$680,000	90%
Roads to Recovery - Bannaby Road Sealed Pavement Rehabilitation	01.50176	\$225,791	\$250,000	\$250,000		\$250,000	
Roads to Recovery - Towrang Road Sealed Pavement Rehabilitation	01.50177	\$6,695	\$252,911	\$252,911	-\$252,911		
Roads to Recovery - Kangaloolah Rd Bridge Replacement	01.50165	\$5,705		\$7,000		\$7,000	82%
Roads to Recovery - Grabine Road Construction - Total of \$3m over 8 Years	01.50126		\$200,000	\$200,000	-\$200,000		
<b>Rural Local Roads</b>							
Grabine Road Construction - Total of \$1.6m over 4 Years - Grant (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020)	01.55460	\$96,019	\$200,000	\$200,000	-\$200,000		
(16/17 \$200k, 17/18 \$200k, 18/19 \$200k, 19/20 \$200k)							
Rural Local Sealed Road - Bitumen Resealing	01.55162	\$463,061	\$450,000	\$450,000		\$450,000	103%
Rural Local Road - Cullerin Road Rehabilitation - (Transfer from Reserve)	01.50004	\$992	\$150,000	\$4,594		\$4,594	22%
Rural Local Road - Currans Road - Causeway Replacement	01.55558	\$917		\$150,000		\$150,000	0%
Bannister Lane Storm Damage Pavement Rehabilitation	01.55576	\$44,000			\$44,000	\$44,000	100%
Fullerton Road Storm Damage Pavement Rehabilitation	01.55578	\$63,111			\$60,000	\$60,000	105%
Bannister Lane Road Widening	01.55582	\$1,760					

<b>UPPER LACHLAN SHIRE COUNCIL</b> <b>OPERATIONAL PLAN</b> <b>CAPITAL EXPENDITURE BUDGET - 2016/2017</b> <b>Capital Expenditure - Acquisition/Renewal of Assets</b> <b>*Actual expenditure figures include creditor commitments</b>							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revotes & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>Regional Roads</b>							
Regional Road Resealing Program (RMS Block Grant Funded)	01.50523	\$202,035	\$400,000	\$400,000		\$400,000	51%
Regional Road Rehabilitation - Gundaroo Road MR52 (50% RMS REPAIR Grant Funded)	01.50527	\$19,460	\$578,400	\$578,400		\$578,400	3%
Regional Road Rehabilitation - Gundaroo Road MR52 (RMS 3x3 Grant Funded)	01.50527		\$123,000	\$123,000		\$123,000	
Regional Road Rehabilitation - Taralga Road MR248E Crash Barrier Improvements (RMS Block Grant Funded)	01.52484	\$80,228	\$100,000	\$100,000		\$100,000	80%
Regional Road Rehabilitation - Devil's Elbow MR52 (Subject to 50% Grant Funding)	01.50528		\$1,080,000	\$1,080,000		\$1,080,000	
- \$540,000 Fixing Country Roads Grant - State Govt. Transport for NSW							
- \$193,500 Black Spot Grant Funding							
- \$346,500 Council Funded							
Black Spot Funding Taralga Rd Safety Improvements	01.55573	\$8,044		\$355,600		\$355,600	2%
Black Spot Funding - Braydon Road Safety Improvements	01.55569			\$75,280		\$75,280	
Black Spot Funding - Binda Street, Bigga Safety Improvements	01.55570			\$224,110		\$224,110	
Black Spot Funding - Coolalie Road Safety Improvements	01.55571	\$134,414		\$237,000		\$237,000	57%
Black Spot Funding - Peelwood Road Safety Improvements	01.55572	\$138,622		\$129,450		\$129,450	107%
MR248W Boorowa Road Storm Damage Pavement Rehabilitation	01.52491	\$162,944			\$150,000	\$150,000	109%
MR248E Taralga Road Storm Damage Pavement Rehabilitation	01.52492	\$46,933			\$143,000	\$143,000	33%
<b>Regional Roads Timber Bridge Replacement Program</b>							
MR 256 - Timber Bridge Replacement - Abercrombie River	01.52563	\$288,320		\$1,525,000		\$1,525,000	19%
MR 248E - Timber Bridge Replacement - Kiamma Creek	01.52485	\$6,800					
(50% Fixing Country Roads Grant - State Govt. Transport for NSW)							
<b>Local Roads Bridge Program</b>							
Roads to Recovery - Coates Creek (Raid's Flat Road) Timber Bridge Replacement	01.50178	\$33,403	\$160,000	\$160,000		\$160,000	21%
<b>Footpaths and Cycleways</b>							
Disabled Access Constructions - Ageing Strategy - (50% Grant funded)	01.55288	\$67,662	\$10,000	\$10,000		\$10,000	75%
Traffic & Transport Cycleway Program - Yass Street Gunning	01.55500	\$17,728		\$90,000		\$90,000	89%
PAMP Programs	01.55291			\$20,000		\$20,000	
Connecting Centres Cycleway Crookwell Shared User Path	01.55574			\$21,725		\$21,725	
Laggan Rd K&G Construction Part s94 Funded	01.55350	\$53,392		\$173,000		\$173,000	31%
Traffic & Transport Cycleway Program - Carrington Street Crookwell	01.55499	\$36,678	\$40,500	\$40,500		\$40,500	91%
(Between Northcott Street & Stephenson St) - (100% RMS funded)							
Kiamma Creek Boardwalk Replacement - Gravel - (100% Council Funded)	01.55564		\$10,000	\$20,000		\$20,000	
<b>Kerb and Guttering</b>							
Shire Wide Kerb and Guttering	01.55407	\$5,192	\$20,000	\$20,000		\$20,000	26%
<b>Other Infrastructure</b>							
School - Rural Bus Stops (50% Grant Funded)	01.55294		\$15,000	\$15,000		\$15,000	



<b>UPPER LACHLAN SHIRE COUNCIL</b> <b>OPERATIONAL PLAN</b> <b>CAPITAL EXPENDITURE BUDGET - 2016/2017</b> <b>Capital Expenditure - Acquisition/Renewal of Assets</b> <b>* Actual expenditure figures include creditor commitments</b>							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revotes & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>Waste Centres, Rubbish Tips and Street Cleaning</b>							
Collector - Purchase Hook Bins & Construct Ramps	01.55565		\$100,000	\$100,000		\$100,000	
Landfill Remediation - EPA Requirement	01.55257	\$92,442	\$200,000	\$200,000		\$200,000	46%
(50% Grant Funded & 50% Transfer from Sec. 94 Reserve)							
Landfill Remediation - Additional Works (Transfer from Sec. 94 Reserve)	01.55532		\$100,000	\$100,000		\$100,000	
<b>Public Cemeteries</b>							
Lawn Cemeteries Columbarium's (Transfer from Sec. 94 Reserve)	01.55175		\$10,000	\$10,000		\$10,000	
(Gunning, Dalton & Taraiga)							
Stonequarry Cemetery Public Toilet Block (\$94)	01.55539	\$9,188		\$17,430		\$17,430	53%
<b>Stormwater and Drainage</b>							
Hillas Street Taraiga - Stormwater Drainage	01.55263	\$27,112		\$28,000		\$28,000	97%
Tait Street Crookwell - Stormwater Drainage	01.55533	\$24,217		\$15,000		\$15,000	161%
Church Street Collector - Stormwater Drainage (opposite Bushranger hotel) (Transfer from Reserve)	01.55567		\$80,000	\$80,000		\$80,000	
<b>Quarries and Gravel Pits</b>							
Land Purchase Heffernan's Gravel Quarry	01.55575	\$19,000		\$190,000		\$190,000	10%
<b>Public Conveniences and Amenities</b>							
Goulburn Street Crookwell - Amenities Upgrade	01.55439		\$10,000	\$10,000		\$10,000	
Tuena - Amenities Block & Replacement Effluent Disposal System (Total Cost \$100k)	01.55510		\$50,000	\$90,000		\$90,000	
(Total Project \$100k - \$50k Grant Funds, \$45.7k Council Funded & \$4.3k Transfer from Sec. 94 Reserve)							
<b>Engineering, Purchasing and Works Supervision</b>							
Survey Equipment - GPS Base Station & Rover	01.55394		\$50,000	\$50,000		\$50,000	
<b>Plant and Equipment Operations</b>							
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	01.59000	\$531,023	\$212,000	\$212,000		\$212,000	78%
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)	01.59000		\$471,000	\$471,000		\$471,000	
Workshop Plant and Tools	01.55122		\$4,000	\$4,000		\$4,000	
Air Conditioners for Amenities Vans (x2) Construction Gangs	01.55123	\$162	\$5,600	\$5,600		\$5,600	3%
<b>Domestic Waste Management (DWM)</b>							
Loan Principal Reduction - Garbage Truck/Bins (Loan 171 - Finalised 30/6/2018)	06.06004.4900	\$27,408	\$54,500	\$54,500		\$54,500	50%
DWM Plant Net Replacement Cost - (see Plant Schedule)	06.59000	\$375,757	\$350,000	\$350,000		\$350,000	107%
<b>Total Infrastructure, Access and Transport Expenditure</b>		\$3,936,310	\$7,821,141	\$11,023,182	-\$422,911	\$10,600,271	37%

<b>UPPER LACHLAN SHIRE COUNCIL</b> <b>OPERATIONAL PLAN</b> <b>CAPITAL EXPENDITURE BUDGET - 2016/2017</b> <b>Capital Expenditure - Acquisition/Renewal of Assets</b> <b>*Actual expenditure figures include creditor commitments</b>							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revotes & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b><u>WATER SUPPLY FUND</u></b>							
<b><i>Crookwell Water Supply Fund</i></b>							
Loan Principal Reduction (Former Crookwell Loan 163W - Finalised 24/4/2022)	02.02600	\$24,138	\$49,100	\$49,100		\$49,100	49%
Mains Replacement - General	02.02547	\$48,879	\$150,000	\$150,000	-\$30,000	\$120,000	41%
Mains Replacement - Brooklands	02.02564	\$15,195			\$30,000	\$30,000	51%
Crookwell NEW DAFW Water Treatment Plant	02.02562	\$5,416,987	\$5,000,000	\$5,000,000		\$5,000,000	108%
(Total Expenditure \$7m being 15/16 \$1m, 16/17 \$5m, 17/18 \$1m)							
(Infrastructure NSW Grant \$6m, 15/16 \$857k, 16/17 \$4,286m, 17/18 \$857k)							
(ULSC contribution \$1m being 15/16 \$143k, 16/17 \$714k, 17/18 143k)							
(ULSC contribution \$200k transfer from Sec. 64 Reserve & \$800k Transfer from Reserve)							
Manager of Operations Motor Vehicle- Net Replacement Cost - (see Motor Vehicle Schedule)	02.59000	\$38,970	\$18,000	\$18,000		\$18,000	217%
<b><i>Gunning Water Supply Fund</i></b>							
Mains Replacement	09.09511	\$2,670	\$60,000	\$60,000		\$60,000	4%
Gunning WTP - 2 Sludge Lagoon Drying Beds	09.09519	\$20,609			\$20,000	\$20,000	103%
<b><i>Dalton Water Supply Fund</i></b>							
Mains Replacements	11.11508		\$30,000	\$30,000		\$30,000	
<b><i>Taralga Water Supply Fund</i></b>							
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	12.12600	\$5,410	\$10,900	\$10,900		\$10,900	50%
Mains Replacements	12.12511	\$29,268	\$50,000	\$50,000		\$50,000	59%
<b>Total Water Supply Services Expenditure</b>		<b>\$5,602,126</b>	<b>\$5,368,000</b>	<b>\$5,368,000</b>	<b>\$20,000</b>	<b>\$5,388,000</b>	<b>104%</b>



<b>UPPER LACHLAN SHIRE COUNCIL</b> <b>OPERATIONAL PLAN</b> <b>CAPITAL EXPENDITURE BUDGET - 2016/2017</b> <b>Capital Expenditure - Acquisition/Renewal of Assets</b> <b>* Actual expenditure figures include creditor commitments</b>							
Job Description	Fund/Mast	Expenditure	Original Budget Estimate 2016/2017	Sept Review Estimate 2016/2017	Total December Revotes & Reserve Transfers	Revised Budget	Actual/Revised Budget %
<b>SEWERAGE FUND</b>							
<i>Crookwell Sewerage Fund</i>							
Loan Principal Reduction (Former Crookwell Loan 163S - Finalised 24/4/2022)	03.03600	\$15,343	\$31,200	\$31,200		\$31,200	49%
Sewerage Pumping Station Upgrades	03.03630	\$14,510	\$10,000	\$10,000	\$5,000	\$15,000	97%
Sewer Main Rehabilitation / Renewal (2016/2017 Funded from Reserve)	03.03635		\$100,000	\$100,000		\$100,000	
Geo Tube for Sludge Drying	03.03627		\$7,000	\$7,000		\$7,000	
Sewer Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	03.59000	\$36,649	\$100,000	\$100,000		\$100,000	
Crookwell STP Emergency Generator	03.03632						
<i>Gunning Sewerage Fund</i>							
Sewer Main Rehabilitation / Renewal	10.10507	\$127,217	\$40,000	\$40,000	\$100,000	\$140,000	91%
<i>Taralga Sewerage Fund</i>							
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	13.13600	\$1,263	\$2,500	\$2,500		\$2,500	51%
<b>Total Sewerage Services Expenditure</b>		<b>\$194,983</b>	<b>\$290,700</b>	<b>\$290,700</b>	<b>\$105,000</b>	<b>\$395,700</b>	<b>49%</b>
<b>GENERAL FUND</b>							
<b>5. GOVERNANCE</b>							
<i>Real Estate Development</i>							
<b>Total Governance Expenditure</b>							
<b>Total Capital Works Expenditure</b>		<b>\$10,460,015</b>	<b>\$14,819,181</b>	<b>\$18,111,472</b>	<b>-\$177,729</b>	<b>\$17,933,743</b>	<b>58%</b>
<b>Capital Works Funding by Fund:-</b>							
General Fund Expenditure		\$4,259,741	\$8,755,981	\$12,048,272	-\$302,729	\$11,745,543	36%
DWM Fund Expenditure		\$403,165	\$404,500	\$404,500		\$404,500	100%
Water Supply Funds Expenditure		\$5,602,126	\$5,368,000	\$5,368,000	\$20,000	\$5,388,000	104%
Sewerage Funds Expenditure		\$194,983	\$290,700	\$290,700	\$105,000	\$395,700	49%
<b>Total of All Funds Expenditure</b>		<b>\$10,460,015</b>	<b>\$14,819,181</b>	<b>\$18,111,472</b>	<b>-\$177,729</b>	<b>\$17,933,743</b>	<b>58%</b>

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2016/2017 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Income	Original Budget Estimate 2016/2017	Sept Revotes & Reserves Transfers	Dec Revotes & Reserves Transfers	Revised Budget
<b>GENERAL FUND</b>						
<b>1. SOCIAL</b>						
<i>Emergency Services and Fire Protection</i> Bushfire Brigade Building Improvements- s94 fund	01.38001.4250.999	\$35,299		\$30,250	\$7,000	\$37,250
<i>Animal Control</i>						
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>						
<i>Public Libraries</i>						
<i>Public Halls, Cultural Services, Community Centres and Museums</i> Tuena Hall (Veolia Mulwaree Trust Grant) Crookwell Memorial Hall Committee - Air conditioner installation	01.32361.1700.320 01.32331.1750.188			\$30,682 \$5,000		\$30,682 \$5,000
<i>Sporting Grounds and Parks and Gardens</i> Playground equipment - Stronger Communities Program Gunning Skate Park - (50% Grant Funded) Budgeted 2015-16 Crookwell Skate Park - Veolia Trust Grant Crookwell Skate Park - Community Building Crookwell Skate Park - Crookwell Youth Group Crookwell Skate Park - Lions Australia Collector Oval Synthetic Grass Cricket Pitch	01.35301.1700.313 01.35301.1700.320 01.35301.1700.953 01.35301.1700.954 08.08000.3030.803 08.08000.3030.803 01.35201.1700.954	\$19,000 \$20,455 \$87,829 \$11,000 \$10,000 \$8,182	\$80,000	\$19,000	\$7,829 \$17,000 \$11,000 \$10,000 \$8,182	\$19,000 \$87,829 \$17,000 \$11,000 \$10,000 \$8,182
<i>Swimming Pools</i> Crookwell Swimming Pool Paint Pool Inside Surface (\$15k SCP Grant PAID 2015-16)	01.35011.1700.320		\$15,000			\$15,000
<b>Total Social Income</b>		<b>\$191,766</b>	<b>\$95,000</b>	<b>\$79,932</b>	<b>\$66,011</b>	<b>\$240,943</b>
						<b>80%</b>

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2016/2017 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Income	Original Budget Estimate 2016/2017	Sept Revotes & Reserves Transfers	Dec Revotes & Reserves Transfers	Revised Budget
<b>GENERAL FUND</b>						
<b>2. ENVIRONMENTAL</b>						
<i>Town Planning and Development Control</i>						
<i>Section 94 - Development Contributions</i>						
Open Space	01.41001,1750,287	\$14,090	\$23,000			\$23,000
Bushfire	01.41001,1750,322	\$11,241	\$21,000			\$21,000
Community Facilities/Amenities	01.41001,1750,288	\$24,420	\$42,000			\$42,000
Roads/Traffic Construction	01.41001,1750,289	\$162,702	\$290,000			\$290,000
Extractive Industries	01.41001,1750,292	\$2,580	\$9,100			\$9,100
Plan Administration	01.41001,1750,295	\$3,060	\$5,000			\$5,000
Gullen Solar Farm	01.41001,1750,363	\$250,000			\$250,000	\$250,000
<i>Environmental Systems and Protection</i>						
<i>Housing</i>						
<i>Noxious Weeds Control</i>						
<i>Building Control</i>						
<b>Total Environmental Income</b>		<b>\$468,093</b>	<b>\$390,100</b>		<b>\$250,000</b>	<b>\$640,100</b>
						<b>73%</b>



UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2016/2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Income	Original Budget Estimate 2016/2017	Sept Revotes & Reserves Transfers	Dec Revotes & Reserves Transfers	Revised Budget	Actual/ Revised Budget %
<b>GENERAL FUND</b>							
<b>3. ECONOMIC</b>							
<i>Financial Services</i>							
<i>Administration and Corporate Support</i>							
<i>Information Technology</i>							
IT - New Integrated Telephone/Communications System (\$150k Office of Local Government Innovation)	01.24001.1700.320		\$150,000			\$150,000	
IT - New Servers Virtualisation Project (Transfer from Reserve)	01.24001.4250.999	\$94,980	\$98,800			\$98,800	96%
<i>Caravan Parks</i>							
<i>Tourism Promotion and Business</i>							
<b>Total Economic Income</b>		\$94,980	\$248,800			\$248,800	\$0

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2016/2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Income	Original Budget Estimate 2016/2017	Sept Revotes & Reserves Transfers	Dec Revotes & Reserves Transfers	Revised Budget	Actual/ Revised Budget %
<b>GENERAL FUND AND DWM FUND</b>							
<b>4. INFRASTRUCTURE, ACCESS AND TRANSPORT</b>							
<b>Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering</b>							
<b>R2R</b>							
<b>Rural Local Roads</b>							
Grabine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k, 18/19 \$200k, 19/20 \$200k)	01.30301.1700.970		\$200,000		-\$200,000		
<b>Regional Roads</b>							
Regional Road Rehabilitation - Gundaroo Road MR52 (50% RMS REPAIR Grant Funded) Regional Road Rehabilitation - Devil's Elbow MR52 (Subject to 50% Grant Funding) Black Spot Program Grant Funding	01.31001.1700.318 01.31001.1700.975 01.31001.1700.318		\$289,200 \$1,021,440 \$540,000			\$289,200 \$1,021,440 \$540,000	
- \$193,500 Black Spot Grant Funding - \$346,500 Council Funded	01.31001.1700.318		\$193,500			\$193,500	
<b>Regional Roads Timber Bridge Replacement Program</b>							
MR 256 - Timber Bridge Replacement - Abercrombie Bridge Stronger Nations Federal Grant MR 256 - Timber Bridge Replacement - Abercrombie Bridge Fixing Country Roads NSW grant (Total Replacement Cost \$1,525 million (\$675k Building Stronger Nations Program + \$762k Repair of Country Bridges Program + \$88k Black Grant)	01.31001.1700.978 01.31001.1700.960			\$762,000 \$675,000		\$762,000 \$675,000	
<b>Local Roads Bridge Program</b>							
<b>Footpaths and Cycleways</b>							
Disabled Access Constructions - Ageing Strategy - (50% Grant funded) Kiamma Creek Disabled Ramp Stronger Communities Federal Grant Traffic & Transport Cycleway Program - Carrington Street Crookwell (Between Northcott Street & Stephenson Street) - (100% RMS Funded)	01.30801.1700.558 01.30801.1700.557 01.30801.1700.581	\$6,818 \$8,921 \$30,190	\$5,000 \$40,500	\$10,000 \$8,920 \$21,725		\$15,000 \$8,920 \$62,225	45% 100% 49%

3. *Advanced Placement* (AP) and *National Assessment* (NAEP) tests are



UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2016/2017 Grants and Contributions Provided for Capital Purposes						
Job Description	Ledger No.	Income	Original Budget Estimate 2016/2017	Sept Revotes & Reserves Transfers	Dec Revotes & Reserves Transfers	Revised Budget
<b>WATER SUPPLY FUND</b>						
<i>Crookwell Water Supply Fund</i>						
Water Section 64 Development Contributions	02.02001.1750.285	\$4,434	\$25,000			\$25,000
Crookwell NEW DAFF Water Treatment Plant (Infrastructure NSW Grant)	02.02001.1700.571	\$364,981	\$4,286,000			\$4,286,000
Crookwell NEW DAFF Water Treatment Plant - Transfer from Reserve	02.02001.4250.999	\$200,000	\$514,000			\$514,000
Crookwell NEW DAFF Water Treatment Plant - Transfer from Sec 64 Reserve	02.02001.4250.999	\$200,000	\$200,000			\$200,000
(Total Expenditure \$7m being 15/16 \$1m, 16/17 \$5m, 17/18 \$1m)						
(Infrastructure NSW Grant \$6m, 15/16 \$857k, 16/17 \$4,286m, 17/18 \$857k)						
(ULSC contribution \$1m being 15/16 \$143k, 16/17 \$714k, 17/18 143k)						
(ULSC contribution \$200k transfer from Sec. 64 Reserve & \$800k Transfer from Reserve)						
<i>Gunning Water Supply Fund</i>						
Water Section 64 Development Contributions	09.09001.1750.285		\$14,800			\$14,800
<i>Dalton Water Supply Fund</i>						
Water Section 64 Development Contributions	11.11001.1750.285	\$3,852	\$2,000		\$3,000	\$5,000
<i>Taralga Water Supply Fund</i>						
Water Section 64 Development Contributions	12.12001.1750.285	\$7,704	\$9,000			\$9,000
<b>Total Water Supply Services Income</b>		<b>\$580,971</b>	<b>\$5,050,800</b>		<b>\$3,000</b>	<b>\$5,053,800</b>
						<b>11%</b>

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2016/2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Income	Original Budget Estimate 2016/2017	Sept Revotes & Reserves Transfers	Dec Revotes & Reserves Transfers	Revised Budget	Actual/ Revised Budget %
<b>SEWERAGE FUND</b>							
<i>Crookwell Sewerage Fund</i>							
Sewerage Section 64 Development Contributions	03.03011.1750.285	\$7,558	\$20,000			\$20,000	38%
Sewer Main Rehabilitation / Renewal (Transfer from Reserve)	03.03011.1700.572		\$100,000			\$100,000	
<i>Gunning Sewerage Fund</i>							
Sewerage Section 64 Development Contributions	10.10001.1750.285		\$8,000			\$8,000	
<i>Teralga Sewerage Fund</i>							
Sewerage Section 64 Development Contributions	13.13001.1750.285	\$8,208	\$5,200		\$5,500	\$10,700	77%
<b>Total Sewerage Services Income</b>		\$15,766	\$133,200		\$5,500	\$138,700	11%
<b>GENERAL FUND</b>							
<b>5. GOVERNANCE</b>							
<i>Real Estate Development</i>							
						\$	
<b>Total Capital Grants and Contributions Income, Transfers from Reserves &amp; Loans</b>		\$1,923,717	\$7,868,600	\$2,628,087	\$124,511	\$10,621,198	18%
Total Transfers from Reserves		\$798,478	\$1,472,800	\$30,250	\$7,000	\$1,510,050	53%
Total Loans							
Total Capital Grants and Contributions		\$1,125,239	\$6,395,800	\$2,597,837	\$117,511	\$9,111,148	12%
<b>Total Capital Grants and Contributions Income, Transfers from Reserves &amp; Loans</b>		\$1,923,717	\$7,868,600	\$2,628,087	\$124,511	\$10,621,198	18%
<b>Capital Income by Fund:-</b>							
General Fund		\$942,291	\$2,319,600	\$2,628,087	\$116,011	\$5,063,698	19%
DWM Fund		\$384,689	\$365,000		\$3,000	\$365,000	105%
Water Supply Funds		\$580,971	\$5,050,800		\$5,500	\$5,053,800	11%
Sewerage Funds		\$15,766	\$133,200			\$138,700	11%
<b>Total of All Funds</b>		\$1,923,717	\$7,868,600	\$2,628,087	\$124,511	\$10,621,198	18%



# UPPER LACHLAN SHIRE COUNCIL



## SECOND QUARTER REVIEW **OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS** ***2016/2017***

***31 DECEMBER 2016***

<b>PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS</b>
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<b><u>FUNCTION (SERVICE)</u></b>	<b><u>PAGE NUMBER</u></b>
<b>SOCIAL</b>	
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Public Halls, Cultural Services, Community Centres and Museums	4
Animal Control	5
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Sporting Grounds and Parks and Gardens	7
Public Libraries	7
Emergency Services and Fire Protection	8
<b>ENVIRONMENTAL</b>	
Town Planning and Development Control	9
Building Control	9
Environmental Systems and Protection	10
Housing	10
Noxious Weeds Control	11
Food Control and Inspections	12
<b>ECONOMIC</b>	
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Administration and Corporate Support	14
General Purpose Revenue and Rates	15
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<b>INFRASTRUCTURE, ACCESS AND TRANSPORT</b>	
Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering	20
Stormwater and Drainage	22
Quarries and Gravel Pits	22
Waste Centres, Rubbish Tips and Street Cleaning	23

**PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (continued)**

<b><u>FUNCTION (SERVICE)</u></b>	<b><u>PAGE NUMBER</u></b>
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Engineering, Purchasing and Works Supervision	25
Plant and Equipment Operations	26
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Sewerage services	30
GOVERNANCE	
Governance and Civic Leadership	31 - 32

**CSP STRATEGIC OBJECTIVE - SOCIAL:  
PRINCIPAL ACTIVITY - HEALTH SERVICES, MEDICAL CENTRES, AGED, DISABLED AND COMMUNITY SERVICES**

<b><u>Key Performance Indicators</u></b>	<b><u>Performance Measures</u></b>	<b><u>Delivery Program Actions</u></b>	<b><u>Performance Status</u></b>
Liaise with health care service providers within the Shire.	Maintain lease for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Compliant and ongoing.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4-2 - Retain the youth population demographic and provide appropriate facilities.	Bi-monthly meetings with representatives from the Ya'Mad Committee are ongoing.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council develops a Disability Inclusion Action Plan by December 2016.	1.4-1 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Ongoing – The DIAP is a work in progress to be finalised by June 2017.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Pending - Annual review scheduled for completion in October 2017.

**CSP STRATEGIC OBJECTIVE - SOCIAL:  
PRINCIPAL ACTIVITY - PUBLIC HALLS, CULTURAL SERVICES, COMMUNITY CENTRES AND MUSEUMS**

<b><u>Key Performance Indicators</u></b>	<b><u>Performance Measures</u></b>	<b><u>Delivery Program Actions</u></b>	<b><u>Performance Status</u></b>
Implement Social and Community Plan for Council.	Report every year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Pending - Social and Community Plan will be reviewed and adopted by Council in June 2017.
Implement Cultural Plan for Council.	Review every two years.	1.4-1 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Pending - Review of Cultural Plan to be completed by 30 June 2017.

<b><u>Key Performance Indicators</u></b>	<b><u>Performance Measures</u></b>	<b><u>Delivery Program Actions</u></b>	<b><u>Performance Status</u></b>
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Heritage grants scheduled for endorsement by Council in October 2017.
Maintenance and management of Council public facilities.	Annual AGM and audits for Committees.  Review Plan of Managements for public buildings.	1.8 - Manage and upgrade Council's public buildings and community centres.  1.8 - Manage and upgrade Council's public buildings and community centres.	Compliant and ongoing as per budget commitments.  Plan of Managements – are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

**CSP STRATEGIC OBJECTIVE - SOCIAL:**  
**PRINCIPAL ACTIVITY - ANIMAL CONTROL**

<b><u>Key Performance Indicators</u></b>	<b><u>Performance Measures</u></b>	<b><u>Delivery Program Actions</u></b>	<b><u>Performance Status</u></b>
Registration of companion animals.	Monthly report to Office of Local Government.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Completed – monthly reports submitted to the Office of Local Government.
Maintain a Complaint Handling Register.	Complaints closed out within two weeks.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Compliant and ongoing.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Compliant and ongoing.

**CSP STRATEGIC OBJECTIVE - SOCIAL:  
PRINCIPAL ACTIVITY - SWIMMING POOLS**

<b><u>Key Performance Indicators</u></b>	<b><u>Performance Measures</u></b>	<b><u>Delivery Program Actions</u></b>	<b><u>Performance Status</u></b>
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved - annual booking schedule completed. Schools and Department of Education, Swim Club and special interest groups catered for. Safety systems reviewed in accordance with Practice Note 15 prior to pool opening mid November 2016.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – three times daily water quality sampling undertaken during pool opening days, results recorded, corrective action taken, compliance with Department of Health guidelines maintained.
Swimming pool patronage numbers.	Report annually to Council.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Ongoing – daily attendance records maintained for Crookwell and Gunning Swimming Pools. Report to Council at conclusion of season (March 2017).

**CSP STRATEGIC OBJECTIVE - SOCIAL:  
PRINCIPAL ACTIVITY - SPORTING GROUNDS AND PARKS AND GARDENS**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved - sporting committee is meeting twice yearly.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending – no progress to date.
Towns and villages mowing and maintenance program and fire risk minimisation.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – new townsperson. Recruitment of a replacement townsperson for Bigga underway.

**CSP STRATEGIC OBJECTIVE - SOCIAL:  
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Library Return completed and sent to NSW State Library in November 2016.

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Increase membership and number of library loans.	Increase by 1% per annum.	1.4-1 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – statistics prepared by Library Manager included in 2015/2016 Annual Report.
STLC Library Cooperative Committee meetings and REX meetings attendance. Review of joint policies and annual fees.	Implement Committee decisions.	1.5 - Lobby for retention of education facilities.	Being achieved – the STLC Cooperative Library Model commenced 1 July 2012. Review of STLC completed in November 2016. STLC to cease operations on 30 June 2017. Negotiations with Goulburn Mulwaree Council to provide shared library services.

**CSP STRATEGIC OBJECTIVE - SOCIAL:****PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual Audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved – Section 94 Register audit completed for 2015/2016 and provided a copy of the register to RFS in August 2016.
Complete review of DISPLAN.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending – Consequences Management Guide first review meeting held in December 2016.
Complete review of RFS Service Level Agreement.	Report to Council.	1.3 - Lobby for improved mobile telephone, broadband, and television reception services.	Pending – Service Level Agreement was renewed in 2014 and is due for review in near future. Council may wish to review the Service Level Agreement.



**CSP STRATEGIC OBJECTIVE - ENVIRONMENTAL:  
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Prepare LEP amendments and submit to Department of Planning.	LEP Amendments submitted to Department of Planning for gazettal.	2.4 - Promote environmentally sustainable developments (ESD).	Ongoing - amended as required.
Review and implementation of Section 94 and Section 94A Development Contributions Plans.	Implement Plans by target date specified by the NSW Department of Planning and Infrastructure; and annual audit Section 94 Register.	2.5-2 - To pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Pending - Section 94 Plan review is pending subject to completion of procurement processes.
Section 355 Committees commence operations and Council provide support to facilitate the Community Enhancement Program (CEP).	CEP agreements signed by developers. Funds paid to reserve annually. Committees resourced to benefit target communities.	2.5-2 - To pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Ongoing – CEP Agreements are signed and awaiting commencement of projects for funding payments. Gullen Range Wind Farm and Taralga Wind Farm and Cullerin Range Wind Farm CF project funding is scheduled for allocation in July 2017.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.4 - Promote environmentally sustainable developments (ESD)	Compliant and ongoing.

**CSP STRATEGIC OBJECTIVE - ENVIRONMENTAL:  
PRINCIPAL ACTIVITY - BUILDING CONTROL**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.4 - Promote environmentally sustainable developments (ESD).	Completed and ongoing.
Construction Certificate (CC) assessment and determination	Determine 90% of CC's within 30 days.	2.4 - Promote environmentally sustainable developments (ESD).	75% of CC's were determined within 30 days for the period of 1 October 2016 to 31 December 2016.
Development Application (DA) assessment and determination.	Determine 90% of DA's within 40 days.	2.4 - Promote environmentally sustainable developments (ESD).	80% of DA's were determined within 40 days for the period of 1 October 2016 to 31 December 2016.

**CSP STRATEGIC OBJECTIVE - ENVIRONMENTAL:  
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
State of Environment Reporting.	Complete and include in Council Annual Report.	2.7 - Implement Climate Change Adaption Strategy. 2.5-1 - Promote use of green and renewable energy.	Compliant and ongoing – A regional SOE will be reported in June 2017.
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints within 30 days.	2.1 - Address environmental degradation issues.	Being achieved – not all compliance action can be finalised within the 30 day timeframe.

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of grants per annum.	2.6 - Support land care initiatives to restore and beautify natural resources.	Ongoing liaison with relevant government agencies in seeking funding for environmental initiatives.

**CSP STRATEGIC OBJECTIVE - ENVIRONMENTAL:  
PRINCIPAL ACTIVITY - HOUSING**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Regular inspection of housing by independent management agent.	House inspections twice a year.	2.4 - Promote environmentally sustainable developments (ESD).	Compliant and ongoing.
Annual house maintenance and repair program derived from inspections.	Repairs completed within 30 days of notification.	2.4 - Promote environmentally sustainable developments (ESD).	Compliant and ongoing.

**CSP STRATEGIC OBJECTIVE - ENVIRONMENTAL:  
PRINCIPAL ACTIVITY - NOXIOUS WEEDS CONTROL**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	17% of properties inspected annually and all high risk pathways.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Works in progress – 179 property inspections have been undertaken during the period of 1 October 2016 to 31 December 2016.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Works in progress – monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.6 - Support land care initiatives to restore and beautify natural resources.	Works in progress – regular government and non-government meetings attended. Weed control information included in Councils information page and newsletters.

**CSP STRATEGIC OBJECTIVE - ENVIRONMENTAL:  
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	2.2 - Improve urban streetscape and CBD.	Pending – inspections are scheduled for April 2017.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	2.2 - Improve urban streetscape and CBD.	None identified for the period of 1 October to 31 December 2016.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

**CSP STRATEGIC OBJECTIVE - ECONOMIC:  
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Council's Investment Policy and Investment Strategy.	Review biennially.	3.1-2 - Prudent financial management.	Being achieved – policy was reviewed in September 2015 and is due to be reviewed in 2017 by Audit and Risk Committee.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	33% Cash reserve of total ELE expense.	3.1-1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 41% of total ELE expense as at 30 June 2016.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit and Risk Committee.	Complete 2 audits annually.	3.1-2 - Prudent financial management.	Being achieved – Grant Thornton internal audit firm has conducted two internal audit projects; a WH&S audit and Building/Asset Management audit reports will be completed in February 2017.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1-1 - Ensure financial viability of Council.	Being achieved – The revaluation of community land and other assets was completed in June 2016. Water supply and sewerage asset classes will be re-valued by June 2017.
Improve long-term financial plan (LTFP) modelling.	10 year plan reviewed annually.	3.1-1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan was reviewed and readopted by Council in June 2016. The LTFP will be reviewed annually.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.1-2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within two

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
			months of the end of the quarter.

**CSP STRATEGIC OBJECTIVE - ECONOMIC:  
PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Manage Councils Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.7 - Greater efficiency and increased customer service standards.	Achieved – 91.70% of tax invoices were paid by Council in accordance with credit terms in the 2nd quarter of 2016/2017.
Manage Councils Accounts Receivable system.	90% payment recovered within sixty days.	3.7 - Greater efficiency and increased customer service standards.	Achieved – 96.70% of sundry debtor invoices were recovered within 60 days of tax invoice date in the 2nd quarter of 2016/2017.
Complete scanning of legal documents, contracts and personnel files onto Council electronic document management system.	Personnel files stored on TRIM by 30 June 2017.	3.7 - Greater efficiency and increased customer service standards.	Being achieved – all legal files and grants have been scanned and stored in TRIM electronic records management system. Council staff personnel files 80% scanned into TRIM.
Participate in CENTROC and CBRJO advocacy and resource sharing projects.	Report annually to Council.	3.1-1 - Ensure financial viability of Council.	Being achieved – participating in on-line training services program, internal audit, ArcBlue procurement program, electricity program, and water supply best practice programs.

**CSP STRATEGIC OBJECTIVE - ECONOMIC:  
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.1-2 - Prudent financial management.	Achieved – 2.36% rates and charges outstanding percentage as at 30 June 2016.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.7 - Greater efficiency and increased customer service standards.	Achieved – 98.84% completed within timeframe for the 1st quarter of 2016/2017. 86 Section 603 Certificate applications processed in 2nd Quarter 2016/2017.
Complete and audit Statement of Compliance for permissible rates income.	Annual Completion by due date free of error.	3.1-2 - Prudent financial management.	Achieved – audit completed by the statutory deadline of 31 October 2016.
Process land revaluations and supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.1-2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in 1st and 2nd quarters of 2016/2017.

**CSP STRATEGIC OBJECTIVE - ECONOMIC:  
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Council's Information Technology Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implementation of recommendations within specified timeframes.	3.7 - Greater efficiency and increased customer service standards.	Pending – Information Technology Strategic Plan, Business Continuity Plan and Business Impact Assessments will be completed in 2017.
Implement Council PC (computers)	Annually install 100% of PC's	3.7 - Greater efficiency and	Being achieved – computer

replacement program on a four year rotational basis.	scheduled.	increased customer service standards.	replacement program commenced.
Review, upgrade and update Council's Website and FaceBook page information.	Updated on a weekly basis.	3.7 - Greater efficiency and increased customer service standards.	Being achieved – Council website and FaceBook page updated each week and timely media releases.
Efficient response times to user requests for technical assistance.	90% of requests responded to within two days.	3.7 - Greater efficiency and increased customer service standards.	Being achieved – response to requests within specified timeframes.
Implementation of new file servers, software and databases, including telecommunication systems upgrade.	Complete each year within budget estimate.	3.7 - Greater efficiency and increased customer service standards.	Being achieved – Virtualised server project commences 9 January 2017. Unified telecommunications system project commences in March 2017. Service supply and installation contracts signed.

**CSP STRATEGIC OBJECTIVE - ECONOMIC:****PRINCIPAL ACTIVITY - WORKFORCE (HUMAN RESOURCES AND WORK HEALTH AND SAFETY)**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Review and implement Council Succession Plan.	Review biennially.	3.3 - Assist facilitation of employment opportunities.	Pending – Succession Plan to be reviewed and adopted by Council in 2017.
Proportion of Council employee turnover per year.	Less than 10%.	3.3 - Assist facilitation of employment opportunities.	Achieved – 6.30% employee turnover rate in 2015/2016.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.3 - Assist facilitation of employment opportunities.	Pending – 2016/2017 performance reviews will commence in March 2017. Self assessment review forms to be sent to all staff in February.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.3 - Assist facilitation of employment opportunities.	Achieved – the reviewed Workforce Plan was adopted by Council at June 2016 meeting.



<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Conduct on-site work safety inspections of works sites and offices. Information provided to Council WH&S Committee and management.	80% of worksites are audited each year by WH&S Committee.	3.7 - Greater efficiency and increased customer service standards. Greater focus on work health and safety and risk management methods at Council worksites.	Being achieved – WH&S Committee meetings held. Incident reports and remedial action summary provided to MANEX each month.
All new employees to attend Corporate Induction.	Within a month of commencing employment.	3.3 - Assist facilitation of employment opportunities.	Being achieved - Appropriate personal and professional development is undertaken. Corporate inductions completed on a regular basis for new employees.
Maintain a database of hazards and risk management of all Council activities.	Quarterly updated by Section Managers and reported annually by WH&S Coordinator.	3.7 - Greater efficiency and increased customer service standards. Greater focus on work health and safety and risk management methods at Council worksites.	Works in progress – Significant achievements in the Parks and Gardens, Construction Crews and Works Depot all reviewed. All crews have access to task specific risk assessments and SWMS.
Identification of need for and implementation of safe work method statements (SWMS) for specific worksites.	80% of WH&S corrective actions will be completed within agreed timeframes.	3.7 - Greater efficiency and increased customer service standards. Greater focus on work health and safety and risk management methods at Council worksites.	Works in progress - systematically working through and identifying areas within Council that require SWMS. Review of Parks and Gardens and Water supply services are substantially completed. Some new SWMS have been developed for work with RMS which have been approved by RMS.
Increase awareness training of back and manual handling injuries such as sprains and strains for all staff.	Training provided every two years.	3.7 - Greater efficiency and increased customer service standards. Greater focus on work health and safety and risk	Achieved - training is provided, achievement of established WH&S performance targets, minimisation of workplace risk and the

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
		management methods at Council worksites.	development of a prevailing culture of safety in the organisation; Increasing level of compliance to StateCover public liability insurance audit requirements; Reduction in the number of days lost due to work related injuries. Notification of workplace incident reports to StateCover within two days of incident occurring.
Establish corporate safety management objectives, strategies and targets in the WH&S section. Minimisation of lost time incidents, injuries and workers compensation claims.	Incident reporting by employee within 2 days to senior management.	3.7 - Greater efficiency and increased customer service standards. Greater focus on work health and safety and risk management methods at Council worksites.	Being achieved – Incident Reporting Policy and Procedure updated. Staff has been trained on reporting requirements via staff induction, site inductions and staff meetings.
Identify and address WH&S issues identified as critical to ensure a safe worksite. Identify "Hotspots" within work groups and concentrate training programs on identified problem areas.	Quarterly reporting to WH&S Committee and management.	3.7 - Greater efficiency and increased customer service standards. Greater focus on work health and safety and risk management methods at Council worksites.	Achieved - safety inspection results, incidents and injuries reported to Manex and the WHS Committee bi-monthly. Toolbox talks being routinely completed by works crews.

**CSP STRATEGIC OBJECTIVE - ECONOMIC:  
PRINCIPAL ACTIVITY - CARAVAN PARKS**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.4 - Encourage and support viable local businesses.	Achieved – in 2015/2016 Council operated the facility with a minor

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
			profit, also an increase in overnight visitation and bookings.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.2 - Encourage sustainable moderate population growth.	Pending – review of Plan yet be completed.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.7 - Greater efficiency and increased customer service standards.	Being achieved – Crookwell caravan park promotion ongoing. Toilet amenities upgrade budgeted.



**CSP STRATEGIC OBJECTIVE - ECONOMIC:  
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Review and implement Tourism Strategic Plan.	Report annually by the Tourist Association.	3.4 - Encourage and support viable local businesses.	Pending – Action Plan and projects identified, review by the Tourist Association will be completed in 2017.
Coordinate the Crookwell Potato Festival event.	Provide annual event summary to Tourist Association.	3.6 - Promote tourism opportunities and community events.	Pending – the event is scheduled for May 2017.
Prepare of tourism function statistics each quarter.	Present to Tourist Association.	3.7 - Greater efficiency and increased customer service standards.	Achieved – audited Financial Statements were presented to Tourist Association AGM in October 2016.
Preparation of Destination Management Plan to Destination NSW for Southern Tablelands Region.	Increase visitation and \$ spend in the Shire each year.	3.6 - Promote tourism opportunities and community events.	Achieved – Destination Management Plan was completed for Council and regions in conjunction with Inland NSW.
Prepare and distribute tourism publications; i.e. Accommodation Guide and Group Touring Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Achieved – new Upper Lachlan Guide publication completed and distributed.
Business activity of the State Road MR54 RMCC contract and work orders to retain RMS accreditation.	Generate profit in accordance with contract limits.	3.1-2 – Prudent financial management.	Being achieved – MR54 State Road RMS works orders are ongoing, and new road construction and sealing works of unsealed sections well underway in Section 2 “The Willows” section of road. Satisfactory contractor performance report issued by RMS to Council.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - ROADS, BRIDGES, FOOTPATHS, CYCLEWAYS, AND KERB AND GUTTERING**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.1 - Improve local road and transport networks.	Achieved – Roads Hierarchy has been developed.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 80% of works program annually.	4.1 - Improve local road and transport networks.	Works in Progress – 36% of General Fund capital works program completed at 2nd Quarter.
Progression in the reconstruction and upgrade of Grabine Road as part of the Special Grant program with RMS and Transport for NSW (8 year program commenced 2013).	Complete Stage 5 within budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending – Stage 4 of program commenced. Stage 5 yet to commence. Rescheduled and delay in works program due to postponement of Roads to Recovery Funding.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and transport networks.	Completed – Fresh tenders called and completed. Reported to Council at September 2015 meeting.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and transport networks.	Being achieved – the 2016/2017 gravel resheeting program adopted by Council. 39% of Roads to Recovery gravel resheet program was completed at 2nd Quarter.
Number of kilometres per year cost per kilometre for road maintenance, dissecting bitumen and gravel roads.	Provide cost report to Council annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year	Being achieved – Report provided to budget meeting. Council reviewed and adopted Infrastructure Plan in June 2016.

		period.	
Continuation of footpath replacement program in accordance with Footpath Policy.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - ongoing projects being completed regularly. New PAMP being developed by consultants at present.
Establish a Bridge Replacement and maintenance program.	To review program every two years.	4.11 - Progressively replace timber bridges on local and regional roads.	Achieved – priority program has been prepared and included in 4 year Delivery Program. Plan to utilise borrowings to assist in funding bridge program.
Complete the replacement of the Abercrombie River timber bridge on MR256 Taralga to Oberon Road.	Complete by December 2016.	4.11 - Progressively replace timber bridges on local and regional roads.	Pending – funding contract signed, review of environment effects commenced. Aboriginal Heritage issues delaying start of works. Precast concrete components have been manufactured and will be shipped to the site in the coming weeks.
Regional road repair and pavement reconstruction program on MR52 Gundaroo to Gunning Road.	Complete within budget by June 2017 and finalisation report completed to RMS.	4.12 - Regional transport links are the highest infrastructure priority of Council these include the pavement rehabilitation projects.	Pending - Stages 2 and 3 are being constructed at present with completion due by December 2017.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Stormwater Levy for all towns to assist in funding capital improvements.	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – works program is included in Operational Plan.
Creation of Floodplain Risk	Completion of Study and Plan by	4.13 - Flood Management Plans	Being achieved – Draft Flood Risk



<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Management Study and Plans.	December 2016.	created for all towns.	Management Plan and Study for the four villages is scheduled for exhibition in January 2017.
Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Pending – ongoing program of works prepared.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved - gravel management system is in place and working well. Gravel stocks have been reduced to target value and approval of Council's auditors. A stocktake will be completed by June 2017 for external audit.
Maintain a gravel pit rehabilitation cash reserve in accordance with gravel restoration liability requirements.	Review cash reserve annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – rehabilitation reserve created and funds being credited to reserve.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – internal gravel charge reviewed and updated 1 July 2016.
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements with owners to operate the quarry.	Installation of signage as remote supervision.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – signs erected.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - WASTE CENTRES, RUBBISH TIPS AND STREET CLEANING**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Maintain a rubbish tip (landfill) rehabilitation cash reserve.	Review cash reserve annually.	4.7 - Provide increased waste pickup and clean up service at existing village rubbish tips.	Achieved – rehabilitation reserve established with annualised contributions to the fund.
Strategic Waste Management Plan implementation. Investigations and environmental improvements to determine the useful lives of Councils existing Landfills.	Project in conjunction with EPA grant. Concept design finalised by end of 2016.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Works in Progress - Strategic Waste Management Plan reviewed. Upgrade of Crookwell Landfill major focus. Concept plan completed, progressed to detailed design phase.
Ensure compliance with DECCW licence for rubbish tips (landfill).	No non-compliance incidents.	4.7 - Provide increased waste pickup and clean up service at existing village rubbish tips.	Completed – DECCW annual return for Crookwell landfill completed on time and submitted.



**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Maintain public toilet facilities according to health requirements.	Weekly Maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Achieved – weekly maintenance and cleaning occurring.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Prepare Plans of Management for all Council controlled cemeteries.	Review every two years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Completed.
Crookwell Cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owners.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - additional land for Crookwell cemetery has been purchased. Negotiations are underway to purchase additional land for the expansion of Gunning Cemetery.
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Works in progress – maintenance activities according to annual program and budget allocation.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - ENGINEERING, PURCHASING AND WORKS SUPERVISION**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Implementation and review of Asset Management Plan.  Asset Audit Preparedness and audit of Special Schedule 7 including asset condition management.	Link to Long-term Financial Plan model.  Council resources allocated to ensure audit compliance.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - asset revaluation completed and incorporated into Fit for the Future asset modelling. Pending – asset condition assessment audit of Special Schedule 7; OLG has not mandated or implemented external audit.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a single stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending - some work already done to deal with the recommendation in the Intentus Chartered Accountants Audit Management Letter. General re-organisation and restructuring ongoing.
Implementation of new Risk Management Action Plan (RAMP) to meet Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending – RAMP program audit completed for 2015/2016. New and outstanding RAMP items are to be completed by 30 June 2017.
Implement Risk Management Assessment Plan and Risk Management Policy.	Review and update.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowsers.	Ensure low level of leakage and no environmental impact.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and	Being achieved - testing indicates that losses from the system are minimal (and discrepancies are

<u>Key Performance Indicators</u>	<u>Means to Achieve Target</u>	<u>Manner of Performance Assessment</u>	<u>Performance Status</u>
		upgrades covering a 10 year period.	probably caused by temperature variations). Additional tank outside Crookwell office to be removed.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

<u>Key Performance Indicators</u>	<u>Means to Achieve Target</u>	<u>Manner of Performance Assessment</u>	<u>Performance Status</u>
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Completed – plant policy has been prepared and approved with replacements being undertaken in accordance with the policy and within the limitation of the budget.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Plant Replacements for 2016/2017 are almost complete. Replacement of grader has been delayed pending decision regarding patching equipment.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and transport networks.	Achieved – Plant Hire rates were reviewed and updated in July 2016. Plant Hire profit achieved in 2015/2016. Further review due July 2017.
Management of motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and transport networks.	Being achieved – leaseback program and lease fees are reviewed annually. Last review of

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
			the policy was completed in April 2015 and leaseback fees are due for review in July 2017.



**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
DWM service charge includes a disposal cost as a costed entity.	Establish Fund and review annually.	4.7 - Provide increased waste pickup and clean up service at existing village rubbish tips.	Achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide increased waste pickup and clean up service at existing village rubbish tips.	Being achieved – improvements to collection routes and staffing have seen a significant reduction in missed bin complaints. New collection truck has reduced breakdowns and impact upon comingling recycle and waste.
Complete the DWM reasonable cost calculation.	Audited annually.	4.7 - Provide increased waste pickup and clean up service at existing village rubbish tips.	Achieved – calculation and methodology was included in the 2016/2017 Operational Plan and external audit completed by Intentus Chartered Accountants.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – plant replacement schedule reviewed. Replacement schedule consisting of two side loading compactor trucks being replaced on a 5 yearly staggered rotation. One plant replacement is budgeted in 2016/2017.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems. New water treatment plants completed for Gunning/Dalton and Taralga, both are operating in accordance with specification.  Construction project underway on new Water Treatment Plant in Crookwell.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – user pay water charges implemented. 53.65% of total water revenue is from water usage consumption charges.
Implement Strategic Business Plan, Water Conservation, and Demand Management Plans for the town water supplies.	Implement action plan.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved - Water Conservation, Demand Management and Drought Management Plans completed. Integrated Water Cycle Management Plan is completed, Strategic Business Plan completed. Drinking Water Quality Management Plan completed.

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Register maintained and audited annually.
Construction of the Crookwell water supply treatment plant project per Restart NSW - Water Security for Regions Program.	Project initiation in 2016. Completion of project in 2017.	4.6 - Improve water supply and sewerage facilities to towns.	Works in Progress - \$6M secured from Restart NSW towards the \$7M project (\$1M balance from Council). Construction underway, new water supply system commissioned by September 2017.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – water supply fund in 2015/2016 had an operating surplus to set aside funds for infrastructure replacement requirements and assist in funding Crookwell water supply project.

**CSP STRATEGIC OBJECTIVE - INFRASTRUCTURE, ACCESS AND TRANSPORT:  
PRINCIPAL ACTIVITY - SEWERAGE SERVICES**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Number of sewer chokes per month per five kilometres of mains.	Less than 3.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – problem sewer main areas in Crookwell and Gunning have been relined as part of the CEEP program.
Implement Strategic Business Plan, including Integrated Water Cycle Management Strategy for town sewerage systems.	Implement action plan.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Integrated Water Cycle Management (IWCN) Plan is completed. Strategic Business Plan also completed.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – operating result surplus in 2015/2016 provides for future infrastructure replacement needs.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – Section 64 Register updated and reconciled each month and audited annually.
Sewerage Treatment Plants comply with EPA conditions.	Satisfactory report from NSW Office of Water.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – EPA Annual Return completed on time. NSW Office of Water regional inspector provided satisfactory report for Crookwell, Gunning and Taralga Sewerage Treatment Plants.



**CSP STRATEGIC OBJECTIVE - GOVERNANCE:  
PRINCIPAL ACTIVITY – GOVERNANCE AND CIVIC LEADERSHIP**

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly, after local government elections.	5.4 - Ensure the retention and attraction of quality staff.	Completed – reviewed and adopted by Council in October 2016.
Council Policy Development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Completed – KPI achieved in first and second quarters with continual policy development and policy reviews undertaken.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 days.	5.2 - Lobby other levels of Government for increased share of funding and changes to taxation distribution.	Being achieved - achieving target of 15 days.
Complete Council Annual Report.	Completed and sent to OLG by 30 November every year.	5.6 - Council governance structures support best practice and social justice principles and ensure Council is efficiently managed.	Completed – Annual Report URL link forwarded to Office of Local Government on 18 November 2016.
Implement the Office of Local Government (OLG) “Fit for the Future” Council Improvement Proposal and 4 years Action Plan.	4 year Action Plan incorporated into Delivery Program.	5.1 - Participate in resource sharing initiatives.	Being achieved – actions reported to Council as part of Delivery Program six monthly review report in December 2016.
Compliance with Office of Local Government (OLG) Circulars and compliance with legislative and	Circulars to be reviewed monthly.	5.6 - Council governance structures support best practice and social justice principles and	Being achieved – circulars reviewed, complied with and placed before Council as

<b><u>Key Performance Indicators</u></b>	<b><u>Means to Achieve Target</u></b>	<b><u>Manner of Performance Assessment</u></b>	<b><u>Performance Status</u></b>
statutory amendments.		ensure Council is efficiently managed.	requested by the OLG.
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all seven Fit for the Future benchmarks.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – all seven Fit for the Future benchmarks met by Upper Lachlan Shire Council in 2015/2016.

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## Finance and Administration - 16 February 2017

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**ITEM 11.6**                      **Library Quarterly Report**

**FILE REFERENCE**    **I17/43**

**AUTHOR**                      **Director of Finance and Administration**

### **ISSUE**

A summary of the activities in the Upper Lachlan Shire Council libraries for the 2nd Quarter 2016/2017 is provided to Council.

**RECOMMENDATION**      That -

1. Council receives and notes the Library Services 2016/2017 - 2nd Quarter Report as information.

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### **BACKGROUND**

Nil

### **REPORT**

Upper Lachlan Shire Library Services Quarterly Report: October - December 2016

### **LIBRARY USAGE:**

	<b>Crookwell</b>	<b>Gunning</b>
<b>Loans*</b>	8,128	2,014
<b>New Members</b>	27	2
<b>Internet Sessions</b>	889	802
<b>Visitors</b>	5,997	2,670
<b>Hours open per week</b>	31.5	17

\*Quarterly loans do not include e-book, e-audio or e-magazines which are calculated annually.

### **OVERVIEW:**

Upper Lachlan Shire Council and Goulburn Mulwaree Council senior management have held discussions in relation to the cessation of the Southern Tablelands Library Cooperative (STLC). Meetings were held on 16 December 2016 and 24 January 2017. The negotiations with Goulburn Mulwaree Council have been quite constructive and the draft service fee schedules are being evaluated with a service level agreement for library services anticipated to be signed in the near future.

The Libraries experienced a busy quarter with the number of loans and internet sessions increasing at the Gunning Library compared to the same quarter in 2015. Whilst at the Crookwell Library the number of loans, new members and visitors increased compared to the same quarter in 2015.

**Finance and Administration**  
**LIBRARY QUARTERLY REPORT cont'd**

During the quarter a number of promotional events were held attracting a number of attendees who also used the library services. These events included a spring holiday workshop; flower arranging workshop; Christmas card making and decorations; and the Summer Reading Club Heroes and Villains party at the Crookwell Library. Whilst at the Gunning Library events included spring holiday workshop and Christmas card making workshop. The feedback from these activities has been positive.

**EVENTS AND PROMOTION:**

**Crookwell and Gunning Libraries:**

- Promotional articles were published in the Crookwell Gazette, the Gunning Lions Newsletter, Crookwell Library Facebook site, and the Voice. These included 'Tea Travels'; 'Christmas flowers ideas workshop'; 'Summer Reading Club at the Crookwell Library'; Gunning Library Activities' regular column in the Gunning Lions Newsletter. The library also contributed to the 2015/2016 Council Annual Report.
- Gunning Library received some publicity after Michael de Percy's Searching Australian family military service records sessions in September. Articles appeared in the PS News, UC Monitor, Connecting the Nation website, and the Tove blog.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from all branches of the Library Cooperative were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breadth of items in the collections. The Crookwell Library displayed items on mental health; community health; theatre (to coincide with the CADS production); Harry Potter audio books; 'read the book, now see the movie'; flower arranging (to coincide with the flower workshop); reading for the holiday season; and heroes and villains (to coincide with the Summer Reading Club). Whilst Gunning Library displayed items on large print; local history; DVDs; Remembrance Day; new children's books; Christmas, Local history, and Australian. Again this quarter patrons borrowed from these different themed displays and discovered a range of interesting items from our collections. Each library also displayed new items acquired in a separate new book display.

**Gunning:**

- This quarter the knitting circle was well attended even with the warmer weather. In total there were ten people who attended across three sessions.
- Gunning Library placed the Remembrance Poppies made by Library patrons around the cenotaph for Remembrance Day.

**Crookwell:**

- This quarter the monthly scrabble afternoons were well attended, with a total of nineteen people attending. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- Viewhaven Lodge residents visited the Crookwell Library on 11 November 2016 between 10:30 - 11:30am. Six people from Viewhaven attended the event. A box of large print books weeded from the library's collection was donated to Viewhaven.
- The Library Manager met with the other STLC Library Managers in Goulburn in November to discuss the NSW State Library statistical return and the transition of library resources from the pending disbandment of the STLC.



- The Library Manager and one of the Library Assistant's met with Kaye from Sunset Lodge Taralga on 1 December 2016 in the Crookwell Library, discussing providing a home library service to residents. At this meeting the Library Manager also donated a box of large print books to Sunset Lodge. Books will be delivered to Sunset Lodge every fortnight. The first delivery took place on Thursday 8 December 2016. Residents were delighted with the first box of library items.
- The Crookwell Friends of the Library Committee held a meeting on 2 December 2016 in the Crookwell Library. In total there were three people in attendance.
- Sandy Arnott conducted a flower arranging session at the Crookwell Library on 3 December 2016 from 10:15-11:45am. Ten people attended this event.
- The Crookwell Friends of the Library held their AGM on 6 December 2016 at 2:30pm in the Crookwell Library. In total there were eleven people in attendance.
- The Crookwell Library and Crookwell Friends of the Library held their annual thank you to the library volunteers at 3pm on 6 December 2016 in the Crookwell Library. In total there were fourteen people in attendance.
- The Crookwell and District Historical Society held their Christmas afternoon tea in the Library on 8 December 2016 (following their quarterly meeting). Thirteen people attended the afternoon tea.
- The Library Manager attended the South East (SE) Zone Library Managers meeting on 16 December 2016 at Braidwood.
- The Library Manager completed the State Library of NSW 2016/2017 Library Subsidy application; 2016/2017 Local Priority Grant application; 2015/2016 Statement of Library Operations (FORM A); and 2015/2016 NSW Public Library Statistics Online Data Collection.

**CHILDREN AND YOUNG PEOPLE:**

**Gunning:**

- Gunning and District Before and After School Care – OOSH continue to have a permanent booking of computers after school every Friday and some Wednesdays when computers are available. In total there were twenty-seven children.
- Classes from Kindergarten to Year 6 from Gunning Public School continue to visit once a week on a Tuesday, Wednesday and Thursday. In this quarter three hundred and seventeen children attended the Library with their class.
- Storytime held every fortnight, continues to be popular. The Gunning Early Child Centre is part of the storytime sessions. In this quarter there were a total of one hundred and eleven children who attended Storytime.
- The library held a spring school holiday workshop on 6 October 2016 at the Gunning School Holiday Centre. In total there were sixteen people who attended the workshop.
- Gunning Library held a Christmas card making workshop on 18 November 2016. In total there were five people in attendance.

**Crookwell:**

- A number of HSC students utilised the library facilities for their exam study.
- SDN children continued to visit the Library for Storytime. In total there were one hundred and twenty-three people who attended Storytime this quarter.
- The library held a spring school holiday workshop on 4 October 2016. In total five people attended the workshop.
- Crookwell Library held a Christmas card making and craft workshop on 12 December 2016. In total there were four people in attendance.

- The Crookwell Library launched its Summer Reading Club for the summer. This year's Summer Reading Club program theme is Heroes and Villains. The Summer Reading Club ran 5 December 2016 to 25 January 2017. The Crookwell Library held a Heroes and Villains party to celebrate the launch of the Summer Reading Club on 15 December 2016. In total there were twenty-three people in attendance.

## **COLLECTIONS, RESOURCES AND FACILITIES:**

### **Collections**

- Crookwell Library continued weeding the Adult Fiction collections discarding worn and damaged material.
- Gunning Library continued to weed the large print collections. The non-fiction collection weeding was completed in the quarter.
- The South East Zone Consortia for One Click Digital started on 1 October 2016. Patrons now have access to more e-audio books and e-books.
- As time allowed Crookwell Library staff catalogued donated books and DVDs as well new DVDs for Crookwell and Gunning libraries.

### **Resources**

- The STLC Libraries conducted a fines feast from 28 November until 16 December 2016. Patrons donated one item of non-perishable food to clear \$5.00 worth of fines. Food collected at Gunning was distributed to charities by the Gunning local retired pastor Ellen Manwaring. At Crookwell, St Bart's in conjunction with other local community groups distributed the items to families in need.
- The Library Service received two ipads from Council's old stock to assist library patrons in using ipads.
- The NSW Public Libraries Managers e-list advertised free book club kits (approximately 10 books in library received three book club kits which will assist with supporting the two book clubs in the Upper Lachlan Shire after the STLC ceases on 30 June 2017. The only cost was to ship the items to the Crookwell Library. The Library Manager organised the Crookwell Friends of the Library to pay for the shipping costs of \$30.00.
- Maree Roche was appointed to the position of Library Assistant at the Gunning Library.
- Library staff completed the Code of Conduct, EEO and Privacy courses. Maree also completed her First Aid Training in Gunning on 25 October 2016.
- The Library Manager assisted and met with Janet Smith as part of the independent review of the Upper Lachlan Shire Council Library Service.
- The Library Manager attended the NSW Public Library Conference at Ulladulla from 22 November to 24 November 2016. The SE Zone hosted the event. The speakers at the conference were excellent and provided new ideas. The Library Manager also visited trade exhibitors looking at different products.
- This quarter, volunteers completed sixty-seven hours of work in the Crookwell Library, and seven hours at the Gunning Library.

### **Facilities**

- Our Libraries computers and Wi-Fi facilities continue to be well used by patrons and people passing through.
- Dorma completed their 6 monthly automatic door maintenance check at the Crookwell Library.
- The fire extinguishers at Crookwell Library were serviced on 31 October 2016.

***Finance and Administration***

**LIBRARY QUARTERLY REPORT cont'd**

- The Gunning network computer box fell off the computer wall overnight on 21 November 2016. When the unit fell it damaged the power point. The room was closed on 22 November 2016 until the power point was fixed by an electrician.

Michaela Olde  
Manager, Library Services

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receives and notes the Library Services 2016/2017 - 2nd Quarter Report as information.

**ATTACHMENTS**

Nil

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## Finance and Administration - 16 February 2017

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**ITEM 11.7**                      **Destination Marketing Officer Position**

**FILE REFERENCE**    **I17/50**

**AUTHOR**                      **Director of Finance and Administration**

### **ISSUE**

Review of existing Council Organisation Structure and recommendation that a new Destination Marketing Officer position be implemented within the Tourism function of the Finance and Administration Department.

**RECOMMENDATION**      That -

1. Council endorses the Destination Marketing Officer position for inclusion in Council's Organisation Structure.
2. The Destination Marketing Officer Position Description is reported to the Council's Consultative Committee and the position is then advertised for job applications.

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### **BACKGROUND**

At the request of Councillors and the Upper Lachlan Tourist Association, a review of the structure of the Tourism Function within Council's Finance and Administration Department has been completed to allow positioning of the Upper Lachlan to further grow the visitor economy.

As a result of the review the need for additional tourism resources was identified. It is now recommended that an additional staff member be added to the organisation structure as part of the Tourism function. The position would focus on marketing the destination which will also allow the Tourism Manager to focus on and fulfil other objectives with regards to tourism industry development and engagement.

### **REPORT**

Visitation to the Upper Lachlan Shire Council LGA is a key economic driver for the region providing income in excess of \$15M per annum supporting over 170 jobs (Tourism Research Australia 2011) with potential for further growth. An anticipated increase in international visitors through Canberra Airport and the rapid growth in aged over 55s travellers as the baby boomer generation retire or wind back work commitments will fuel future visitation expansion.

The Upper Lachlan Shire Council is positioned in a growing market with domestic overnight visitation to the Tablelands Region increasing 27.5% from June 2015 to June 2016 (Canberra Region Tablelands Tourism Monitor). At the same time, the way to market has become increasingly complex as traditional channels have been overlaid, rather than replaced, with online channels (social media in particular).



The opportunities to engage at a regional level, especially through the Canberra Region Joint Organisation (CBRJO), have multiplied and require ongoing work in order to gain the greatest benefit. As a result, to take advantage of the expanding market, an additional resource would allow greater focus on implementing an ongoing, multifaceted marketing campaign.

In conjunction with adding an additional position it is proposed that the Crookwell Visitor Information Centre (VIC) would operate seven days a week by permanent salaried Council staff. Council has been well served by a dedicated group of volunteers since the inception of the VIC and Council whole heartedly thanks them for their service, however the number of people prepared to volunteer in this way has declined, the skill set required to operate the centre has changed and the ability to professionally service the travelling public in line with consumer expectations in 2017 has been a challenge.

The proposal for creating a new position now allows the Tourism function three full time and one part time tourism employees to operate a rotating roster at the VIC which involves one weekend worked per month by each staff member.

The past twelve months have been a challenge; there have been various disruptions to tourism business operations due largely to employee resignations, long periods of staff leave taken, recruitment processes and staff training being completed by the Tourism Manager. These factors resulted in a number of key tasks been deferred and not completed by initial deadlines.

In light of the above challenges, it is important to acknowledge that efficiencies have been achieved in the Tourism function by senior management initiatives including; the reallocation of tasks and staff resourcing Saturdays through the employment of a part time Destination Information Officer in 2015, the restructure of the Upper Lachlan Tourist Association finances being incorporated into Councils Finance function in 2015/2016, tourism membership scheme implementation, a Packaged liquor licence cellar door implemented at VIC in 2013 and internal procedures and consignment stock changes utilised since 2014.

The proposed new position will allow further efficiencies and productivity improvements that will be measured annually by the Director of Finance and Administration.

The Destination Marketing Officer position may offer the following benefits to the organisation:-

1. Dedicated focus on implementing the marketing tactics of the Upper Lachlan Shire Council Tourism Strategic Plan;
2. Free up the Tourism Manager to allocate time to further tourism industry engagement and development across the Shire;
3. Free up the Tourism Manager to work on strategic planning, including development of a new Destination Management Plan for the region and developing new initiatives;
4. Allow for a consistent level of customer service seven days a week;
5. Multiple staff can interchange roles and assist each other for the benefit of achieving greater service levels;

## ***Finance and Administration***

### **DESTINATION MARKETING OFFICER POSITION cont'd**

6. Expand tourism online marketing programs focussed on local attractions and not just events, including redesign of tourism website;
7. Focus on generating high quality content that meets benchmarks and is effective in the market;
8. Exploit the range of co-operative marketing opportunities through CBRJO; and
9. Increase communication and service to tourism members and other industry.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

The proposed position is unbudgeted in 2016/2017 and future years. The estimated total cost of this position including salary and employment benefit on-costs is \$66,000 annually escalated in accordance with the Local Government (State) Award.

### **RECOMMENDATION** That -

1. Council endorses the Destination Marketing Officer position for inclusion in Council's Organisation Structure.
2. The Destination Marketing Officer Position Description is reported to the Council's Consultative Committee and the position is then advertised for job applications.

### **ATTACHMENTS**

1. <a href="#">View</a>	Tourism Structure - February 2017	Attachment
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## Proposed Tourism Function



## **12        GENERAL MANAGER**

The following items are submitted for consideration -

12.1	Staffing Matters	470
12.2	Consultative Committee Meeting Minutes	472
12.3	WHS Committee Minutes	475
12.4	Alcohol Free Zone	479
12.5	Action Summary - Council Decisions	481

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## **General Manager - 16 February 2017**

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**ITEM 12.1**                      **Staffing Matters**

**FILE REFERENCE**    **I17/1**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details in relation to current staffing matters for Councillors' information.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

Providing information to Councillors in relation to current staffing matters, including recent resignations and appointments.

### **REPORT**

The vacant position of Plant Operator - Roller at Crookwell was advertised internally on Thursday, 10 November 2016 with applications closing on Friday, 25 November 2016. Council will be advised of the successful applicant in due course.

The vacant position of Skilled Labourer at Crookwell was advertised internally on Thursday, 10 November 2016 with applications closing on Friday, 25 November 2016. Council will be advised of the successful applicant in due course.

The vacant position of Plant Operator - Grader at Gunning was advertised internally on Thursday, 10 November 2016 with applications closing on Friday, 25 November 2016. Council will be advised of the successful applicant in due course.

Council's Part-time Destination Information Officer, Elizabeth Daly resigned from Council on Wednesday, 16 November 2016 after only recently being employed. Council revisited the previously interviewed applicants and referee checks were undertaken. Elizabeth Gorman was offered and has accepted the position as Part-time Destination Information Officer and she commenced on Monday, 9 January 2017.

On Tuesday, 20 December 2016 Council's Executive Assistant – Works & Operations, Carrie Gibson resigned from Council. The vacant position of Executive Assistant – Works & Operations at Crookwell was advertised externally on Monday, 12 December 2016 with applications closing on Thursday, 5 January 2017. Interviews were undertaken on Tuesday, 17 January 2017. Susan Ducksbury was offered and has accepted the position as Executive Assistant – Works & Operations with Council, and she commenced duties on Monday, 6 February 2017.



**General Manager**  
**STAFFING MATTERS** cont'd

On Friday, 6 January 2017 Council's Plant Operator – Bridge Gang, Craig Plumb resigned from Council. The vacant position of Plant Operator – Bridge Gang at Crookwell was advertised internally on Tuesday, 24 January 2017 with applications closing on Thursday, 16 February 2017. Council will be advised of the successful applicant in due course.

On Friday, 6 January 2017 Council's Bigga Townsperson (Casual), Guy Picker resigned from Council. The vacant position of Bigga Townsperson (Casual) was advertised externally on Wednesday, 1 February 2017 with applications closing on Monday, 20 February 2017. Council will be advised of the successful applicant in due course.

On Monday, 23 January 2017 Council's Revenue Officer, Susan Dicksbury resigned from her position to take up another role in Council. The vacant position of Revenue Officer at Crookwell was advertised externally on Wednesday, 1 February 2017 with applications closing on Monday, 20 February 2017. Council will be advised of the successful applicant in due course.

The vacant position of Apprentice – Parks & Gardens at Crookwell was readvertised externally on Tuesday, 24 January 2017 with applications closing on Thursday, 2 February 2017. Council will be advised of the successful applicant in due course.

Performance reviews for all staff members for 2015/2016 have recently been completed with 100% of staff finalised as at 3 February 2017.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil

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## General Manager - 16 February 2017

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**ITEM 12.2**                      **Consultative Committee Meeting Minutes**

**FILE REFERENCE**    I17/2

**AUTHOR**                      **General Manager**

### **ISSUE**

Minutes from the February meeting of the Consultative Committee.

**RECOMMENDATION**      That -

1. Council receives and notes the Consultative Committee Meeting Minutes as information.

---

### **BACKGROUND**

The minutes from the Consultative Committee meeting that was held on 6 February 2017 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

### **REPORT**

Attached for Councillors information are the Minutes from the Consultative Committee meeting that was held on 6 February 2017.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receives and notes the Consultative Committee Meeting Minutes as information.

### **ATTACHMENTS**

1. <a href="#">View</a>	Consultative Committee - 2017-02-06 - Minutes - Attachments	Attachment
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**PRESENT:** Mr D Scott, Mr P Newham (Director of Works and Operations), Mrs T Dodson (Director of Environment & Planning), Mr B Johnston, Mr K Kara, Mr R Stephenson, Ms S Pearman, Mr M Wilson, Mr C Wray, Mrs H Peterson (Executive Assistant) and Cllr J Searl (Observer).

---

**THE CHAIRMAN DECLARED THE MEETING OPEN AT 11.00AM**

**SECTION 1: APOLOGIES & LEAVE OF ABSENCE**

Apologies were received for the absence of Messrs J Bell and B Smithers.

**RESOLVED** by Ms Pearman and Mrs Dodson

That the apologies be received and leave of absence granted.

- CARRIED

**SECTION 2: DECLARATIONS OF INTEREST**

Nil

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1** **RESOLVED** by Mrs Dodson and Mr Stephenson

That the minutes of the Consultative Committee Meeting held on 5 December 2016 be adopted.

- CARRIED

**SECTION 4: REPORTS****ITEM 4.1 HUMAN RESOURCE COORDINATORS REPORT**

**RESOLVED** by Mr Kara and Mr Newham

1. That the Committee receive the report and note the information.
2. That Staff be advised via the Staff Newsletter and/or payslips that they are required to collect evidence for renewal of Traffic Control Certification. This evidence should be in the form of records of Tool Box Talks and Traffic Plans.

- CARRIED

**SECTION 5: ITEMS FOR DISCUSSION**

1. On line training for staff with literacy issues – staff experiencing difficulties with the on-line training are to be advised to contact Tom Vost or Natalie Pye at the Gunning office and David Scott or Human Resources at the Crookwell office for assistance to complete the courses.
2. Supervisors Training Course – CENTROC Training is to provide the next round of dates to the Human Resources Co-Coordinator who will then confirm the dates with staff.
3. Chainsaw Training – new staff who need Chainsaw Training are to be identified and training organised as soon as possible.
4. Performance Review documentation will be rolled out across the organisation before 28 February 2017.

**THE MEETING CLOSED AT 11.35am**

Minutes confirmed 3 APRIL 2017

.....

Mayor

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## General Manager - 16 February 2017

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**ITEM 12.3**                      **WHS Committee Minutes**

**FILE REFERENCE**    **I17/3**

**AUTHOR**                      **General Manager**

### **ISSUE**

Minutes from the February meeting of the WHS Committee.

**RECOMMENDATION**    That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.

---

### **BACKGROUND**

The minutes from the WHS Committee meeting that was held on 6 February 2017 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

### **REPORT**

Attached for Councillors information are the Minutes from the WHS Committee meeting that was held on 6 February 2017.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**    That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.

### **ATTACHMENTS**

1. <a href="#">View</a>	Work Health and Safety Committee - 2017-02-06 - Minutes - Attachments	Attachment
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**PRESENT:** Mr P Cramp, Mr K Kara, Mr M Wilson, Mr S Bill, Mr S Poidevin, Mr B Churchill, Mr S Roberts, Mrs S Hassett and Mrs H Peterson (Executive Assistant and Clr J Searl (Observer).

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**THE DIRECTOR OF WORKS AND OPERATIONS DECLARED THE MEETING  
OPEN AT 9.30AM**

**ELECTION OF CHAIRMAN**

Nominations for the position of Chairman were called and Mr M Wilson was the only nomination.

**RESOLVED** by Mr Cramp and Mr Kara

That Mr M Wilson is appointed to the position of Chairman.

- CARRIED

Nominations for the position of Deputy Chairman were called and Mr P Cramp was the only nomination.

**RESOLVED** by Mr Roberts and Mr Bill

That Mr P Cramp is appointed to the position of Deputy Chairman.

- CARRIED

**SECTION 1: APOLOGIES & LEAVE OF ABSENCE**

Apologies were received for the absence of Messrs J Bell and G Anable.

**RESOLVED** by Mr Roberts and Mr Bill

That the apologies be received and leave of absence granted.

- CARRIED

**SECTION 2: DECLARATIONS OF INTEREST**

Nil

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1** **RESOLVED** by Mr Churchill and Mr Poidevin

That the minutes of the Work Health and Safety Committee Meeting held on 5 December 2016 be adopted.

- CARRIED

**SECTION 4: REPORTS****ITEM 4.1 CORRESPONDENCE**

**RESOLVED** by Mr Roberts and Mr Bill

1. The Safety Bulletins be acknowledged as read by the committee.
2. The Safety Bulletins be disseminated to relevant sections of Council.
3. That the Work Health and Safety Coordinator prepare a Safe Work Method Statement for the cleaning of truck body/tipper trays.

- CARRIED

**ITEM 4.2 INCIDENT REPORT**

**RESOLVED** by Mr Besley and Mrs Hassett

1. Mitigating actions/suggestions be discussed by the Committee, and be passed onto senior management for consideration; and Committee members discuss/review current work practices within their work group/s to ensure that reasonable, practicable controls are in place to prevent / minimise the risk of these incidents from re-occurring.

- CARRIED

**ITEM 4.3 ACTION LIST**

**RESOLVED** by Mr Cramp and Mrs Hassett

1. The Committee receive and note the report as information.
2. That Asbestos Training be advertise through a notice attached to payslips.

- CARRIED

**SECTION 5: ITEMS FOR DISCUSSION**

1. Plant Item – John Deere loader. Mr P Cramp to investigate the purchase of props manufactured by John Deere for use with the John Deere Loader.
2. Mr T Besley to investigate the current situation with regard to union and non-union coverage for journey to/from work and advise the Human Resources Coordinator of the outcome of his investigation.

**THE MEETING CLOSED AT 10.00am**

Minutes confirmed 3 APRIL 2017

.....  
Mayor

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## General Manager - 16 February 2017

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**ITEM 12.4**                      **Alcohol Free Zone**

**FILE REFERENCE**    **I17/5**

**AUTHOR**                      **General Manager**

### **ISSUE**

Proving details with respect to the re-establishment of an alcohol free zone over the previously defined area within the town of Crookwell.

**RECOMMENDATION**      That –

1. Council re-establishes the alcohol free zone for a period of 4 years for the period 24 February 2017 to the 25 February 2021 over the following areas:
  - Goulburn Street between Laggan Road and East Street;
  - Denison Street between Roberts Street and Colyer Street;
  - Spring Street between Cowper Street and Marsden Street;
  - Roberts Street between Denison and Robertson Street;
  - Goulburn Lane between Roberts Street and Colyer Street;
  - Robertson Street between Laggan Road and Park Street; and
  - Public car parks in Spring and Roberts Street.

---

### **BACKGROUND**

Re-establishment of an alcohol free zone, over the previously defined area within the township of Crookwell, following the legislated public consultation and notification period seeking public submissions.

### **REPORT**

At the Council Meeting held on 15 December 2016, Council resolved to re-establish an alcohol free zone over the following areas:

- Goulburn Street between Laggan Road and East Street;
- Denison Street between Roberts Street and Colyer Street;
- Spring Street between Cowper Street and Marsden Street;
- Roberts Street between Denison and Robertson Street;
- Goulburn Lane between Roberts Street and Colyer Street;
- Robertson Street between Laggan Road and Park Street; and
- Public car parks in Spring and Roberts Street.

As a matter of process, Council resolved to undertake consultation and public notification to re-establish an alcohol free zone in accordance with provisions s644A (1) & (2) of the Local Government Act 1993.

**General Manager**

**ALCOHOL FREE ZONE** cont'd

Nil public submissions were received in the public notification period and therefore in accordance with due process, Council can now re-established an alcohol free zone for a period of 4 years for the period 24 February 2017 to the 25 February 2021.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

1. Council re-establishes the alcohol free zone for a period of 4 years for the period 24 February 2017 to the 25 February 2021 over the following areas:
  - Goulburn Street between Laggan Road and East Street;
  - Denison Street between Roberts Street and Colyer Street;
  - Spring Street between Cowper Street and Marsden Street;
  - Roberts Street between Denison and Robertson Street;
  - Goulburn Lane between Roberts Street and Colyer Street;
  - Robertson Street between Laggan Road and Park Street; and
  - Public car parks in Spring and Roberts Street.

**ATTACHMENTS**

Nil



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## General Manager - 16 February 2017

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### ITEM 12.5                      Action Summary - Council Decisions

**FILE REFERENCE**    I17/4

**AUTHOR**                      General Manager

#### ISSUE

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

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

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#### BACKGROUND

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

#### REPORT

Summary sheet from the:-

#### Council Meeting: 21 November 2013

380/13	Council in cooperation and collaboration with the Rural Fire Service, SES, Police and other stakeholder emergency services develop and publish emergency plans on the Council website with links to relevant agencies.	DOW	Awaiting review of Upper Lachlan Shire Council Consequences Management Guide.
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#### Council Meeting: 20 October 2016

293/16	Council proceed with the establishment of lease holdings for the hanging of ultra-light aircraft.	DOW	Correspondence forwarded on 1 November 2016.
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#### Council Meeting: 17 November 2016

324/16	Upper Lachlan Shire Council urgently look towards developing 1 to 5 year plans to create revitalised streetscape/town centre plans for Gunning, Crookwell and Taralga and other villages within the Shire.	DOW	Workshop scheduled for 31 January 2017.
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325/16	Council, as part of the streetscape/town-village master plan process creates a competition that invites the school children of these townships to submit designs of how they would like to see their township develop over the next 5 years with an appropriate award being presented to the winning designs and further that Council commences the streetscape/town-village master plan process as soon as possible and as such, provides sufficient funds to its current budget to facilitate this process.	DOW	Workshop scheduled for 31 January 2017.
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**Council Meeting: 15 December 2016**

333/16	Councillor Searl be the Council Representative on the Gunning District Association.	GM	Correspondence forwarded on 19 December 2016.
335/16	Council appoints the Pye Cottage Precinct Committee as a Section 355 Committee of Council in accordance with Clause 260, of the Local Government (General) Regulation 2005.	GM	Correspondence forwarded on 19 December 2016.
335/16	Council appoints Cllr Searl as Council representative and Cllr Stafford as the alternate representative to the newly constituted Pye Cottage Precinct Committee.	GM	Correspondence forwarded on 19 December 2016.
338/16	Council publically exhibit the Draft Floodplain Risk Management Plan and Study for a minimum period of 60 days.	DEP	Advertisement placed in local newspapers and on Council's website commencing 12 January 2017.
340/16	The Traffic Committee consider the road closure on Prell street and existing traffic issues on Prell and Hay streets.	DOW	Placed on the agenda for the Traffic Committee Meeting scheduled to be held on 7 February 2017.
343/16	Council approve the proposal to locate an outdoor gymnasium at the south west corner of Clifton Park.	GO	Correspondence forwarded on 19 December 2016.

**General Manager****ACTION SUMMARY - COUNCIL DECISIONS** cont'd

345/16	The General Manager prepare a report to advise Councillors on how the CRMS can be implemented across all areas of Council and how the system will be reported on; including the request types that will be created, the escalation levels and critical time responses to be created within each different type and the training needed to ensure that appropriate staff are fully conversant with the new system.	GM	Report to be presented prior to the next budget session.
352/16	Council engage in further discussions with Goulburn Mulwaree Council regarding the negotiation of an interim agreement for provision library services for a 12 month period that covers the service levels and fee structure.	DFA	Meeting held 16 December 2016 - agreement in principle negotiated.
354/16	Council, in accordance with Section 402, of the Local Government Act 1993, place on public exhibition the draft Regional Community Strategic Plan 2036 and the Community Engagement Strategy and Communications Plan.	DFA	Advertisement placed in local newspapers and on Council's website commencing 19 December 2016.
357/16	The reviewed Call Back Policy be adopted by Council.	EA	Placed in Policy Register and on the Website on 20 January 2017.
357/16	The reviewed Flexible Working Arrangements Policy be adopted by Council.	EA	Placed in Policy Register and on the Website on 20 January 2017.
357/16	The reviewed Higher Grade Pay Policy be adopted by Council.	EA	Placed in Policy Register and on the Website on 20 January 2017.
357/16	The reviewed Injury Management and Return to Work Policy be adopted by Council.	EA	Placed in Policy Register and on the Website on 20 January 2017.
358/16	The reviewed Volunteer Policy be adopted by Council.	EA	Placed in Policy Register and on the Website on 20 January 2017.

**General Manager****ACTION SUMMARY - COUNCIL DECISIONS** cont'd

359/16	Council undertake consultation and public notification to re-establish an alcohol free zone in accordance with provisions s644A (1) & (2) of the Local Government Act 1993	EA	Advertisement placed in local newspapers and on Council's website commencing 12 January 2017.
360/16	Council offers an extension of a further two year option agreement from 1 January 2017 to 31 December 2018 inclusive, for a current purchase price of \$113,328.94 with the addition of any relevant CPI increases, to Crookwell/Taralga Aged Care Ltd to purchase the requested part of Lot 3 DP 1112816 totalling approximately 2,417 square metres.	GM	Correspondence forwarded to Robert J McCarthy & Co and to Crookwell/Taralga Aged Care Ltd on 16 December 2016.
363/16	Cullerin Range Wind Farm S355 Committee - the various projects be granted funding in the 2016 round of grant funding.	DEP	Correspondence forwarded on 6 January 2017.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil

## **14        REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES**

The following item is submitted for consideration -

14.1	Reports for the month of February 2017	486
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## Reports from Other Committees, Section 355 Committees and Delegates - 16 February 2017

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### ITEM 14.1

### Reports for the month of February 2017

#### RECOMMENDATION:

That Item 14.1 - Minutes of Committee/Information listed below be received:

1. STARTS – Half Yearly Report.
2. Audit and Investment Committee – Minutes from meeting held 14 December 2016.
3. Upper Lachlan Tourist Association – Minutes from meeting held 16 December 2016.
4. Goulburn Crookwell Rail Trail – Minutes from meeting held 21 December 2016.
5. Crookwell Potato Festival – Minutes from meeting held 19 January 2017.
6. Pye Cottage Precinct – Minutes from meeting held 4 February 2017.

#### ATTACHMENTS

1. <a href="#">View</a>	Southern Tablelands Arts ( STARTS ) - Half Yearly Report	Attachment
2. <a href="#">View</a>	Audit and Investment Committee - 2016-12-14 - Minutes - Attachments	Attachment
3. <a href="#">View</a>	Upper Lachlan Tourist Association - Minutes from meeting held 13 December 2016	Attachment
4. <a href="#">View</a>	Goulburn Crookwell Rail Trail - Minutes from meeting held 21 December 2016	Attachment
5. <a href="#">View</a>	Crookwell Potato Festival - Minutes from meeting held 19 January 2017	Attachment
6. <a href="#">View</a>	Pye Cottage Precinct - Minutes from meeting held 4 February 2017	Attachment



# SOUTHERN TABLELANDS ARTS **HALF YEARLY** REPORT



**WWW.STARTS.COM.AU**

# ARTS AND CULTURE

**2016:** Southern Tablelands Arts continue to engage with Councils, artists and their communities. Professional development activities included facilitating Events training for Councils across five LGA's. We supported 3 artists to win grants to attend ARTLANDS Dubbo.

**ARTS AND HEALTH:** Southern Tablelands Arts has subsidised professional development for 3 dancers (Yass/Goulburn) in beginner and advanced Dance with Parkinson's training through the Mark Morris Dance Studio in NY which was delivered on the October long weekend at Belconnen Arts Centre. We continue to support Maisie's Choir and facilitated the roll out of the Access Areas Film Festival in 4 LGA's.

**ENVIRONMENTAL ARTS:** Southern Tablelands Arts in partnership with Wollondilly Council launched the Bee Aware Public Art Project. We secured Love Food Hate Waste contract from the CBRJO and delivered this new initiative across 6 LGA's, engaging over 120 people with a creative spin on minimising food waste. Southern Tablelands Arts will deliver another Love Food Hate Waste program in Wollondilly, Goulburn Mulwaree and Queanbeyan Paltering in 2017.

**BIG NEWS:** Southern Tablelands Arts has been designated the lead agency for the **Southern Tablelands Science Hub** and will deliver 5 Science Technology Engineering Maths (STEM) and Arts events in the region. Southern Tablelands Arts is subsidising the delivery of the Create Your Own Arts Business course with Workspace 2580 beginning in December and finishing in March 2017.

## Coming up in early 2017

Save the dates for the following events.

- 16 Feb** Neural Knitworks Picton
- 18 Feb** Neural Knitworks Goulburn
- 25 - 26 Feb** Global Sounds Weekend
- 3 Mar** LFHW launch event Goulburn
- 10-12 Mar** Goulburn Living History Weekend
- 18 Mar** Goulburn Comic Con
- 29 Apr** illuminARTE Wollondilly



Southern Tablelands Arts  
admin@starts.com.au  
Lvl 1 56 Clinton St  
Goulburn NSW 2580



**PRESENT:** Clr P Culhane, Clr J Searl, Clr J Wheelwright, Mr M Barlow (Community Representative), Mr W Martin (Community Representative), Mr D Marshall (Community Representative),

Mr A Croke (Director Finance and Administration), Mr B Johnston (Manager of Finance and Administration), and Mrs T Klem (Management Accountant) (Staff non-voting)

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**THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.26AM**

**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 Searl and Mr Barlow**

That the minutes of the Audit and Investment Committee Meeting held on 22 June 2016 be adopted.

- CARRIED

**SECTION 4: REPORTS**

**ITEM 4.1 APPOINTMENT OF COMMITTEE MEMBERS**

**RESOLVED** by Clr Searl and Clr Wheelwright

1. Upper Lachlan Shire Council ratifies the appointment of community representatives to the Section 355 Audit, Risk and Improvement Committee of Council including Mr William Martin, Mr Malcolm Barlow and Mr Denis Marshall.
2. It was determined to hold an election to appoint an independent community member as Chairperson of the Audit, Risk and Improvement Committee. The Committee nominated and elected Mr Malcolm Barlow as Chairperson of the Audit, Risk and Improvement Committee.

- CARRIED

**ITEM 4.2 LOCAL GOVERNMENT AMENDMENT (GOVERNANCE AND PLANNING) ACT 2016**

**RESOLVED** by Clr Searl and Mr Martin

1. The report be received and noted as information.
2. The existing Upper Lachlan Shire Council Audit and Investment Committee is reconstituted and the Audit, Risk and Improvement Committee is appointed in accordance with Section 428A, of the Local Government Act 1993 and the Local Government Amendment (Governance and Planning) Act 2016.

- CARRIED

**ITEM 4.3 REVIEW OF AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER**

**RESOLVED** by Clr Wheelwright and Mr Martin

1. Council adopt the reviewed Audit, Risk and Improvement Committee Charter.

- CARRIED

**ITEM 4.4 2015 /2016 FINANCIAL STATEMENTS**

**RESOLVED** by Mr Martin and Clr Culhane

1. The 2015/2016 Council Financial Statements are received and endorsed by the Audit, Risk and Improvement Committee.

- CARRIED

**ITEM 4.5 INTENTUS CHARTERED ACCOUNTANTS - 2015/2016 FINANCIAL STATEMENTS MANAGEMENT LETTER**

**RESOLVED** by Clr Searl and Mr Marshall

1. The 2015/2016 external audit Management Letter by Intentus Chartered Accountants is received and senior management

response and action plan addressing audit observations is endorsed.

- CARRIED

**ITEM 4.6 2015/2016 CAPITAL BUDGET PROGRAM REPORT**

**RESOLVED** by Mr Martin and Clr Searl

1. The 2015/2016 capital budget financial management reports are received and information noted.

- CARRIED

**ITEM 4.7 COUNCIL INVESTMENTS PORTFOLIO TO 30 NOVEMBER 2016**

**RESOLVED** by Mr Martin and Clr Searl

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

- CARRIED

**SECTION 5: LATE CORRESPONDENCE**

**ITEM 5.1 LATE CORRESPONDENCE**

**RESOLVED** by Mr Martin and Mr Marshall

1. That item 5.1 late correspondence listed below be received:
  1. Audit Office of NSW – Audit Services for Upper Lachlan Shire Council.

**RESOLVED** by Mr Martin and Mr Marshall

1. The Committee notes that Intentus Chartered Accountants will continue as Upper Lachlan Shire Council's contract auditor as appointed by the Audit Office of NSW.

- CARRIED

**SECTION 6:          ITEMS FOR DISCUSSION**

**ITEM 6.1          ITEM FOR DISCUSSION**

**RESOLVED** by Mr Martin and Mr Marshall

1.    That in acknowledgement of the repeated concern expressed by our Auditors of both the level and substantiation of stock, the Audit, Risk and Improvement Committee wishes to reiterate its concern and request that Manex give consideration to obtaining an annual independent review of gravel stock levels.

- CARRIED

**THE MEETING CLOSED AT 9.23AM.**

Minutes confirmed 15 MARCH 2017

.....  
Chairperson



**Upper Lachlan Shire Council**

**MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING  
HELD ON TUESDAY, 13th DECEMBER 2016, AT CROOKWELL VISITOR  
INFORMATION CENTRE.**

**Meeting commenced at 1.40pm**

**Present:** Clr John Searl, Clr John Stafford, Clr Ric Opie, Lucy Lindner, Leslie Bush,  
Wentworth Hill, Andrew Croke, Andrew Warren

**1. WELCOME** – Clr J.Stafford declared the meeting open.

**2. APOLOGIES**

Apologies were received from Clr Pam Kensit, Judith Basile, Prue Burfitt  
*Moved: R.Opie, J.Searl*

**3. DECLARATIONS OF INTEREST**

Nil.

**4. MINUTES OF PREVIOUS MEETING**

Committee confirmed minutes as accurate without correction  
*Moved: J.Searl, A.Croke*

**5. BUSINESS ARISING**

- Southern Tablelands Bicycle User Group have agreed to the amendments to the Cycle Tour Trails flyer as requested.
- The Event Grants Round 2 was advertised and recipients will be decided at Item 11 of this meeting.

**6. CORRESPONDENCE**

Correspondence Items (a-b) accepted as read.  
*Moved: J.Searl, L.Lindner*

- a. Destination NSW – Regional Tourism Fund
  - A summary of the program was compiled by Council's Grants Officer
  - AW to request the Media Officer to circulate the details of the program - *Moved: J.Searl, L.Bush*
- b. ULSC - Minutes from November Council Meeting

**7. AUSTRALIAN AGRICULTURAL CENTRE PRESENTATION**

Jo Marshall did not attend however requested a letter of support from the Committee.

The Committee offers in principle support for the project as it aligns with elements of the ULTA Strategic Plan. The Committee also wish to provide feedback to the proponents that in their opinion, the project needs to be financially self-sustaining, needs to demonstrate benefit to the wider community and may best be started on a smaller footing and grown over time. A.Warren to draft both a letter of support and a letter of feedback which are to be approved by the Chair before release.

*Moved: R.Opie, J.Searl*

#### **8. FINANCIAL REPORT**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: J.Searl, R.Opie*

#### **9. TOURISM ACTIVITY REPORT**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: L.Bush, R.Opie*

#### **10. TABLELANDS WEBSITE**

A.Warren presented the design mock-ups of the new Tablelands website due for launch in February 2017.

#### **11. EVENTS GRANT ROUND 2**

That the Upper Lachlan Tourist Association resolves to grant the Taralga Junior Rodeo the amount of \$500 for the 2017 event.

*Moved: L.Bush, L.Lindner*

#### **12. STRATEGIC ISSUES PRIORITY MATRIX**

The Upper Lachlan Tourist Association resolves to hold a strategic planning workshop on Tuesday February 21, 2017

*Moved: J.Searl, W.Hill*

- A.Warren to distribute the Southern Inland Destination Management Plan
- J.Stafford and A.Warren to design the workshop structure

#### **13. PHOTOGRAPHIC COMPETITION**

The Upper Lachlan Tourist Association is supportive of the preparation that has been completed for the competition however believes that it is too late to run in conjunction with the 2017 AP&H/PA&I Shows. The Committee resolves to finalise the details of the competition at the February planning workshop with a view to conducting it in 2017/18.

*Moved: R.Opie, J.Searl*

#### **14. TOURISM STATISTICS REPORT**

A.Warren presented the statistics for the 2016/2017 September quarter.

#### **15. GENERAL BUSINESS**

- W.Hill presented some concepts for Shire roadside signage to be discussed further at the February workshop.
- L.Lindner suggested that the Variable Message Signs had been successful in advising people of the Regional CSP meeting and perhaps a permanent version could be used in the Shire townships to improve communication.
- J.Stafford presented some Taralga interpretative signage concepts for Goodhew Park which are to be further developed in conjunction with A.Warren and could then be used as a template for other townships.
- A.Warren reported on the status of the RV Friendly Program in Crookwell and reports that we still need to identify a suitable site for overnight parking. A.Warren to liaise with the CMCA assessor in the New Year.

Meeting closed 3.28pm

**Next meeting will be on Tuesday 14th February at 1pm at Crookwell Visitor Information Centre.**

# **Goulburn - Crookwell Rail Trail Incorporated**

## **Minutes of the Annual General Meeting held on 21 December 2016**

**Council Chambers, Civic Centre  
184 - 194 Bourke Street, Goulburn**

### **COMMITTEE MEMBERS:**

Cr Kirk (Chair)  
Cr Culhane (Deputy Chair)  
David Mullen  
Jessica Price  
Debbi Rodden  
Brenda Proudman  
Phil Newham  
Andrew Warren

### **Agenda and Minutes Distribution List:**

Committee Members, Council General Managers and Mayors

## **Minutes of the Goulburn-Crookwell Rail Trail Annual General Meeting held on 21 December 2016**

### **List of Attendees**

Cr Bob Kirk, Cr Paul Culhane, David Mullen, Jessica Price, Debbi Rodden.

### **1. Apologies**

Phil Newham, Brenda Proudman, Andrew Warren

### **2. Chairperson's Report**

Cr Bob Kirk provided a verbal update on his emailed report, basically that we are continuing to await outcomes on the Tumbarumba to Rosewood pilot rail trail.

Motion: That the report as presented be accepted.

**Bob Kirk / Paul Culhane**

### **3. Treasurer's Report**

Cr Paul Culhane stated that the bank balance is \$590, with no income or expenditure activity apart from the annual incorporations annual fee when lodging an 'A12' form.

Motion: That the report be accepted.

**Paul Culhane/ Debbi Rodden**

### **4. General Business**

David Mullen provided the information that the GCRT's permit to access the corridor (which was due to expire October 2016) has been extended indefinitely on a month-by-month basis.

## **Minutes of the Goulburn-Crookwell Rail Trail Annual General Meeting held on 21 December 2016**

### **5. Election of Committee of Goulburn-Crookwell Rail Trail Inc.**

Debbie Rodden was appointed a returning officer. All positions were declared vacant

- **Chairperson** – Cr Bob Kirk was nominated and appointed unopposed

**Bob Kirk/Paul Culhane**

- **Deputy Chair** – Cr Paul Culhane was nominated and appointed unopposed

**Bob Kirk/Paul Culhane**

- **Secretary** – David Mullen was nominated and appointed unopposed

**Bob Kirk/Paul Culhane**

- **Treasurer** – Cr Paul Culhane was nominated and appointed unopposed

**Bob Kirk/Paul Culhane**

- **Public Officer** - Cr Paul Culhane was nominated and appointed unopposed

**Bob Kirk/Paul Culhane**

- **Returning Officer** - Debbie Rodden was nominated and appointed unopposed

**Bob Kirk/Paul Culhane**

### **6. Close of AGM**

The Chairman closed the meeting at 10.45 am.

### **7. Next Annual General Meeting**

To be advised.



## Minutes of 2017 Crookwell Potato Festival Committee

Date & time	19 January, 2017 - meeting commenced at 3 pm
Venue	Visitors Information Centre, Crookwell
Attended	<ul style="list-style-type: none"> <li>Joyce Edwards (Chair)</li> <li>Marg Anderson (Secretary)</li> <li>Jan Pont</li> <li>Marguerite Walsh</li> <li>Richard Opie (Council Rep)</li> <li>Bronwyn Haynes</li> <li>Andrew Warren</li> <li>Beverly Houterman</li> <li>Bev Hatch</li> <li>Marcus Kollakides - guest</li> </ul>

### 1. Apologies:

- Louise Stokes

### 2. Acceptance of previous minutes:

- Proposed – BH, Second – JP, passed.

### 3. Business arising (shaded items complete)

Meeting	Action items	Who	Outcome
11.11.16	Chase up diagram of showground from Paul Anderson	Joyce/ Andrew	Done – v. rough. Andrew will draw it up to scale
11.11.16	Enquire recost and issues related to having a liquor licence for the festival	Bron	Spoke to Phil Anderson – he will chase it up
11.11.16	Approach Bendigo Bank re sponsorship	Joyce	Our local agent is contacting HO – Joyce to follow up
11.11.16	Arrange access to the Potato Festival Dropbox folder for Louise, Ric and Bron	Marg	Too much in our folder for them to access without upgrading to Pro. Andrew and Marg have greater data allowance so will save important docs for reference.
11.11.16	Set up online booking for non-foodie stalls	Andrew	To be done
29.11.16	Request official quote from Bubble Man	Marguerite	Done - \$600, 9am-3pm
29.11.16	Discuss possible sharing of talent between CPF and Last Night of the Proms with David Johnson	Marguerite	
29.11.16	Marketing team to meet and present a plan to committee	Andrew, Bron, Ric	Haven't met yet.
29.11.16	Approach Susan Reynolds re coordinating farmers market/produce shed	Jan	Fresh food market will be held the Sat before in Uniting Church, will take it to a meeting and let us know if they want to be involved in CPF instead. Unlikely.
29.11.16	Approach Rob Long re coordinating children's activities	Joyce	"90% sure he will be able to do this."
29.11.16	Talk to Criterion Hotel re sponsoring Climbing Wall	Joyce	Criterion Hotel will give us \$500 towards wall as well as their bus and a driver for no charge
29.11.16	Follow up possibility of 'mini trots' idea	Ric	Waiting for details but all going ahead

Meeting	Action items	Who	Outcome
29.11.16	Talk to Hamish at Meats A Treat re getting involved	Ric	Hamish is keen. Ric is working with him re what he does.
29.11.16	Speak to Potato Association re their involvement this year	Joyce	
29.11.16	Investigate how we request a reduced fee for showground	Joyce	
29.11.16	Request DEE put a dollar value on what they provide (commercial rate)	Joyce	
29.11.16	Contact Louise to discuss whether she wishes to remain on committee	Joyce	
29.11.16	Send Gary Kadwell our logo in pdf format for potato sack printing	Andrew	
29.11.16	Estimate expenses for 2017 event for budget	Andrew & Beverly Houterman	
29.11.16	Ask about 'Cherry Queen of Young' and fund raising in Young for their cherry festival	Andrew	
29.11.16	Discuss with Barry Murphy re musicians playing around town	Joyce	
29.11.16	Joyce continue to chase sponsorship around town	Joyce	
29.11.16	Contact Mess Ups to confirm they will perform	Marguerite	
29.11.16	Contact Donna at High School re musical performance on stage	Marguerite & Joyce	
29.11.16	Talk to Barry Jameson re whether cars will parade down main street at end of the day	Bev Hatch	
29.11.16	Check with Services Club re if they are booking Masterton Apprentices to play Sat night	Marguerite	
29.11.16	Prepare a draft entertainment program to discuss next meeting	Marguerite, Joyce & Andrew	
29.11.16	Ask Karen Blackwell if she would organise children's activities	Jan	
29.11.16	Investigate possibility of petting zoo	Andrew	
29.11.16	Invite Sylvia and Judy to next meeting to discuss kitchen demos, potato salad competition, etc	Joyce	
29.11.16	Raffle dates – book some for Saturday mornings in Feb and March	Joyce	
29.11.16	Work out what signs we need, advise committee and then liaise with DEE to produce	Bev Hatch	
29.11.16	Send Marcus previous minutes	Marg	
29.11.16	Approach wind farms re sponsorship	Ric	

#### 4. Correspondence:

- Credit invoices received from ULSC for \$126 & \$44 for merchandise sales
- Statement from Post Office – credit of \$31.35 (overpayment)

**5. Outcome of meeting at showground**

- Peter Fulton v excited about potential of showground venue. Suggests...
  - Inside stalls in basketball stadium – thinks we should be able to fit about 40 stalls
  - Patate Café in main pavilion
  - Since won't need marquee for Patate Café, can spend money on decoration
  - DEE will provide the cooking demo kitchen
  - Hold kid's games outside pavilion in woodchop area and under shelter nearby
  - Put stage behind toilets and pavilion (beside woodchop area)
- Andrew - rock climbing wall be at east end of wood chop area
- Mess-ups, Bubble Man, library reading could be alongside pavilion under trees, quieter area
- Cars to park in grounds if our insurer will cover on-site parking. We will need parking attendants though.
- Caravans must be in place by Friday evening. No entry on Saturday.
- We can use the show office as our office.
- Car display will be along entry track.
- We will have 500 potato sacks (50 & 25 kg sacks) with our logo from Gary Kadwell. He will add his business logo to any leftover and use them.
- Food stalls – those needing power will be in front of the pavilion; others may be scattered between market stalls this year.
- Quilts move to basketball stadium? Ric would like a subcommittee to discuss possibilities for what goes in the inside market area.
- Need to get signs up soon.

**6. Finances:**

- Beverly Houterman tabled audited accounts for 2016 event. \$3,755.62 profit.
- We need to collect receipts for all purchases and give to Beverly.
- Statement doesn't show value of DEE sponsorship and expenditure to show how much it actually costs to run the event. We need to request this.
- (Bron left the meeting at this point.)
- Beverly also tabled a draft budget for 2017. Expenses listed are based on actual expenditure for 2016, but need to come up with an estimate of expenses for this year.
- Include a category of 'donations' in financial reports to cover things like Veolia Trust grant, raffle prizes.
- Sponsorship
  - Ric said ACMEA Insurance (Rabo Bank) keen to sponsor – they are waiting for information re our plans.
  - Wind Farm may sponsor us again?
  - Joyce has spoken to several businesses – approached Gay's, McGeechans, Vet Hospital, Lost River (\$50 gift voucher for raffle), Hart's Pharmacy (will donate goods for a raffle), Arcadia, Criterion Hotel (\$500, and will provide their bus and a driver), Soul Pattinson. Jeweller said no. She has been plugging \$250 items.
  - Tim is offering small marquee again.
  - Barry Murphy said he knows some musicians who might be prepared to busk at Kialla Park. We think it's too remote from the main street.
  - We will give sponsors a sign for the window to indicate their support, like last year.
  - Brent will look after town window displays again.
- Shuttle buses
  - We'll have 3 buses this year. Gold coin donation again.
- This year, Gary will have a 'pick your own potatoes' at his farm and Bev will be ploughing potatoes with horse drawn plough.
- Climbing wall staff will look after the ride, but we provide someone to collect money. Could sell it at the entrance or at the ride (wrist band for all-day ticket)?

**7. Marketing & promotions**

- Subcommittee yet to meet.

**8. Entertainment & kid's activities (Marguerite)**

- Masterton Apprentices - \$250 an hour, suggest 2 hours. Services Club interested in using them, but they need to negotiate directly with the band. (Share cost with club?)
- Buskers only outside amenities block and uniting church this year. Few went to VIC and Crown cafe to hear the buskers last year.
- Camden Band only on stage this year rather than busking – too difficult for the large band to move from showground to town
- Stringline keen to come again.
- Young children's ballet might be interested, but no stage will be available for dancers so would need to dance on grass.
- Spoke to David Johnson re Night of the Proms. Said he only uses free performers.

## 9. Other business

**The Crookwell Potato Festival Committee recommends to the Upper Lachlan Shire Council that Marcus Kollokides be accepted as a member of the Committee.**

**Moved Jan Pont - Seconded Marguerite Walsh**

- Lions has offered to help this year e.g. assist on gates, cooking food for entertainers (as last year), etc.
- Young Cherry Queen and Charity Queen raised \$37,000 last year – 40% was given to festival, the rest to their charity of choice. 'Top of the Range' Queen for the Potato Festival? Andrew to find out more.
- Raffles in February and March.
- Standing agenda will be used in future, with people responsible for each area to report against items. Marg clarified who was responsible for what.

## 10. Next meeting

Monday 6 February 3pm at VIC

Meeting closed 5.05pm.

Signed as a true and accurate record: \_\_\_\_\_ Date: \_\_\_\_\_

**Pye Cottage Precinct Special Meeting**  
Held at the Foley Centre, Warataw St, Gunning  
at 2.30 pm Saturday, 4 February, 2017

**Opening:** Councillor John Searl was the Chair and opened the meeting at 14.34. He welcomed those present at the inaugural meeting of this 355 committee. The sole purpose of the meeting was to establish the committee.

**Present:** Graham Dyer, Margaret McPherson, Michael de Percy, Leslie Bush, Keith Brown and Rosemary Spiller. Lawrence Pye sent an apology.

**Expressions of Interest:** in response to the public advertisements, had been received from Graham Dyer, Margaret McPherson, Michael de Percy, Leslie Bush, Keith Brown, Lawrence Pye and Rosemary Spiller.

**Returning Office:** was Councillor John Searl.

**Election of Office Bearers:**

(Deputy) Chair:	Graham Dyer, nominated M de Percy, seconded R Spiller	<u>Carried</u>
Secretary	Margaret McPherson, nominated G Dyer, seconded L Bush	<u>Carried</u>
	Rosemary Spiller offered to be Minutes Secretary	<u>Accepted</u>
Treasurer	Michael de Percy, nominated G Dyer, seconded L Bush	<u>Carried</u>
Committee Members	Keith Brown, Lawrence Pye, Rosemary Spiller	<u>Accepted</u>

**Bank Account:**

Moved G Dyer, seconded L Bush, that a no fee 'community' cheque account be opened, the signatories to be any two of these three,

Mr Graham Dennis Dyer of 44 Biala Street, Gunning

Mrs Margaret Anne McPherson of 18 Nelanglo Street, Gunning

Dr Michael de Percy of "Keswick", 30 Saxby Street, Gunning Carried

**Next meeting:** Thursday, 9 February at 6.30 pm - Agenda will include Plan of Management, safety review, power connection, keys.

**Close** 14.51

Graham Dyer  
President

Margaret McPherson  
Secretary

**SECTION 355 COMMITTEE DETAILS****1. Name of Committee:** PYE COTTAGE PRECINCT 355 COMMITTEE**2. Committee Membership:** Graham Dyer,  
Margaret McPherson,  
Michael de Percy,  
Leslie Bush,  
Keith Brown,  
Lawrence Pye,  
Rosemary Spiller.**3. Date:** 4 February, 2017

	<b><u>Name:</u></b>	<b><u>Address:</u></b>	<b><u>Phone No:</u></b>	<b><u>Email:</u></b>
<b>Chairman</b>	Graham Dyer	44 Biala Street, Gunning	4857 0111	<a href="mailto:gddyer@optusnet.com.au">gddyer@optusnet.com.au</a>
<b>Secretary</b>	Margaret McPherson	18 Nelanglo Street, Gunning	0408 451 446	<a href="mailto:maggie.mac@bigpond.com">maggie.mac@bigpond.com</a>
<b>Treasurer</b>	Dr Michael de Percy	"Keswick" 30 Saxby Street, Gunning	0457 063 286	<a href="mailto:michael@politicalscience.com.au">michael@politicalscience.com.au</a>
<b>Committee Members</b>	Leslie Bush	31 Felled Timber Rd, Dalton	4845 6339	<a href="mailto:leslieabush@hotmail.com">leslieabush@hotmail.com</a>
	Keith Brown	13 Saxby Lane West, Gunning	4845 1797	<a href="mailto:kleibrown@gmail.com">kleibrown@gmail.com</a>
	Lawrence Pye	Gunning St, Dalton	4845 6241	
	Rosemary Spiller	"Woodlands" 263 Iron Mines Rd, Gunning	0409 241 676	<a href="mailto:spillers263@activ8.net.au">spillers263@activ8.net.au</a>
<b>Councillor</b>	John Searl	ULSC	4845 6377	<a href="mailto:johnsearl@hotmail.com">johnsearl@hotmail.com</a>



## **16       NOTICES OF MOTION**

There were no items submitted for this section at the time the Agenda was compiled.



## **17 QUESTIONS WITH NOTICE**

The following items are submitted for consideration -

17.1	Christmas Decorations on the Main Street of Crookwell	508
17.2	Roadworks on the Goulburn Crookwell Road	512
17.3	Mayor talkback sessions with 2GN	517
17.4	Kiamma Park Funding Works	518
17.5	Re: the \$27M	523
17.6	New Council Chambers and/or Civic Centre	524
17.7	Christmas Decorations in the main streets	527
17.8	Flood Map implications	531
17.9	Council Depot	532
17.10	Roads	533
17.11	Rubbish Tip	560
17.12	Disabled Toilets	563
17.13	Backyard Swimming Pools	567
17.14	Streetscapes are at their optimum look prior to all public holidays	568

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## Questions With Notice - 16 February 2017

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**ITEM 17.1**                      **Christmas Decorations on the Main Street of Crookwell**  
**AUTHOR**                      **Councillor Pam Kensit**

Will the General Manager please advise why the Christmas Decorations were not put up in the main street of Crookwell for 2016 and what process will be in place to ensure they are displayed in 2017?

### **General Manager's comments**

A. There appears to be substantial misinformation circulating regarding the Christmas decorations. This is best clarified as follows:

- i) As there were only nine units of decorations to be made available, it would have been a pointless exercise to erect the decorations in any of the villages other than the Crookwell township. One decoration per village would not have been noticed, would have been expensive per unit and was not considered to be a viable option.
- ii) Council staff followed the necessary procedures to obtain permits from Essential Energy to erect decorations on the power poles in Goulburn Street, Crookwell. A condition of the approval required Council to hire a prequalified contractor to erect the decorations. A further condition of the permit required the prequalified contractor to certify that the installation had been carried out correctly and that the decorations were safe and posed no danger to the public.
- iii) The decorations supplied by the Christmas in the Park Committee were of types that are of high commercial quality suitable for **INDOOR USE ONLY**. The factors involved in this assessment include the following:
  - a) The individual elements of the decorations were not (and could not be) secured to the frames in such a way that would ensure that they remained in place when exposed to even low wind velocities in the open. The units also shed components each time they are moved.
  - b) The mounting arrangements supplied with the decorations are inadequate to secure the structure in an outdoor situation.
  - c) The structures have two 240v electrical installations contained within them. Exposing the units to rain would compromise the electrical safety of the units for future use (even if these circuits were not used for Christmas 2016).

Due to the above listed issues, the prequalified contractor advised Council that he would not erect the decorations and certify the installations as being safe.

- iv) Apparently there had been some discussion regarding the installation of the decorations under the shop awnings in Crookwell. Although Council staff had not been directly involved in this discussion, the factors mentioned in item iii) above still apply with the additional problem that the awnings are

### **Questions With Notice**

#### **CHRISTMAS DECORATIONS ON THE MAIN STREET OF CROOKWELL cont'd**

owned by the individual shop owners. As awnings are individually engineered structures, the erection of additional devices on them would have insurance implications for the property owners.

B. Should Council wish to have effective Christmas decorations across the Shire next Christmas, it may wish to consider the following proposal:

- i) Do not use the indoor decorations in outdoor situations – encourage the Christmas in the Park Committee to make them available for indoor use such as in businesses across the Shire. Any outdoor use of these decorations would be a waste of a valuable resource.
- ii) Make allocations in the 2017/18 budget to:
  - a) Purchase suitable outdoor quality decorations for use in the Shire towns and villages (please see attached information regarding suitable decorations).
  - b) Purchase a shipping container to store the decorations between each Christmas period.
- iii) Make allocations in the 2017/18 budget (and subsequent budgets) to fund the erection, removal, storage and ultimate replacement of the decorations.

Preliminary estimates of the cost of the project are as follows:

- a) Decorations - \$1,500 each
- b) Erect and remove - \$400 per decoration
- c) Shipping container - \$4,000

Council can chose what level of decorations that it wishes to use in future using the above costs as a guide to make budget allocations.

C. Council had not resolved to carry out work on the Christmas decorations at any time. This is also evidenced by the fact that Council at no time has budgeted to carry out the work.

Council staff agreed to assist the Christmas in the Park Committee with the project as much as was possible, however, there were safety and compliance issues that could not be resolved readily. As the work was an operational one, no Council resolution to do carry out (or not carry out any work exists).



VIEW YOUR CART (0 Items)

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Christmas Trees | Illumination | Decorations & Trim Themes | Christmas Foliage | Pre-Decorated Foliage | **External Decorations** | Larger Scale Decorations | Santa Props & Nativity | Gift Wrap & Packaging | Retail Props & Tools | SALE

Online Store > External Decorations > Street Decorations

## External Decorations

UV Stable Decorations

Christmas Trees

Street Decorations

LED Decorative

Fibreglass Range

Light Strings & Curtains



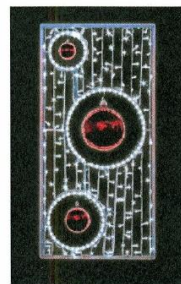
2.5m H x 1.1m W- LED Pole Decoration Red And White Tree

Code: PODE250REDTR

PRICE: \$1420.00

[More Info](#)

[Add to Cart](#)



1.4m L x 70cm W- Vertical Frenze Bright White LED (Baubles Not Included)

Code: LEFR140HO

PRICE: \$385.00

[More Info](#)

[Add to Cart](#)



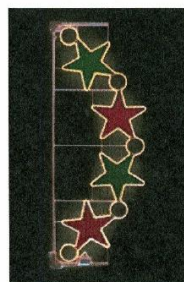
2.2m H x 1.2m W- LED Pole Decoration - Red Starburst

Code: PODE220REDPSTAR

PRICE: \$1420.00

[More Info](#)

[Add to Cart](#)



2.2m H x 90cm W- Red & Green Stars Coloured External Perspex with warm LED

Code: PODE220REGRSTPLX

PRICE: \$1300.00

[More Info](#)

[Add to Cart](#)



2.5m H x 1.1m W- LED Pole Decoration - Red With White LED Spiral

Code: PODE250REWHSPIR

PRICE: \$1420.00

[More Info](#)

[Add to Cart](#)



2.5m H x 1.5m W- LED Pole Decoration Green Christmas Tree With Red External Perspex Stars

Code: PODE250REGOTRST

PRICE: \$1450.00

[More Info](#)

[Add to Cart](#)



## Questions With Notice

### CHRISTMAS DECORATIONS ON THE MAIN STREET OF CROOKWELL cont'd

Street Decorations | Chas Clarkson

Page 2 of 2



2.5m H x 1m W - Red Stars & Green Circle External Perspex- Warm White LED  
**Code:** PODE250REGRSTPLX

**PRICE: \$1450.00**

[More Info](#)

[Add to Cart](#)



2.8m L x 80cm H- Horizontal Frenze Wave With Bright White LED (Baubles Not Included)  
**Code:** LEFR280HO

**PRICE: \$665.00**

[More Info](#)

[Add to Cart](#)



4m Illuminated Street Span Red and Green Plexi Stars  
**Code:** SDEC440REGOSTAR

**PRICE: \$3400.00**

[More Info](#)

[Add to Cart](#)



5.5m L x 70cm H- LED Sign "Season's Greetings" White Rope Light  
**Code:** LESI550WHITESG

**PRICE: \$1470.00**

[More Info](#)

[Add to Cart](#)



5m L x 1.1m H- LED Street Span Red & White Ribbon  
**Code:** SDEC500REWHRIB

**PRICE: \$1655.00**

[More Info](#)

[Add to Cart](#)

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## Questions With Notice - 16 February 2017

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### **ITEM 17.2                      Roadworks on the Goulburn Crookwell Road**

**AUTHOR                      Councillor Ron Cummins**

Can the General Manager advise why the patching works on the Crookwell to Goulburn Road between Chinamans Lane and north of Marble Hill Lane was originally left in such a damaging and dangerous condition over the busy Christmas/New Year period?

Will the contractor who carried out these works be engaged on future Council or RMS projects?

#### **General Manager's comment:**

I can advise Council the subject roadwork's in the vicinity of Chinaman's Lane and Marble Hill Road are part of the NSW Roads and Maritime Service (RMS) annual Heavy Patching Program on MR54 conducted through the provisions of the RMCC. The Heavy Patching Program will, this year, extend from the outskirts of Goulburn to beyond Tuena and involve the treatment of some 39 pavement locations over a network length of some 112km at a cost of approximately \$300,000.

The contractor engaged was sourced through Local Government Procurement (LGP Contract 213 - Bitumen, Emulsions and Asphalt Materials and Services) to which ULSC is a party. The selection process additionally included consultation with the Southern Region RMS Project Engineer together with demonstrated compliance to RMS Management Requirements and Technical Specifications. In this regard the contractor is noted to be accredited under the RMS Contractor Pre Qualification Scheme - Roadworks and Bridgeworks. (<http://www.rms.nsw.gov.au/business-industry/partners-suppliers/tenders-contracts/prequalified-contractors.html>)

The Heavy Patching program commenced on 8 December 2016, however, significant rainfall experienced on 15 & 16 December 2016 effectively delayed the final sealing of prepared heavy patches by the contractor. This necessitated interim/temporary repairs in the form of minor reworking and the placement of a sacrificial seal on the 19 December 2016 to accommodate anticipated traffic volumes over the Christmas/New Year Period. The work was left with warning signage in accordance with the contractors Traffic Management Plan that was approved by RMS.

The only official complaint that was received from outside RMS and Council was from Cllr Cummins. Unfortunately, several people also chose to make negative comments on social media regarding the matter, but these were mostly based on the (incorrect) assumption that the work was completely finished (which it was not). In response to Cllr Cummins complaint, Council staff placed additional material on the edge of one of the patches to reduce the "bump" on approach to it.

The contractor recommenced work on 10 January 2017 and the subject patches have since been re-worked and sealed.

***Questions With Notice***

**ROADWORKS ON THE GOULBURN CROOKWELL ROAD cont'd**

ULSC staff and contractors have conducted these works consistent with RMS and Upper Lachlan Shire Council's contractual obligations, management requirements and technical specifications. RMS have acknowledged that they are happy with Council's management of the work, which is mentioned in Council's December 2016 quarter contractor performance report which is attached.

Additionally, for future works such as this, Council staff intend to write special conditions of contract to use in conjunction with other specifications to address several shortcomings in existing RMS specifications which are "silent" on the following factors:


- i) The maximum time that patches can be left before a final seal is applied.
- ii) The maximum amount of work that can be commenced before completion of the work (sealing) is required.
- iii) The maximum "bump" that can be left between the existing pavement and any temporary works.

Addressing these issues will prevent the recurrence of this problem.

This contractor's current performance will be considered by ULSC and the RMS when assessing quotations that might be received from the contractor in relation to any future projects.

## Questions With Notice

### ROADWORKS ON THE GOULBURN CROOKWELL ROAD cont'd

Contractor Performance Report		 Transport Roads & Traffic Authority	
<b>General information</b>			
Contractor's name Upper Lachlan Shire Council			
Trading as As above			
ABN No. 81 011 241 552			
Contract No. 08.2574.2120			
Contract Description			
Road Maintenance Council Contracts			
<b>At Acceptance of Tender</b>			
Contract Period (weeks) 52		Original Due Date for Practical Completion 30/06/2017	
Date of Acceptance of Tender 30/10/2008		Original Contract Sum \$ 329,000	
<b>Reason for report</b>			
<b>Progress</b>			
1 April	1 August	1 December	Final
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Key Milestones</b>			
Practical Completion	Finalisation	Continuing Unsatisfactory Performance	Termination of Contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Extensions of Time Approved (days) N/A		Extended Date for Practical Completion N/A	
% Work Completed at N/A		Actual Date of Practical Completion N/A	
Contract Sum as Varied at Report \$ N/A			

## Questions With Notice

### ROADWORKS ON THE GOULBURN CROOKWELL ROAD cont'd

#### Contractor's performance (Rate with appropriate number 0 - 10)

	Unsatisfactory ( 0 - 4 )	Acceptable ( 5 - 7 )	Good ( 8 - 9 )	Superior ( 10 )	Rating value zero to ten
Co-operative relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9</u>
Contract administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9</u>
Environmental Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Management and suitability of site personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9</u>
Management of Industrial Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Management of sub-contractors, consultants and other suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
OHS&R Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Quality system	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Standard of work -					
Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Bridge sub-structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
Bridge superstructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Minor works & Service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Professional Service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Earthworks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Traffic Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Workforce or skills development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9</u>
Suitability for further work*	<input type="checkbox"/> Not suitable**	<input checked="" type="checkbox"/> Suitable			

\* Optional to select during course of engagement. Must select as appropriate on all other reports

\*\* If "Not Suitable" is selected, detailed reasons **must** be given.

## Questions With Notice

### ROADWORKS ON THE GOULBURN CROOKWELL ROAD cont'd

#### Overall comments (Use separate report if necessary)

##### Reporting Officer

In my opinion:

Upper Lachlan Council continue perform at a high level enabling them to fulfill their obligations and responsibilities under the RMCC. Councils engineering staff have been challenged over the last 6 months with well above average rainfall and weather events leading upto last Xmas . They have also had to deal with a number of contractual issues surrounding work carried out by contractors , some of which were as a result of the weather events some were workmanship . All of which were at no fault of Council or its staff . Councils engineering staff have been able to negotiate an amicable outcome with its contractors , backed with the full support of the RMS . The work in upgrading the last gravel segment west of Tuena is well underway with a greater emphasis on maintaining environmental controls on the site most noticeable improvement .

Name: Stephen Edwards

Report Date: 30/01/2017

Signature: 

Phone: 4221 2426

##### Reviewing Officer:

I concur ☒ / do not ☐ concur with the Reporting Officer's assessment detailed in the report. In my opinion:

Agree with above

The report has been forwarded to the Contractor

Yes ☒ / No ☐ (All reports to be forwarded)

Recommended for further work

Yes ☒ / No ☐ (Practical Completion and Finalisation)

If the recommendation is NO: The unsatisfactory performance aspects have been discussed with

Name: Matt Burns

Review Date: 30/01/2017

Phone: 0411 026 982

Response from Contractor Received and report finalised

Yes ☒ / No ☐

Name: Phillip Newham

Review Date: 01/12/2016

Signature: 

Phone: 0405 050451

#### Attachments:

##### Distribution

1. Contractor's Representative
2. RTA's Representative
3. Manager, Contracts Strategy, Infrastructure Contracts Branch  
(Only if the overall performance is unsatisfactory or Contractor not recommended for further work)

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## Questions With Notice - 16 February 2017

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**ITEM 17.3**                      **Mayor talkback sessions with 2GN**

**AUTHOR**                      **Councillor Ron Cummins**

During the term of the previous councils the Mayors of Goulburn Mulwaree and Upper Lachlan had regular morning talkback sessions on radio 2GN. Since the elections of September 2016 the Mayor of Goulburn Mulwaree has continued with his sessions but the Mayor of Upper Lachlan no longer participates.

On contacting 2GN I was advised that the Mayor of Upper Lachlan was contacted by the radio station to participate in future radio sessions but as the Mayor did not get back to the radio station to confirm his willingness to be involved in these sessions the radio station took no further action and the sessions did not evolve.

I believe this is an important avenue of communication with the ratepayer and an important opportunity to promote any upcoming events within the Shire.

Will the Mayor of Upper Lachlan be contacting 2GN to recommence the morning talkback sessions?

**General Managers comments:**

This question should be directed to the Mayor.

It should be noted that the Media Officer offers support to the Mayor as necessary regarding all media activities.



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## Questions With Notice - 16 February 2017

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**ITEM 17.4**                      **Kiamma Park Funding Works**  
**AUTHOR**                      **Councillor Ron Cummins**

In May 2016 Council received a grant of \$8,921.65 from the Federal Government under the Stronger Communities Funding, for works to be carried out in Kiamma Park. The grant expires in July, 2017.

The Park Landcare Group has still not received quotes from Council to carry out these works. Can the General Manager give a commitment to the Park Landcare Group that these quotes will be finalised and the works will be completed in the near future to ensure that Council does not lose the grant from the Federal Government?

### **General Manager's comments**

Council's Director of Works received a quote for the work from Divall's Earthmoving and Heavy Haulage on 7 November 2016. The quote was forwarded to Cllr Cummins on the same day. A copy of the email thread and the quote is attached for the information of Council.

It should be noted that Council is not responsible for accepting the quote – Kiamma Creek Landcare is, further to that, Council has not received any advice from Cllr Cummins or Kiamma Creek Landcare Group advising that they wish to accept the quote. Council staff remain ready to assist Kiamma Landcare with the work if necessary.

**Questions With Notice**  
**KIAMMA PARK FUNDING WORKS cont'd**

**Phillip Newham**

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**From:** Phillip Newham  
**Sent:** Monday, 7 November 2016 4:54 PM  
**To:** 'A Cummins'  
**Subject:** FW: Quote for Stormwater  
**Attachments:** Stormwater 2016.934.pdf

Hi Ron

Please find attached your quote for the pipeline in Kiamma Creek Park.

**Phil Newham**

Director of Works and Operations  
Upper Lachlan Shire Council  
02 4830 1000

\*\*\*\*\*  
This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of the Upper Lachlan Shire Council, unless otherwise stated.  
\*\*\*\*\*

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**From:** Claire Banfield (<mailto:claire.banfield@divalls.com.au>)  
**Sent:** Monday, 7 November 2016 2:12 PM  
**To:** Phillip Newham  
**Subject:** Quote for Stormwater

Dear Phil,

Following your recent discussion with Andy, please find attached quotation for Stormwater.

Should you wish to discuss or require anything further, please don't hesitate to contact our office on 02) 4829 8200.

We look forward to hearing from you.

1

## Questions With Notice

### KIAMMA PARK FUNDING WORKS cont'd

Kind Regards,

Claire Banfield  
Divall's Earthmoving & Bulk Haulage  
282 Carrick Rd, GOULBURN NSW 2580  
P: 02) 4829 8200 F: 02) 4829 8257 D: 02) 4829 8502  
E: [claire.banfield@divalls.com.au](mailto:claire.banfield@divalls.com.au)  
[www.divalls.com.au](http://www.divalls.com.au)

Please take 2 minutes of your time to help us improve our services to you. [Click on this text.](#)



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**Questions With Notice**  
**KIAMMA PARK FUNDING WORKS cont'd**

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**BULK HAULAGE**  
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02 4829 8200

282 CARRICK ROAD  
GOULBURN NSW 2580  
TELEPHONE (02) 4829 8200  
FACSIMILE (02) 4829 8257



Upper Lachlan Shire Council  
Att: Phil Newham  
44 Spring Street  
CROOKWELL NSW 2583

3rd November, 2016

REF: 2016/934

P: 02) 4830 1000

E: [pnewham@upperlachlan.nsw.gov.au](mailto:pnewham@upperlachlan.nsw.gov.au)

Dear Sir/Madam

**RE: STORMWATER**

We refer to our recent discussions with you and as requested now enclose our quotation for the abovementioned works

ITEM DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
Establishment (including Project Management Plan)	1	ITEM	\$ 700.00	\$ 700.00
Pedestrian Traffic Control, Bunting	1	ITEM	\$ 400.00	\$ 400.00
Location and Protection of Services	1	ITEM	\$ 650.00	\$ 650.00
Construction of Drop Pit	1	ITEM	\$ 2,200.00	\$ 2,200.00
Supply and lay 450mm Stormwater Pipe	1	ITEM	\$ 4,400.00	\$ 4,400.00
Supply and install Headwall and Rock Apron	1	ITEM	\$ 900.00	\$ 900.00
Sub-Total				\$ 9,250.00
GST				\$ 925.00
Grand total				<b>\$ 10,175.00</b>

**PLEASE NOTE - NO ALLOWANCE HAS BEEN MADE FOR THE FOLLOWING:**

- Relocation of services - Telstra, Gas, Electricity. Please refer to Dial Before You Dig to make enquiries

Yours faithfully

Andrew Divall

ALL QUOTES AND ALL SERVICES AND OPERATIONS ARE PROVIDED SUBJECT TO OUR CONDITIONS OF CARRIAGE  
PRINTED OVERLEAF

## Questions With Notice

### KIAMMA PARK FUNDING WORKS cont'd

#### CONDITIONS OF CARRIAGE

##### 1. Definitions

In these conditions:

(a) "Carrier" shall mean Denrith Pty Ltd, trading as Divall's Earthmoving & Bulk Haulage, its servants, agents and subcontractors.

(b) "Consignor" shall mean the party entering into the contract of carriage with the Carrier, being either the shipper, the owner of the goods or their authorised agent.

1.2 The Carrier is not a common Carrier and accepts no liability as such. The Carrier may refuse the carriage or transport of goods for any person or corporation and the carriage or transport of goods is at the Carrier's absolute discretion.

1.3 These conditions of carriage cover the whole of, or any part of, the operations and services provided from time to time by the Carrier to the Consignor, including but not limited to the carriage, storage, loading, un-loading, packing, un-packing, freight forwarding, customs clearance or de-consolidation of any goods, general earthworks, earthmoving, crushing and quarrying, road works, bulk haulage, demolition and hiring plant and operators on behalf of the consignor.

1.4 The Consignor warrants that:

(a) the Consignor has complied with all applicable laws and regulations relating to the nature, condition, packaging or carriage of the goods and that the goods are packed in a manner, having regard to their nature, adequate to withstand the ordinary risks of carriage;

(b) the goods are accurately described in writing in the space provided on this consignment note and in circumstances where the consignment note is written by the driver, that the Consignor has provided the driver with an accurate description of the goods and has checked the accuracy of the description of the goods upon receipt of the consignment note;

(c) the Consignor is either the owner of the goods and/or the authorised agent of the person or persons owing or having any interest in the goods or any part thereof.

1.5 The Consignor indemnifies the Carrier against any expenses, charges or losses sustained or incurred by the Carrier in complying with the requirements of any law or otherwise incurred as a result of a breach of the warranties in Clause 1.4.

1.6 The Consignor undertakes that no claim will be made against any servant, sub-contractor or agent of the Carrier which imposes or attempts to impose upon any of them any liability whatsoever in connection with the goods or the services under this contract. If any such claim should nevertheless be made, the Consignor shall indemnify the Carrier against the consequence thereof.

1.7 The method or methods of undertaking the services shall be at the sole discretion of the Carrier and the Consignor hereby authorises the Carrier to adopt any method or methods other than any method which may have been instructed or agreed.

1.8 The Consignor authorises any deviation from the usual route of carriage.

1.9 The Carrier shall not be bound to deliver the goods except to the consignee shown on the consignment note or to such other persons as may be authorised in writing by the Consignor to receive the goods.

1.10 If the Carrier is unable to deliver the goods for any reason (including failure on the part of the consignee to take delivery within a reasonable time) the Carrier shall be entitled to handle and store the goods in such manner as it may in its discretion determine and shall be entitled to make a reasonable charge in respect of such handling and/or storage and subsequent delivery of the goods.

1.11 The Consignor or his authorised agent shall not tender for carriage any explosive, inflammable or otherwise dangerous or damaging goods without presenting a full description of those goods and in default of so doing shall be liable for all loss and damage caused thereby.

1.12 The goods shall at all times be at the risk of the Consignor and the Carrier shall not be liable in tort (including negligence), contract (including fundamental breach of contract), bailment, contravention of any statute or breach of statutory duty or otherwise for any loss of or damage to or failure to deliver or delay in delivery or misdelivery of the goods, whatsoever howsoever caused.

1.13 The exclusion of liability in Clause 1.12 extends to include not only loss of or damage to the goods themselves, but loss, damage or injury to any person, property, or thing damaged arising from the Carrier providing the services under this contract and to any indirect consequential loss arising from such loss, damage or injury or from failure to deliver, delay in delivery or misdelivery.

1.14 Notwithstanding any other provision in the condition of carriage, but subject always to Clause 1.12 and 1.13, if any liability whatsoever, howsoever arising, is found to attach to the Carrier or any sub-contractor, the Carrier's or sub-contractor's liability shall be limited to the lesser of

(a) in the case of services supplied under this contract:

- i. the supplying of the services again;
- ii. the payment of the cost of supplying the services again; or
- iii. the amount of AU\$500.00

(b) in the case of goods:

- i. the replacement of the goods or the supply of equivalent goods;
- ii. the repair of the goods;
- iii. the payment of the cost of replacing the goods or of acquiring equivalent goods;
- iv. the payment of the cost of repairing the goods; or
- v. the amount of AU\$500.00

1.15 All the rights, immunities and limitations of liability in these conditions of carriage shall continue to have full force and effect notwithstanding any breach of this contract by the Carrier or any other person entitled to benefit of such provisions.

1.16 The Consignor shall pay to the Carrier in cash, or as agreed, all sums immediately when due without deduction or deferment on account of any claim, counterclaim or set off.

1.17 When the Carrier is instructed to collect freight, duties, charges or other expenses from any person other than the Consignor, the Consignor shall remain responsible for the amounts; and shall pay these amounts to the Carrier on demand where these amounts have become due and have not been paid by such other person.

1.18 On all accounts overdue to the Carrier, the Carrier shall be entitled to interest calculated at 4 per cent above base rate of the Carrier's bank applicable during that such amounts are overdue.

1.19 If on demand any person fails to pay charges due to the Carrier in respect of any service rendered by the Carrier, the Carrier will have a general lien over the goods and/or any other cargo or items the property of the Consignor, and after reasonable notice to the Consignor, may sell all or any part of the goods and/or any other cargo or items the property of the Consignor which are in its possession and out of the moneys arising from the sale retain the charges so payable together with all charges and expenses of the detention and sale, and shall render the surplus if any of the moneys arising from the sale and such of the goods as remain unsold to the person entitled thereto.

1.20 The Carrier is authorised (if it should think fit to do so) to subcontract the whole or any part of the carriage, services or handling and such authorisation extends to any subcontractor.

1.21 Any clause herein excluding or limiting the liability of the Carrier or providing any right or exemption from liability to the Carrier shall also be available and shall extend to project all subcontractors and every servant or agent of the Carrier and of any subcontractor.

1.22 Notwithstanding any condition herein limited or excluding liability, if and to the extent to which the carriage involves the transportation of goods otherwise than for the purposes of or in the course of a business, trade, profession or occupation, carried on or engaged in by the Consignor, the contract shall be subject to any implied warranty provided by the Trade Practices Act 1974 and to the extent that the said Act is applicable to this contract and prevents the exclusion, restriction or modification of such warranty.

1.23 These Conditions shall be governed and construed in accordance with the laws of the State of New South Wales and the parties submit to the non-exclusive jurisdiction of the Courts of New South Wales.

1.24 Any claim for loss of or damage to the goods or relating to the provision of the services under this contract must be notified in writing to the Carrier within seven (7) days of delivery of the goods or the date by which the goods should have been delivered, failing receipt of which notice the Carrier shall be forever discharged from any and all liability to any person (including the Consignor) in respect of the goods and/or the services under this contract. In any event whatsoever unless suit is brought within nine (9) months of the provision of the services under this contract, delivery of the goods or when the services should have been provided, or when the goods should have been delivered.

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## Questions With Notice - 16 February 2017

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**ITEM 17.5**

**Re: the \$27M**

**AUTHOR**

**Councillor Richard Opie**

What proportion of the \$27M is discretionary?

Note: Recent trends in law pertaining to non taxable entities, union's, charities and councils, indicate the provision of benefits to constituents is their primary purpose, not accumulating large nest eggs in place of actively returning benefits to constituents/ratepayers.

### **General Manager's comments**

There was \$27 million in investments at 30 November 2016 as reported to Council in December 2016. Council cash and investments as at 31 December 2016 total \$26.7 million. The total unrestricted cash or discretionary funds, at 31 December 2016, total \$4.84 million. The amount of unrestricted cash fluctuates daily depending on cash flows of the business and commencement of capital works projects.

For clarification purposes; Upper Lachlan Shire Council's legal status is a body politic of the State. Council is not a non taxable entity and is not a body corporate. Council has a range of taxation and superannuation obligations. Council abides to the principles of sound financial management in accordance with the *Local Government Act 1993*.



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## Questions With Notice - 16 February 2017

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**ITEM 17.6**                      **New Council Chambers and/or Civic Centre**  
**AUTHOR**                      **Councillor Richard Opie**

Section 8A (b) of the local Government Act requires Council to provide "best possible value to residents."

Section 8B "Principles of sound financial management."

- When was the due diligence undertaken looking at all the options of the new civic centre?
- Where is the documentation for that due diligence and the cost analysis it should contain?
- What documentation does Council have for the due diligence process and cost analysis since 2006 to maintain occupational health and safety for existing staff premises?
- Council owns premises in Taralga, Gunning and Crookwell. What cost benefit analysis can Council provide to indicate the actual costs of better utilizing these existing premises?
- Of any existing Councillors, who were Councillors in 2006 when the original discussions took place to investigate new council chambers?

### **General Managers comments:**

#### **When was the due diligence undertaken looking at all the options of the new civic centre?**

A Business Plan for the proposed Council Civic and Community Centre located in Crookwell was first completed in February 2009. It outlined the objectives of the proposal and provided an overview of the project, a financial summary, a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and summaries of the existing building inadequacies and public consultation.

A Feasibility Study for the Council Civic and Community Centre located in Crookwell was first completed in March 2009. It explored the potential and associated costs for the improvement, replacement or rebuilding of the Council chambers and offices for Upper Lachlan Shire Council.

Both the Business Plan and Feasibility Studies were revised in April 2011 to reflect Council's needs and projected costs at that time. The revision was undertaken ahead of an application for funding for the project under the Australian Government's Regional and Local Community Infrastructure Program.

In accordance with the direction of Council the existing Business Plan and Feasibility Study will be revised to ensure both documents are current, adequately reflect the



### **Questions With Notice**

#### **NEW COUNCIL CHAMBERS AND/OR CIVIC CENTRE cont'd**

Council's and community's current and future needs and accurately capture the cost of the project. This will be completed ahead of Council's application for funding under the 2017 Australian Government's Building Better Regions Fund.

#### **Where is the documentation for that due diligence and the cost analysis it should contain?**

The Business Plan and Feasibility Study for the Council Civic and Community Centre located in Crookwell, completed in 2009, were contained in the Business Papers of the Ordinary Council Meeting held in Crookwell on 19 March 2009. The archived Business Papers are available to the public upon request from Council's offices in Crookwell and Gunning. Copies of the documents are also stored in Council's electronic document management system, TRIM.

The revised plans were contained in the Business Papers of the Ordinary Council Meeting held in Gunning on 21 April 2011. The Business Papers are available on Council's website and are also available to the public upon request from Council's offices in Crookwell and Gunning. Copies of the documents are also stored in Council's electronic document management system, TRIM.

#### **What documentation does council have for the due diligence process and cost analysis since 2006 to maintain occupational health and safety for existing staff premises?**

In undertaking a revision of the Business Plan for the Council Civic and Community Centre located in Crookwell in 2011, a WH&S Risk Assessment of the existing premises was conducted. That Risk Assessment was contained in the Business Papers of the Ordinary Council Meeting held in Gunning on 21 April 2011. The Business Papers are available on Council's website and are also available to the public upon request from Council's offices in Crookwell and Gunning.

Council conducts WH&S Risk Assessments on its premises in Crookwell, Taralga and Gunning regularly to ensure, as far as practical, a safe and healthy working environment for all staff and visitors. Documentation on these assessments are reported to Council's WH&S Committee and are stored in Council's electronic document management system, TRIM.

#### **Council owns premises in Taralga, Gunning and Crookwell. What cost benefit analysis can Council provide to indicate the actual costs of better utilizing these existing premises?**

As determined by Councillors, to date, investigations have been made into the cost benefit associated with relocating to a new premises, which would address existing WH&S concerns, allow for disabled access and provide the community with space for facilities such as an art gallery, a historical museum or tourism centre, as well as adequate meeting spaces for community groups and meet RMS service agency standards.

The cost benefit of utilising Council's existing premises could be undertaken, should Councillors wish to allocate appropriate funding.

***Questions With Notice***

**NEW COUNCIL CHAMBERS AND/OR CIVIC CENTRE cont'd**

**Of any existing councilors, who were councilors in 2006 when the original discussions took place to investigate new council chambers?**

The Council in 2006 comprised the following Councillors:

Clr Brian McCormack - Mayor,  
Clr John Shaw – Deputy Mayor;  
Clr Sandra Bill;  
Clr Bill Martin;  
Clr Charlie Prell;  
Clr Garry Cosgrove;  
Clr John Coombs;  
Cr James Wheelwright; and  
Cr Brian Moloney.

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## Questions With Notice - 16 February 2017

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### **ITEM 17.7                      Christmas Decorations in the main streets**

**AUTHOR                      Councillor Richard Opie**

- Council has been publicly criticized for failing to provide decorations and in the main street of each village over Christmas. What plans does or can Council management have to remedy this failure for Christmas 2017?
- Why were Christmas decorations cancelled in the main streets and was it done by a motion of Council or staff direction (if so a copy of the motion or direction).

#### **General Manager's comments**

- A. There appears to be substantial misinformation circulating regarding the Christmas decorations. This is best clarified as follows:
- i) As there were only nine units of decorations to be made available, it would have been a pointless exercise to erect the decorations in any of the villages other than the Crookwell township. One decoration per village would not have been noticed, would have been expensive per unit and was not considered to be a viable option.
  - ii) Council staff followed the necessary procedures to obtain permits from Essential Energy to erect decorations on the power poles in Goulburn Street, Crookwell. A condition of the approval required Council to hire a prequalified contractor to erect the decorations. A further condition of the permit required the prequalified contractor to certify that the installation had been carried out correctly and that the decorations were safe and posed no danger to the public.
  - iii) The decorations supplied by the Christmas in the Park Committee were of types that are of high commercial quality suitable for **INDOOR USE ONLY**. The factors involved in this assessment include the following:
    - a) The individual elements of the decorations were not (and could not be) secured to the frames in such a way that would ensure that they remained in place when exposed to even low wind velocities in the open. The units also shed components each time they are moved.
    - b) The mounting arrangements supplied with the decorations are inadequate to secure the structure in an outdoor situation.
    - c) The structures have two 240v electrical installations contained within them. Exposing the units to rain would compromise the electrical safety of the units for future use (even if these circuits were not used for Christmas 2016).

Due to the above listed issues, the prequalified contractor advised Council that he would not erect the decorations and certify the installations as being safe.

### **Questions With Notice**

#### **CHRISTMAS DECORATIONS IN THE MAIN STREETS cont'd**

- iv) Apparently there had been some discussion regarding the installation of the decorations under the shop awnings in Crookwell. Although Council staff had not been directly involved in this discussion, the factors mentioned in item iii) above still apply with the additional problem that the awnings are owned by the individual shop owners. As awnings are individually engineered structures, the erection of additional devices on them would have insurance implications for the property owners.
- B. Should Council wish to have effective Christmas decorations across the Shire next Christmas, it may wish to consider the following proposal:
- i) Do not use the indoor decorations in outdoor situations – encourage the Christmas in the Park Committee to make them available for indoor use such as in businesses across the Shire. Any outdoor use of these decorations would be a waste of a valuable resource.
  - ii) Make allocations in the 2017/18 budget to:
    - a) Purchase suitable outdoor quality decorations for use in the Shire towns and villages (please see attached information regarding suitable decorations).
    - b) Purchase a shipping container to store the decorations between each Christmas period.
  - iii) Make allocations in the 2017/18 budget (and subsequent budgets) to fund the erection, removal, storage and ultimate replacement of the decorations.

Preliminary estimates of the cost of the project are as follows:

- a) Decorations - \$1,500 each
- b) Erect and remove - \$400 per decoration
- c) Shipping container - \$4,000

Council can chose what level of decorations that it wishes to use in future using the above costs as a guide to make budget allocations.

- C. Council had not resolved to carry out work on the Christmas decorations at any time. This is also evidenced by the fact that Council at no time has budgeted to carry out the work.

Council staff agreed to assist the Christmas in the Park Committee with the project as much as was possible, however, there were safety and compliance issues that could not be resolved readily. As the work was an operational one, no Council resolution to do carry out (or not carry out any work exists).

## Questions With Notice

### CHRISTMAS DECORATIONS IN THE MAIN STREETS cont'd

Street Decorations | Chas Clarkson

Page 1 of 2



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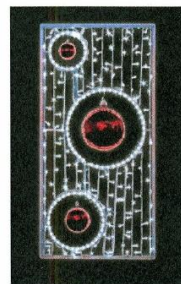
2.5m H x 1.1m W- LED Pole Decoration Red And White Tree

Code: PODE250REDTR

PRICE: \$1420.00

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1.4m L x 70cm W- Vertical Frenze Bright White LED (Baubles Not Included)

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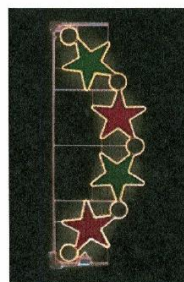
2.2m H x 1.2m W- LED Pole Decoration - Red Starburst

Code: PODE220REDPSTAR

PRICE: \$1420.00

[More Info](#)

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2.2m H x 90cm W- Red & Green Stars Coloured External Perspex with warm LED

Code: PODE220REGRSTPLX

PRICE: \$1300.00

[More Info](#)

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2.5m H x 1.1m W- LED Pole Decoration - Red With White LED Spiral

Code: PODE250REWHSPIR

PRICE: \$1420.00

[More Info](#)

[Add to Cart](#)



2.5m H x 1.5m W- LED Pole Decoration Green Christmas Tree With Red External Perspex Stars

Code: PODE250REGOTRST

PRICE: \$1450.00

[More Info](#)

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2.5m H x 1m W - Red Stars & Green Circle External Perspex- Warm White LED  
**Code:** PODE250REGRSTPLX

**PRICE: \$1450.00**

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2.8m L x 80cm H- Horizontal Firenze Wave With Bright White LED (Baubles Not Included)  
**Code:** LEFR280HO

**PRICE: \$665.00**

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4m Illuminated Street Span Red and Green Plexi Stars  
**Code:** SDEC440REGOSTAR

**PRICE: \$3400.00**

[More Info](#)

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5.5m L x 70cm H- LED Sign "Season's Greetings" White Rope Light  
**Code:** LESI550WHITESG

**PRICE: \$1470.00**

[More Info](#)

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5m L x 1.1m H- LED Street Span Red & White Ribbon  
**Code:** SDEC500REWHRIB

**PRICE: \$1655.00**

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## Questions With Notice - 16 February 2017

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**ITEM 17.8**                      **Flood Map implications**

**AUTHOR**                      **Councillor Richard Opie**

- Does Council have a conflict of interest arising from the new flood map with respect to Council property or property Council may have an interest in?
- What correspondence is there to indicate Council has sought advice for implications of the new flood map as it may impact Councils current or future liability and insured risks position?
- How has Council responded to the new flood map in terms of current planning and development applications?

### **General Manager's comments**

There is no confirmed or perceived conflict of interest for Council in the Draft Floodplain Risk Management Plan and Study (DFRMPS) as it relates to Council land.

The DFRMPS is funded by the Office of Environment and Heritage (OEH) at a ratio of 6:1. The Consultant Brief was carried out in consultation with the OEH as the funding body. A qualified independent consultant was also engaged in consultation and agreement with the OEH.

It should be noted that the DFRMPS is not a new flood map.

The DFRMPS is advice (in draft form) evaluating management and mitigation options arising from the Flood Study endorsed by Council on 19 December 2013.

Current development applications are assessed in accordance with Clause 6.1 Flood Planning of the Upper Lachlan Local Environmental Plan 2010 and Clause 4.5 Flooding and Stormwater of the Upper Lachlan Development Control Plan 2010.

As the DFRMPS is in draft form and on public exhibition, the document is considered in the 79C assessment of any relevant development applications, though not strictly required.



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## Questions With Notice - 16 February 2017

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**ITEM 17.9**

**Council Depot**

**AUTHOR**

**Councillor Richard Opie**

- In terms of the Council depot sited on the banks of Kiamma Creek what complaints and or EPA enquiries over the last 12 months has Council received about potential pollution of the creek?
- What are the implications of the new flood map for the Council depot as indicated in the red zone of that map
- In view of pollution control risks what plans does Council have for further works at its depot?
- What plans does Council have to re-locate the depot in view of the elevated risk described by the new flood map?

### **General Manager's comments:**

One complaint was received by the Council from the EPA on 29 November 2016. Detailed inspection was carried out by Council's Environment and Planning Department. The inspection revealed that pools of stagnant water existed within the creek system. The pools appeared to have a thin surface film however were not emitting any odours or other evidence of oily pollution. The EPA was advised of Council's determination.

No major concerns exist in relation to flooding at Council's Depot as there are no permanent structures or fixtures identified as being within the 1 in 100 ARI area.

The pollution risk is manageable and no major incidents have occurred in recent times. Council also has plans to install a new wash bay as part of the depot upgrade program that is under way.

Council has no established plans to relocate the depot at the present time as there is no risk to the permanent structures at the site.

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## Questions With Notice - 16 February 2017

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**ITEM 17.10**

**Roads**

**AUTHOR**

**Councillor Richard Opie**

- Which document does Council have which tabulate all the roads in the shire and the priority of each for work on them to be performed?
- What documentation does Council have indicating the cost per kilometer, number of kilometres maintained and timeframe pertaining to the maintenance of each road?
- Recognizing the General Manager has certain discretion in Council expenditures, what position does the GM adopt when evaluating tenders and quotes from local businesses versus those outside the shire?

**General Manager's comments:**

1. The primary document that Council has to tabulate all the roads in the shire is its road assets register. This register includes the list of roads Council maintains and attributes such as dimensions, condition, value and hierarchy. This register assists staff to make informed decisions on where capital type projects occur. This register has undergone a substantial review in the last 6 months and is continually being developed to provide more accurate and detailed information.

Coupled to the asset register is a Roads Maintenance schedule that is a summary of the lengths of unsealed Council public roads it maintains. This register was included with the earlier report on "Update of Councils Road Maintenance Schedule".

Maintenance of the road network is dependent on the apparent condition of the roads. Road condition, especially unsealed roads is closely influenced by weather conditions. Council's Works staff are routinely inspecting and completing the maintenance tasks within budgetary constraints and priority is generally given to those roads that pose the highest risk.

2. Council has a Road Maintenance Policy and annually submits a National Local Road Data System report to the NSW Local Grants Commission. These documents are attached for information. The timeframe pertaining to maintenance activities on each road is difficult to define. There are some activities such as maintenance grading and pothole patching where staff work on 2-3km/day as target accomplishment, however this will vary depending on the condition or repairs required.

Council's Works staff prepare an annual works program that primarily includes timing of its capital works program. This is reviewed monthly and reported as part of the reports prepared by the Manager of Works, titled Works in Progress – Construction and Maintenance.

**Questions With Notice****ROADS** cont'd

3. The General Manager applies the Council adopted, Purchasing - Acquisition of Goods and Services Policy in accordance with the various provisions of the Local Government Act, 1993.

<b>POLICY:-</b>	
Title:	Road Management Policy.
File reference:	F10/618-03
Date Policy was adopted by Council initially:	17 December 2009
Resolution Number:	499/09
Other Review Dates:	20 June 2013
Resolution Number:	173/13
Current Policy adopted by Council:	20 June 2013
Resolution Number:	173/13
Next Policy Review Date:	12 months from date adopted.

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

<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	Manager, Assets and Risks
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	Director, Works and Operations
Responsibility for review of Policy:	Director, Works and Operations

**1. INTRODUCTION**

Council has an obligation to ensure that its road network is as safe as possible for the road users.

Roads vary considerably in their construction standards and the environment in which they function. Hence the requirements to maintain and repair them also vary.

## **Questions With Notice**

### **ROADS cont'd**

The resources available to carry out pro-active and reactive maintenance are not always compatible with the tasks to be undertaken.

Council must be aware of their legal responsibility in regard to maintaining and repairing the road network. These responsibilities are clearly identified in the Roads Act 1993.

Council needs to have in place a system for maintaining and repairing roads. Such a system will facilitate prioritising works and assist in reducing the possibility of error, thus reduces the possibility of a public liability claim being successful.

A duty of care is owed by Council to all road users; Council will monitor road conditions through routine inspections and having a review process in place. This will mean that Council will be able to show adequately that it has performed its duty of care within budgetary constraints.

This Upper Lachlan Shire Councils Road Management Policy has been compiled to address specifically the process of determining the hazards that require consideration for repair within current budget constraints.

## **2. PURPOSE OF THIS POLICY**

The policy covers all maintenance and capital work on roads and road related infrastructure including, but not limited to, road pavements, road surfaces, bridges, causeways, stormwater drainage, signs, safety barriers and any other physical item that have a foreseeable impact on the safety and amenity of road users within the road reserves under the care and control of council. This policy:

- Defines Upper Lachlan Shire Council's (ULSC) minimum standard of service.
- Summarises ULSC's road hierarchy, road lengths and surface type;
- Defines the inspections Council will provide in respect to its road network;
- Defines the maintenance areas requiring consideration for repair;
- Defines the renewal cycles by ULSC in accordance with the road hierarchy;
- Defines the road hierarchy level of service.

## **3. POLICY STATEMENT**

Upper Lachlan shire Council Road Maintenance system considers the Community Strategy Plan, road networks levels of service, road hierarchy and road safety outcomes.

Road maintenance planning provides a systematic method of identification, evaluation and prioritisation of maintenance schedules. This information gathering provides increase efficiencies in resource allocation on council's road network.

## **4. SCOPE**

This policy and associated procedures covers all maintenance and minor capital works on roads and related infrastructure consisting of the following:

- Seal roads

## **Questions With Notice**

### **ROADS cont'd**

- Unseal road
- Bridges
- Drainage culverts
- Table drains
- Road side Vegetation
- Road signage & delineation (White lines, guide posts) and
- Crash Barriers.

Any other physical item that has a foreseeable impact on the safety and amenity of road users within the road reserves under the care and control of Council.

## **5. STRATEGIES FOR IMPLEMENTING POLICY**

- A clearly define Councils Road Hierarchy
- A set a budget for inspections in the Road Maintenance funding
- Road Maintenance Procedures detailing, inspection, response and agreed service Levels
- A procedure to define defect (hazards) repair method.
- Procedures on road inspection system to identify defects (hazards), deal with "Service Requests" and inspection frequency
- Set intervention criteria, on which defects (hazards) are to be repaired, based on risk
- Train, employees in procedures
- Develop inspection skills & qualifications within the workforce
- Link Road Maintenance schedules with Council short term and long term planning
- Provide Managers and Supervisor with information to determining budgets and resources required
- Research & implementation of a Road Maintenance system that facilitates efficiencies in inspections & reporting activities
- Comply with best practices guidelines.

## **6. RESPONSIBILITIES**

### **Management Team (Manex)**

- Ensure adequate funding is provided
- Resources are available and trained
- Develop and consult Council's strategy directions

### **Director of Works and Operations**

- Provide plans on road network maintenance are funded
- Develop policy
- Implement policy in the Department
- Ensure adequate resources are maintained

### **Manager of Works**

- Develop maintenance schedule for road network asset categories
- Provided procedures and Maintenance standards
- Report Road maintenance actives
- Ensure budgets expenditure is control

### **Superintended of Works**

- Costing of works

## **Questions With Notice**

### **ROADS cont'd**

- Works planning & scheduling
- Control of standards & authorisation

#### **Overseers (Supervisors)**

- Supervision of day labour to meet Road maintenance requirements
- Maintain records of works completed
- Develop and implement a works roster of resources
- Management of Customers Request Management (CRM)
- Ensure repair methods meet Council Standards

## **7. UPPER LACHLAN SHIRE COUNCIL'S ROAD NETWORK**

As at Dec 2012 Upper Lachlan Shire Council has a Road Network of 2055 kms.

Table [ULSC RMP 001](#) contains details of the road network by:

- Hierarchy (1 to 5).
- Classification; Regional, Local and Urban
- Whether sealed or unsealed.
- Length(s) of road

In addition, State Road MR54 runs through Upper Lachlan Shire Council this road is 111km in length with 101 km sealed and 10 km unsealed. The section of MR54 that ULSC maintains starts from Auburn St, Goulburn and finishes at the Abercrombie River 111 km in total.

ULSC has been engaged through single invitation contract provision (RMCC) of the NSW Government's Roads and Maritime Services (RMS) since 2008 to maintain this section of MR54. ULSC allocates resources for maintenance and construction works to meet these RMCC contracted works.

ULSC ROAD MANAGEMENT POLICY

7.1 ROAD NETWORK, Table ULSC\_RMP\_001

Classification	Data	Hierarchy						Grand Total
		1	2	3	4	5	6	
LR	Sum of Length U/S	273,866	399,086	504,423	15,249			1,192,644
	Sum of Length Sealed	15,331	202,756	188,589	24,549			431,224
	Sum of Total Length	289,217	601,841	693,012	39,798			1,623,868
RR	Sum of Length U/S			38,700	14,823			53,523
	Sum of Length Sealed			39,522	100,586	44,154	13,120	197,382
	Sum of Total Length			78,222	115,419	44,154	13,120	250,915
SR	Sum of Length U/S						14,580	14,580
	Sum of Length Sealed						78,460	78,460
	Sum of Total Length						93,040	93,040
U	Sum of Length U/S	29,665	2,887	0,225	0,050			32,827
	Sum of Length Sealed	11,572	39,425	2,583	0,700			54,280
	Sum of Total Length	41,237	42,312	2,808	0,750			87,107
Total Sum of Length U/S		303,551	401,973	543,348	30,122		14,580	1,293,574
Total Sum of Length Sealed		26,903	242,180	230,694	125,845	44,154	91,580	761,356
Total Sum of Total Length		330,454	644,153	774,042	155,967	44,154	106,160	2,054,930

This table is developed from a data pivot table copied from the ULSC 2010 Road Register



## **Questions With Notice**

### **ROADS cont'd**

#### **8. ROAD BUDGETS**

Road budgets will be developed based on Road Condition reviewed by Works in the context of Councils Transport Asset Strategy and the Long Term Financial Plan. Council will strive to allocate appropriate funding to achieve road service levels and the best possible road network in the community.

Council will allocate resources in order to conduct inspection and assessments for the implementation of the Road Management policy and procedures within Council's budget constraints.

In the past budgets have been developed based on historical expenditures i.e. they do not meet expected levels of service at this point in time.

#### **9. ROAD HIERARCHY**

Upper Lachlan Shire Council's road Hierarchy consists of six levels, 1 to 5. The Hierarchy assigned to a road has been determined using the following criteria;

- the Average Annual Daily Traffic Count (AADT),
- the classification of the road, (whether Local, Rural, Urban or Regional)
- Sealed or Unsealed.
- Bus route

Classifications:

- State roads
- Regional roads (sealed & unsealed)
- Local roads (sealed & unsealed)
- Urban (sealed & unsealed streets)

Generally, the highest Hierarchy 5, will apply to Regional Roads. Conversely, Hierarchy 1 applies to Access roads with the lowest traffic count. Table 2 below details Council's Road Hierarchy based on above criteria. A description of each Hierarchy level is summarised in Appendix 1.

**9.1.1 Table 2 - ROAD HIERARCHY**

Hierarchy	Urban (AADT)	Sealed	Rural (AADT)	Sealed	Unsealed (AADT)
1			0-25		0-10
2	0-50		26-50		11-25
3	51-200		51-150		26-100
4	201-400		151-300		101-175
5	401-750		301-500		176-250

Table is based on estimated daily travel volumes in both directions.

## **Questions With Notice**

### **ROADS cont'd**

#### **9.1.3 HIERARCHY “5”**

Roads identified as Hierarchy 5 have the level of road usage in the Upper Lachlan Shire Council area (is State road MR54 managed by RMS is not included).

##### **Description of Road Hierarchy**

Urban sealed roads carrying an average of 401 to 750 vehicles per day

Rural sealed roads carrying an average of 301 to 500 vehicles per day, and

Unsealed roads carrying an average of 176 to 250 vehicles per day.

##### **New Work**

For new construction works reference is to be made to AUS-SPEC design specifications.

Regional Roads are the responsibility of Councils to fund, determine priorities and carry out works. They are capitalised as a council asset. Regional roads are eligible for annual assistance grants from the State Government; this funding assistance is from a pool comprising the Block Grant Program and the REPAIR Program.

Council receives an annual formula based Regional Road Block Grant for use according to council's priorities. Council may also apply of a 50% cent contribution for specific maintenance and construction works under the Repair Program.

##### **Inspection**

Inspect for any hazards (risk) once every four weeks (See Table 3).

Service requests received are to be inspected as per the requirements of Table 4.

##### **General Level of Service (Guide)**

Hierarchy 5 roads shall desirably be sealed. Council shall consider giving unsealed

Hierarchy 5 roads the highest level of priority in its initial seal programme.

Council will provide the maximum level of service which can be afforded within budget constraints.

Sealed roads in Hierarchy 5 will be maintained to the existing widths.

Bitumen reseals on Local roads - 20 years and Regional Roads - 20 years are desirable as per Table 6

#### **9.2 HIERARCHY “4”**

##### **Description of Road Hierarchy**

Urban sealed roads carrying an average of 201 to 400 vehicles per day.

Rural sealed roads carrying an average of 151 to 300 vehicles per day, and

Unsealed roads carrying an average of 101 to 175 vehicles per day.

## **Questions With Notice**

### **ROADS cont'd**

#### **New Work**

For new construction works reference is to be made to AUS-SPEC design specifications.

Regional Roads are the responsibility of Councils to fund, determine priorities and carry out works. They are capitalised as a council asset. Regional roads are eligible for annual assistance grants from the State Government; this funding assistance is from a pool comprising the Block Grant Program and the REPAIR Program.

Council receives an annual formula based Regional Road Block Grant for use according to council's priorities. Council may also apply of a 50% cent contribution for specific maintenance and construction works under the Repair Program.

#### **Inspection**

Inspect for any hazards (risk) once every two months (See Table 3).

Service Requests received are to be inspected as per the requirements of Table 4.

#### **General Level of Service (Guide)**

All Hierarchy 4 roads shall desirably be sealed and to be given highest level of priority, in its initial seal programme.

Council will provide the maximum level of service which can be afforded within budget constraints.

Sealed roads in Hierarchy 4 will be maintained to the existing widths.

Unsealed roads in this Hierarchy shall desirably have a formation width of 6m, new construction/ initial seals 9m formation with 7m seal.

Bitumen reseals Local Roads - 20 years and Regional Roads - 20 years desirable as per Table 6.

Gravel re-sheets as determined by priority list, desirably on a 30 year cycle.

Maintenance grading as per Table 5, as determined by priority list and budget.

### **9.3 HIERARCHY "3"**

#### **Description of Road Hierarchy**

Urban sealed roads carrying an average of 51 to 200 vehicles per day.

Rural sealed roads carrying an average of 51 to 150 vehicles per day, and

Unsealed roads carrying an average of 26 to 100 vehicles per day.

#### **New Work**

For new construction works reference is to be made to AUS-SPEC design specifications.

Local Roads are the responsibility of Councils to fund, determine priorities and carry out works. The State Government provides limited assistance under special programs e.g. urban bus routes. The Federal Government introduced the Road to Recovery Program to provide additional funding to councils.

**Questions With Notice**  
**ROADS** cont'd

**Inspection**

Inspect for any hazards (risk) twice every year (See Table 3).

Service requests received are to be inspected as per the requirements of Table 4.

**General Level of Service (Guide)**

Hierarchy 3 roads shall not get preference in its initial seal programme over Hierarchy 4 roads.

Council will provide the maximum level of service which can be afforded within budget constraints.

Sealed roads in Hierarchy 3 will be maintained to the existing widths.

Unsealed roads should be maintained to their existing width, desirably 7m formation width bitumen reseals Local Road - 20 years and Regional Roads - 20 years desirable as per table 6.

Gravel re-sheets as determined by priority list, desirably on a 30 year cycle.

Maintenance grading as per Table 5, as determined by priority list and budget.

**9.4 HIERARCHY “2”**

**Description of Road Hierarchy**

Urban sealed roads carrying an average of less than 50 vehicles per day  
Rural sealed roads carrying an average of 26 to 50 vehicles per day, and  
Unsealed roads carrying an average of 11 to 25 vehicles per day.

**New Work**

For new construction works reference is to be made to AUS-SPEC design specifications.

**Inspection**

Inspected for any hazards (risk) once every year. (See Table 3)

Service requests received are to be inspected as per the requirements of Table 4.

**General Level of Service (Guide)**

Given low priority in level of service, sealed roads in Hierarchy 2 will be maintained to the existing widths.

Desirable bitumen re-seal cycle of 20 years.

Unsealed roads will desirably have a formation width of 6m.

Gravel re-sheets as determined by priority list, desirably on a 30 year cycle.

Maintenance grading as per Table 5, as determined by priority list and budget.

## **9.5 HIERARCHY “1”**

Hierarchy 1 roads have the lowest traffic counts. These roads, in most instances, could be compared to private access roads. Some of these roads provide access to a small number of dwellings and others do not service any dwelling at all.

### **Description of Road Hierarchy**

Rural sealed roads carrying less than an average of 25 vehicles per day, and  
Unsealed roads carrying less than an average of 10 vehicles per day.

### **New Work**

For new construction works reference is to be made to AUS-SPEC design specifications.

### **Inspection**

Inspected for any hazards (risk) once every year. (See Table 3)

Service requests received are to be inspected as per the requirements of Table 4.

### **General Level of Service (Guide)**

Given lowest priority in level of service, unsealed roads shall desirably have a trafficable width of 4.5m.

Gravel re-sheets as determined by priority list, desirably on an 81 year cycle.

Maintenance grading as per Table 5, as determined by priority list and budget.

## **10. ROAD INSPECTIONS**

Inspections are a formalised assessment of sections of the road network, to identify and prioritise hazards that may require repair and maintenance, carried out with regard to the road maintenance standards and safety principles, by suitable trained, qualified and skilled personnel.

An inspection programme has been developed (see Table [ULSC RMP 003](#) 3). This inspection programme shall be used as the main method of identifying and recording all the known hazards (defects) and risks associated with the road network, prioritising the defects, scheduling rectification work in accordance with documented standards, and of recording rectification work completed.

There are three main categories of inspection:

- Schedule Inspection (80km/hr drive over)
- Formal Condition Assessment
- Service Request from road user or Council employees;

### **10.1 ROAD INSPECTION SCHEDULE**

ULSC road inspection schedule has been developed with the council area divided into four (4) zones. The Inspection Schedule has the road names in alphabetic order in each zone. The inspector's shall enter their name and the date the inspection was

## **Questions With Notice**

### **ROADS cont'd**

completed to the right of the road name. The schedule will calculate the need due inspection date.

Only one inspection schedule is active at any time. All inspection shall record inspection in the same sheet.

The Works Manager and the Asset & Risk Coordinator will check the register monthly.

#### **10.1.1 Table 3 - Road Inspection Frequency**

	Road Inspection Guidelines for Service Requests, (Months).		
Hierarchy	Urban Sealed	Rural Sealed	Unsealed
1		12 or none	14 or none
2	12	12	12
3	6	6	6
4	2	2	2
5	1	1	1

#### **10.2 ROAD INSPECTIONS 80km drive over**

The inspector will comply with the ULSC "Road Drive Inspection Procedure". On scheduled road inspection the inspector will drive the road segment at <80km noting any defects. At regular intervals the inspector shall stop and record defects and approximate location (chainage for starting point), also assess each defect based on following;

- Type of hazards (risks and defects).
- The hierarchy of the asset in which the defects exists.
- The severity of these defects.
- The location of the defects along the road corridor.
- The location of the defects within the road reserve.
- The allocation "risk rating" of each defects.

The risk ratings are Low, Medium, High and Urgent.

Priority shall be give to Urgent / High rating detects.

The inspection and defects notes shall be recorded in the inspector diary.

#### **10.3 ROAD INSPECTIONS- Formal Condition assessment**

Formal Road condition inspections are to be selected by a review panel each year with a minimum of 5 segments per zone.

ULSC" Road Condition Inspection Procedure" details the process used by ULSC employee's when completing a yearly assessment. The ULSC condition assessment is used to formally record all items on a randomly selected road segment. The process identifies and records all road defects (hazards) that contribute to the road diminishing level of service. A condition score is then calculated for the segment.

## **Questions With Notice**

### **ROADS cont'd**

The purpose of the formal road condition inspection is to rate the road network of asset valuations over a 3-5 year review.

A group of experience and knowledgeable employees under the supervisor of the Works Manager shall validate each segment condition rating.

The information will be used by various departments at ULSC in reviewing and updating associated plans.

#### **10.4 ROAD INSPECTIONS: SERVICE REQUESTS (CRM) Customer Request Management**

Council recognises that Service Requests from road users (community) are a valuable source of information about the condition of the road network. Each Service Request is registered using Council's (CRM) Customer Request Management procedure.

Each Service Request (CRM) is assigned to the Works Superintendent or his delegate who will then investigate the Service Request by making a physical inspection of the site, recording the details of the inspection, and referring to the guidelines.

Council's personnel regularly travel the network to and from work locations throughout the Shire. During this travel Council personnel are encouraged to inspect and report any defects encountered. Normally employees will report to their supervisor verbally any road defects, with the overseer recording in his diary. If a report is logged using the Service Request (CRM) system it is handled as any other Service Request.

**Table 4 – Road Inspection – Target following CRM entry**

	Road Inspection Guidelines for Service Requests, (working days).		
Hierarchy	Urban Sealed	Rural Sealed	Unsealed
1		20	20
2	15	15	15
3	10	10	10
4	5	5	5
5	5	5	5

## **11. RECORDS**

Formal Condition assessment forms are to have minimum document requirements date completed, signature of employee and employee's position.

80km/hr drive over inspections will be recorded in the inspectors Diary as per ULSC "Road Drive Inspection Procedure".

Formal Condition Assessments shall be scanned to TRIM. Under the Classification Road

- State, All inspection information is held in REFLECT
- Regional, F11/ ROAD-REGIONAL ROAD- Regional road - Inspection



## Questions With Notice

### ROADS cont'd

- Local F11/ ROAD-LOCAL ROAD- Local road – Inspection Rural
- Urban F11/ ROAD-LOCAL ROAD- Local road – Inspection Urban

The template for the Formal Condition Assessment is included in Works Division templates

CRM Inspections details will be stored in Council's CRM system

## 12. MAINTENANCE

### Routine Maintenance

ULSC shall Reference to the following table for assessing defects & response times, the following criteria:

- Defect type
- Perceived Hazard severity
- Location in the carriageway
- Road classification

DEFECTION TYPE INDEX	DESCRIPTION	Council Perceived Hazard Severity	LOCATION	DEFECT SCORE = (Severity Scorex1.5) + (Loc scorex2.5) + (Road Category score)					
	Road Category			Regional		Urban		Local	
Defect Group		1-Jan	1=Road reserve, 2=Shoulder 3= Parking lane 4= Traffic lane 5= total carriageway	4	Response time (days)	2.5	Response time (days)	1.5	Response time (days)
Bridge Defect	Any bridge that requires repair or routine maintenance	3	4	18.5	14	17	14	16	30
Bus Shelter Defect	Any bus shelter that requires repair or maintenance	2	2	12	90	10.5	90	9.5	120
Carparks Defect.	Any car parking area that requires repair or maintenance	2	1	9.5	120	8	120	7	180
Chain wire Dam/miss	Any chain wire guardrail found to be damaged.	3	2	13.5	30	12	90	11	90
Culvert Defect.	Any culvert or drainage pit which needs cleaning	2	2	12	90	10.5	90	9.5	120
Culvert Required	Position where a new culvert is needed to stop water ponding in table drain	2	2	12	90	10.5	90	9.5	120
Debris on c/way	Any debris found on carriageway that would cause damage to vehicles e.g. (fallen limb or rocks)	5	5	24	1	22.5	1	21.5	1
Surface Drain Defect	Any surface (table)drain which needs cleaning	1	2	10.5	90	9	120	8	120
Drainage Hazard	Any Drainage Structure that has the potential to cause a hazard for motorists	3	2	13.5	30	12	90	11	90
Edge Break - Large	Pavement edge break and or drop >50mm	5	2	16.5	30	15	30	14	30
Edge Break - Small	Pavement edge break and or drop <50mm	3	2	13.5	30	12	90	11	90
GPost Critical	Any Guideposts in critical location found to be missing or damaged in critical locations culverts, crests and curves	1	2	10.5	90	9	120	8	120
GPost Non Critical	Any Guideposts found on to be missing or damaged	1	2	10.5	90	9	120	8	120
Grade	Any road which needs grading	2	4	17	14	15.5	30	14.5	30

## Questions With Notice

### ROADS cont'd

GRail Dam/miss	Any Guardrail found to be missing or damaged	1	3	13	90	11.5	90	10.5	90
Gravel Resheeting	Any part of road greater than 100m in length that requires gravel Resheeting, no traction in wet weather	1	4	15.5	30	14	30	13	90
Heavy Patch	Long term defect that requires heavy patching	1	4	15.5	30	14	30	13	90
High Verge	Any road shoulder where verge is higher than road; obstructing drainage	1	2	10.5	90	9	120	8	120
K&G Repair	Any kerb or gutter that requires repair or maintenance	2	2	12	90	10.5	90	9.5	120
Line marking	Any line marking which requires remarking	2	2	12	90	10.5	90	9.5	120
Litter	Any litter which needs collecting from road reserve - Based on reputational risk	3	5	21	1	19.5	7	18.5	14
Obstruct Visibility	Vegetation that interferes with safe sight distances for curves and intersections	2	3	14.5	30	13	90	12	90
Overhanging Vegetation	Vegetation overhanging or encroaching onto trafficable lane	1	4	15.5	30	14	30	13	90
Patch Graveling	Any part of a road which needs gravel patching - Could become a safety hazard	3	4	18.5	14	17	14	16	30
Pavement - Major	A major shove or pavement failure	2	3	14.5	30	13	90	12	90
Pothole - Small < 300mm	A minor failure or pothole on the road pavement	2	4	17	14	15.5	30	14.5	30
Ramp	Stock ramps or grids that need repair or replacement	0	0	4	360	2.5	360	1.5	360
Roadside Vegetation	Roadside vegetation that requires spraying or mowing. (Suckers and weeds)	3	2	13.5	30	12	90	11	90
Segment marker	Missing or damaged segment marker	0	0	4	360	2.5	360	1.5	360
Signs	Any signs found to be missing, severely damaged or in poor condition	3	2	13.5	30	12	90	11	90
Sweep	A defect on a sealed road pavement that requires treatment or maintenance. Eg sweeping	3	4	18.5	14	17	14	16	30
Tree	Overhanging tree or branch at risk of falling onto the carriageway	5	5	24	1	22.5	1	21.5	1
Pothole - Large > 300mm	A major failure or pothole on the road pavement	5	4	21.5	1	20	1	19	7

### 12.1 Grading Cycle, Unsealed Roads

Grading on unsealed roads will generally be carried out in accordance with the guidelines contained below in Table 5 "Regional & Local Road Grading Cycle Guidelines" These guidelines are the desired grading frequencies for the various

hierarchies of road. The actual grading frequency on any specific road may, however, vary from the guidelines due to a number of factors including:

- Variations in the weather may affect the need for grading, increasing or decreasing the need.
- Storm damage may give rise to localised higher need for grading work.
- Topography varies throughout the Shire. This in turn may affect the need for grading.

## **Questions With Notice**

### **ROADS cont'd**

- Variations in soil type throughout the Shire may also affect the desired grading frequency.
- Annual allocation of maintenance funding.
- Large one-off events. e.g. flooding, drought.
- Hazardous/unsafe conditions.

#### **12.1.1 Table 5 – Regional & Local Road Grading Cycle Guidelines**

	Road Grading Cycle Guidelines
Hierarchy	Unsealed
1	24 months
2	12 months
3	6 months
4	4 months
5	4 months

#### **12.1.2 Bridge & Culvert Maintenance**

Bridge and culvert inspections will be completed by the Works Department. Culverts above 6 metres in length on the road centre line are classed as small bridges.

Level 1 bridge inspection will be completed 6 monthly by qualified council staff; the inspection process includes small maintenance duties. A report is completed which include photos of any defected areas.

Level 2 bridge inspections are completed 2 yearly as a minimum or as required based on a level 1 inspection report.

All inspection reports are logged for evaluation by engineering staff and recorded to Council information database TRIM as a permanent record.

Council has developed level 1 and 2 bridge inspection procedure for the minimum requirement when performing an inspection and staff completing these inspections will have complete the applicable Bridge inspector's course (level 1 or 2) offered by training organisation such as the Australian Road Research Board (ARRB).

Council will provide adequate funding in its operational budget to undertake these inspections as well as necessary repair. Level 1 inspection will take nine (9) days/year with Level 2 inspection taking eight (8) days/year.

Bridge type	Road Classification	Quantity
Timber	Local Sealed	2
Timber	Local Unsealed	16
Timber	Regional sealed	2
Timber	Regional Unsealed	0
<b>Timber Total</b>		<b>20</b>

**Questions With Notice**  
**ROADS** cont'd

Culvert ≥ 6m	Local Sealed	31
Culvert ≥ 6m	Local Unsealed	22
Culvert ≥ 6m	Regional sealed	25
Culvert ≥ 6m	Regional Unsealed	4
<b>Total Culvert ≥ 6m</b>		<b>82</b>
Concrete / Steel	Local Sealed	22
Concrete / Steel	Local Unsealed	4
Concrete / Steel	Regional sealed	8
Concrete / Steel	Regional Unsealed	0
<b>Total Concrete / Steel</b>		<b>34</b>

NOTE: Includes timber & concrete bridges less than 6 metres

## **12.2 Road Drainage Maintenance**

Council will perform drainage maintenance as determined by engineering staff, based on road inspection condition reporting, inspections of drainage structures will take place as part of the 80km/hr drive over, condition assessments or special inspections

Council will provide adequate drainage maintenance funding to complete at least 135 gang days drainage maintenance per year (or 3 gangs operating 45 days per year with backhoe).

## **12.3 Road Side Vegetation Maintenance**

ULSC has developed an individual Policy on Road Side Vegetation "Tree Management - Rural Roads" which includes the following topics:

- Hazard trees,
- Line of sight,
- Safety zone in road verge,
- Minimum road envelop

Council will provide adequate funding to complete 140 days of roadside growth control per year.

Council will undertake roadside growth control by chemical and slashing on its sealed road network when growing conditions warrant. Usually this is two separate treatments per year usually during the spring and autumn periods.

In addition, Council will complete, within budget constraints line of site cleaning in the road envelope.

## **12.4 Road Side Furniture**

Road inspection includes missing or damage road side furniture. Road side furniture consists of:

## Questions With Notice

### ROADS cont'd

- Road advisory signage
- Road chevrons (Direction indicators external curves)
- Guide posts
- Guard railings
- Street or road name signs

Maintenance of the road side furniture items is list and scheduled to a maintenance gang for correction. Council will provide adequate funding to complete 120 days of Roadside Furniture maintenance per annum.

## 13 RENEWAL / CAPITAL

### 13.1 Bitumen Resurfacing

A bitumen resurfacing history for all roads has been developed by the Works Department. A contract for bitumen resealing is generally called annually. The bitumen resurfacing program is based on the age of the seal and other considerations such as, traffic loading, condition of the pavement etc are considered when selecting the section of road to be resurfaced.

Bitumen resealing is classed as capital renewal for road funding budgeting.

To maintain current service levels a minimum of 56.7km per year shall be completed.

#### 13.1.2 Table 6 – Road Bitumen Resurfacing cycle (Local & Regional road only)

	Bitumen Resealing cycle Guidelines (Years).		
Hierarchy	Reseal years	Total length road	Target per year
1	20	31.92	1.596
2	20	270	13.5
3	20	211.91	10.5955
4	20	25.64	1.282
5	20	209.87	10.4935
<b>Total</b>		<b>749.34</b>	<b>37.467</b>
≈ @\$30,000/km \$1,124,00/yr =		<b>Regional road funding</b>	<b>\$314,805</b>
		<b>Local road funding</b>	<b>\$809,205</b>

### 13.2 Gravel Re-Sheeting

The gravel re-sheeting schedule for all roads is developed by the Works Department. The use of internal labour and contractors is employed for gravel re-sheeting, under the supervision of Council employees. The Gravel re-sheeting is based on the road hierarchy in table 7 below. Other considerations are increased development, weather, road usage and condition reporting.

Gravel re-sheeting includes table drain cleaning as required by the standard of roadway.

## Questions With Notice

### ROADS cont'd

Gravel re-sheeting is classed as capital renewal for road funding budgeting.

To maintain current service levels a minimum of 36.4km (Local Roads 33km/yr, Regional Roads 3.4km/yr) per year shall be completed.

#### 13.2.1 Table 7 – Gravel re-sheeting (local and Regional Road)

Gravel re-sheeting cycle Guidelines (Years).			
Hierarchy	Re-sheet years	Total road length	Length per year
1	81	293.6	3.62
2	30	392.98	13.10
3	30	487.58	16.25
4	30	15.79	0.53
5	17	43	2.53
<b>Total</b>		<b>1232.95</b>	<b>36.03</b>
<b>Regional Road</b>		\$76,394	3.4km/yr
<b>Local Road</b>		\$824,417	33km/yr

### 13.3 Heavy Patching

Heavy patching requirement of ULSC shall be determined by formal inspection and asset assessment evaluation. The decision as to repair a heavy patch is generally based on whether the cost of detailed investigation, design and works testing is warranted by comparison with the possible costs of premature failure of the repair. It is in effect a risk analysis, and will always be a matter of professional judgement.

In general terms a heavy patch is when the surrounding material has failed requiring excavation to repair the defect to a life corresponding with the remaining life of the pavement.

Heavy patching is a cost effective process to return a roads service level.

The following table sets out a number of general factors that would normally be taken into consideration

#### 13.3.1 Table 8 – Heavy Patch Attributes

Attribute / Characteristic	Heavy Patch
Intended life	Match surrounding pavement, generally < 10 years
Investigation / geotech etc	Generally non – or minimal
Pavement design	Generic or rule of thumb
Testing of materials	Approve source base on past testing and knowledge
Testing of process	Simplistic – Trials and process monitoring
Response time – Safety time	Short term or part of pavement strategy
Track performance > 1 yr	Generally no
Size of repair	Individual or close group of patches <sup>1</sup> <ul style="list-style-type: none"><li>• For AC &lt; 500 m<sup>2</sup></li></ul>

**Questions With Notice**  
**ROADS** cont'd

	• For granular < 1,000 m <sup>2</sup>
Surface level	Generally Unchanged
Alignment	Unchanged
Peripherals (eg, formation width and drainage)	Unchanged
Confined to traffic lanes	Generally
Excavation method	Hand, minor plant, major plant
Width	Generally ≤ 1 lane

<sup>1</sup> these limits in particular are intended as a very general indicator only  
Table adapted for RMS QA spec M250

## **14 REFERENCE DOCUMENTS**

- Road Act 1993
- Civil Liabilities Act 2002
- NSW State Records Act 1998
- Infrastructure Management Plan
- Risk Management Policy

## **15 VARIATION**

That the Council reserves the right to vary the terms and conditions of this Policy to ensure it meets the requirements of the relevant legislation.



<p align="center"><b>NSW LOCAL GOVERNMENT GRANTS COMMISSION</b> <b>and the ALGA</b></p> <p align="center"><b><i>National Local Road Data System</i></b> <b><i>Survey Template: 2015-16</i></b></p>
<p align="center">For information go to: <a href="http://www.jr.net.au/nlrds/">http://www.jr.net.au/nlrds/</a></p>
<p align="center"><b>Date Due: 31 October 2016</b></p>
<p>Council Name: <input type="text" value="Upper Lachlan Council"/></p> <p>Financial Year Ended: <input type="text" value="30 June 2016"/></p> <p><b>New councils preparing this return for former councils will have a year-end date of 12 May 2016</b></p>
<p>Contact Name: <input type="text" value="John Levien"/></p> <p>Contact Phone: <input type="text" value="(02) 4230 1000"/></p> <p>Contact Name Last Year: <input type="text" value="John Levien"/></p> <p>Contact Phone Last Year: <input type="text" value="(02) 4230 1000"/></p>
<p align="center"><b>THE COMPLETED RETURN MUST BE E-MAILED TO</b> <b><a href="mailto:nlrds@olg.nsw.gov.au">nlrds@olg.nsw.gov.au</a></b></p>
<p>As a result of an agreement between the NSW Grants Commission, Local Government NSW, and the Australian Local Government Association (ALGA), the Grants Commission is collecting this data on behalf of the ALGA.</p> <p>The explanations incorporated in the Return provide relevant definitions and background information on the project. These have been provided by the ALGA.</p>
<p align="center"><b>To navigate from table to table click on the TABs</b> <b>OR</b> <b>use Ctrl + Page Up/Page Down keys.</b></p>
<p><b>Information reported in this return is not used by the Grants Commission to determine Councils' financial assistance grants. The information report should be considered "public".</b></p>
<p><b>HELP DESK Support:</b></p> <p><b>Jeff Roorda &amp; Associates (on behalf of the ALGA)</b> <b>Steve Verity</b> <b>Phone: 02 4751 7657</b> <b>Email: <a href="mailto:jra@bigpond.com">jra@bigpond.com</a></b></p> <p><b>Questions relating to the emailing of this return should be directed to:</b> <b>Bruce Wright (02) 4428 4132 <a href="mailto:bruce.wright@olg.nsw.gov.au">bruce.wright@olg.nsw.gov.au</a></b></p>

## **DEFINITIONS**

### **National Local Road Data System**

#### **LOCAL ROADS**

Roads that are available and used by the general public and where Council has the **FULL** financial responsibility for their maintenance. Roads dedicated but not in use by the general public or not maintained by Council are not eligible for inclusion.

#### **EXPENDITURE ON EXISTING ASSETS (excludes depreciation)**

##### ***Maintenance***

Expenditure on an asset which maintains the asset in use but does not increase its service potential or life, e.g. repairing a pothole in a road, repairing the decking on a timber bridge, repairing a single pipe in a drainage network, repair work to prevent early failure of an asset.

##### ***Capital Renewal***

Expenditure on renewing an existing asset or a portion of an infrastructure network which returns the service potential or the life of the asset up to which it had originally, e.g. resurfacing a sealed road, pavement rehabilitation, resheeting a gravelled road, renewing a section of a drainage system, major maintenance on bridge pylons, etc.

##### ***Capital Upgrade***

Expenditure on upgrading the standard of an existing asset or infrastructure network to provide a higher level of service to users, e.g. widening the pavement and sealed area of an existing road, sealing an existing gravelled road, replacing drainage pipes with pipes of a greater capacity, replacing an existing bridge with one having a greater carrying capacity, etc.

Where there is an upgrade component in a project, use your best estimate to allocate the proportion costs to renewal and upgrade. For example, for the reconstruction and widening of an existing sealed road from 5 m to 8m, 5/8<sup>th</sup> is renewal and 3/8<sup>th</sup> is upgrade.

If there is a capital upgrade from an unsealed to a sealed standard, the expenditure is to be allocated to the existing unsealed asset category.

##### ***Capital Expansion***

Expenditure on extending an infrastructure network to a new group of users, e.g. extending a drainage or road network, etc. at the same standard as currently enjoyed by residents. This expenditure is generally limited to new sub-divisions or new links in the network.

**Do not include the value of donated/contributed assets.**

##### ***Unsealed Local Roads***

Expenditure on EXISTING assets (excluding depreciation) includes maintenance and renewal (resheeting) of unsealed roads.



#### **BRIDGES & MAJOR CULVERTS**

Bridges and Major Culverts includes bridges and major culverts of six (6) metres and over in length (measured along the centre line of the carriageway).

Expenditure on culverts not classified as bridges are included in the sealed or unsealed roads category.

#### **ANCILLARY ITEMS**

Ancillary items include all items other than the roadway, bridges and culverts that are within the road reserve and part of the road asset. They include but are not limited to roadside furniture and signs, kerb and guttering, footpaths, traffic signals, chicanes for traffic calming, cattle grids, etc. Expenditure on roadside lighting could also be included as an expenditure against ancillary items.

#### **ENGINEERING OVERHEADS**

All expenditures are to include engineering overheads. These include project related overheads such as construction supervision, quality control testing (including testing laboratory), plant maintenance etc, as well as the costs of planning and administering the roads program including roads/pavement management systems.

#### **FINANCIAL DATA**

##### **Current Replacement Cost**

The cost of replacing the original service potential of an existing asset, with a similar modern equivalent asset, ie the total cost of replacing an existing asset with an as NEW or similar asset expressed in current dollar values.

The current replacement cost includes earthworks, minor culverts, pavement, sealed surface (for sealed roads), ancillary works such as signs, guide posts, guard rails, etc. plus design / supervision costs and engineering overheads.

##### **Depreciable Amount**

The current replacement cost (see above), less any residual value. The depreciable amount excludes the value of non-depreciating assets such as earthworks and land.

The Depreciable Amount cannot be greater in value than Current Replacement Cost.

Where there is no residual value or non-depreciating component of an asset, the depreciable amount is the current replacement cost.

##### **Residual Value**

The estimated amount that an entity would currently obtain from disposal of the asset after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life **(AASB 116)**.

Where residual value is not recognised in council's accounts, show residual value as zero.

Where earthworks are depreciated and residual value is zero, depreciable amount is the same as the current replacement cost.

**Depreciated Replacement Cost**

The current replacement cost of an asset less any accumulated depreciation recognised in the financial statements. This is also known as the Written Down Value of the asset.

The Depreciated Replacement Cost cannot be greater in value than Current Replacement Cost.

**Depreciation Expense**

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life. It is expressed annually in the financial statements for each asset class.

**PLEASE NOTE:**

Please provide best estimates where actual information is not available.

Where you have made assumptions, in categorising data for responding to this survey, please record the assumptions for consistency in reporting in subsequent years.

**HELP DESK Support**

**Jeff Roorda & Associates (on behalf of the ALGA)**

**Steve Verity**

Phone: 02 4751 7657

Email: [jrajra@bigpond.com](mailto:jrajra@bigpond.com)

**Questions With Notice**  
**ROADS** cont'd

Upper Lachlan Council LOCAL ROADS Financial Year Ended: 30 June 2016	
<b>Existing LOCAL Road and Bridge &amp; Ancillary Assets</b>	
<b>1. Sealed LOCAL Roads</b>	
Roadworks, including minor culverts (<6m) and engineering overheads	
Centreline length of sealed LOCAL roads in kilometres:	<b>Road Length</b> 587.80 km
<b>Expenditure on EXISTING assets (excludes depreciation):</b>	
Maintenance:	\$780,916
Capital Renewal:	\$1,892,940
Capital Upgrade:	\$0
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	\$0
<b>Total Expenditure:</b>	\$2,673,856
<b>2. Unsealed LOCAL Roads</b>	
Roadworks, including minor culverts (<6m) and engineering overheads	
Centreline length of unsealed LOCAL roads in kilometres:	<b>Road Length</b> 1,146.50 km
<b>Expenditure on EXISTING assets (excludes depreciation; includes maintenance and renewal e.g. resheets):</b>	
Existing Assets:	\$3,113,117
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	\$0
<b>Total Expenditure:</b>	\$3,113,117
<b>3. Bridges &amp; Major Culverts on LOCAL Roads</b>	
Bridgeworks, including major culverts (>=6m) and engineering overheads:	
Number of bridges and major culverts on LOCAL Roads:	<b>No. of Bridges</b> 80
<b>Expenditure on EXISTING assets (excludes depreciation; includes maintenance and renewal):</b>	
Existing Assets:	\$160,960
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	\$0
<b>Total Expenditure:</b>	\$160,960
<b>4. Roads Ancillary on LOCAL Roads</b>	
Local Roads Ancillary including engineering overheads:	
<b>Expenditure on EXISTING assets (excludes depreciation; includes maintenance and renewal):</b>	
Existing Assets:	\$62,569
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	\$0
<b>Total Expenditure:</b>	\$62,569

Previous Year's Data
587.8 km
\$961,209
\$1,380,783
\$0
\$0
\$2,341,992
1146.5
\$3,308,789
\$0
\$3,308,789
80
\$48,874
\$0
\$48,874
\$83,815
\$0
\$83,815



**Questions With Notice**  
**ROADS** cont'd

Upper Lachlan Council REGIONAL ROADS Financial Year Ended: 30 June 2016	
<b>Existing REGIONAL Road, Bridge and Ancillary Assets</b>	
<b>1. Sealed REGIONAL Roads</b>	
Roadworks, including minor culverts (<6m) and engineering overheads	
Length of REGIONAL roads in kilometres:	<b>Road Length</b> 213.19 km
<b>Expenditure on EXISTING assets (excludes depreciation):</b>	
Maintenance:	\$658,699
Capital Renewal:	\$1,725,960
Capital Upgrade:	
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	
<b>Total Expenditure:</b>	\$2,414,659
<b>2. Unsealed REGIONAL Roads</b>	
Roadworks, including minor culverts (<6m) and engineering overheads	
Length of REGIONAL roads in kilometres:	<b>Road Length</b> 37.90 km
<b>Expenditure on EXISTING assets (excludes depreciation; includes maintenance and renewal e.g. resheets):</b>	
Existing Assets:	\$182,603
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	
<b>Total Expenditure:</b>	\$182,603
<b>3. Bridges &amp; Major Culverts on REGIONAL Roads</b>	
Bridgeworks, including major culverts (>=6m) and engineering overheads:	
Number of bridges and major culverts on REGIONAL roads:	<b>No. of Bridges</b> 34
<b>Expenditure on EXISTING assets (excludes depreciation; includes maintenance and renewal):</b>	
Existing Assets:	\$69,270
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	
<b>Total Expenditure:</b>	\$69,270
<b>4. Roads Ancillary on REGIONAL Roads</b>	
Regional Roads Ancillary including engineering overheads:	
<b>Expenditure on EXISTING assets (excludes depreciation; includes maintenance and renewal):</b>	
Existing Assets:	
<b>Expenditure on NEW assets (excludes depreciation):</b>	
Capital Expansion:	
<b>Total Expenditure:</b>	\$0

Previous Year's Data
203.8 km
\$879,444
\$1,101,431
\$0
\$0
\$1,980,875
47.3 km
\$228,303
\$0
\$228,303
33
\$0
\$0
\$0
\$0
\$0

<b>Upper Lachlan Council</b> <b>LOCAL and REGIONAL ROADS</b> <b>FINANCIALS</b> <b>Financial Year Ended: 30 June 2016</b>	
<b>1. Sealed LOCAL and REGIONAL Roads</b>  Current Replacement Cost for Sealed Roads: \$192,780,050 Depreciable Amount for Sealed Roads: \$192,780,050 Depreciated Replacement Cost (WDV) for Sealed Roads: \$168,404,581 Annual Depreciation Expense for Sealed Roads: \$1,438,251	<b>Previous Year's Data</b>  \$281,344,616 \$75,119,474 \$256,374,480 \$1,384,737
<b>2. Unsealed LOCAL and REGIONAL Roads</b>  Current Replacement Cost for Unsealed Roads: \$127,912,265 Depreciable Amount for Unsealed Roads: \$127,912,265 Depreciated Replacement Cost (WDV) for Unsealed Roads: \$109,941,406 Annual Depreciation Expense for Unsealed Roads: \$791,084	\$43,743,412 \$39,279,257 \$25,098,309 \$748,135
<b>3. Bridges &amp; Major Culverts (&gt;=6m) on LOCAL and REGIONAL Roads</b>  Current Replacement Cost for Bridges & Major Culverts: \$39,591,717 Depreciable Amount for Bridges & Major Culverts: \$39,591,717 Depreciated Replacement Cost (WDV) for Bridges & Major Culverts: \$22,413,076 Annual Depreciation Expense for Bridges & Major Culverts: \$406,109	\$46,851,674 \$46,851,674 \$25,393,469 \$478,950
<b>4. Roads ANCILLARY on LOCAL and REGIONAL Roads</b>  Current Replacement Cost for Ancillary Assets: Depreciable Amount for Ancillary Assets: Depreciated Replacement Cost (WDV) for Ancillary Assets: Annual Depreciation Expense for Ancillary Assets:	\$1,630,606 \$1,630,606 \$1,150,733 \$19,593



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## Questions With Notice - 16 February 2017

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**ITEM 17.11**

**Rubbish Tip**

**AUTHOR**

**Councillor Richard Opie**

- The new flood map is predicated upon predicted future and unprecedented severe rainfall events, therefore why is the Crookwell rubbish tip not comprehended by the new flood map?
- What plans does Council have to relocate or better secure the rubbish tip and its inherent pollution risks?
- Published monitoring results for pollution at Crookwell tip indicate there are severe peaks corresponding to major weather events. However these tests and results do not cover the full range of potential chemical pollutants and are only applicable to contaminants that have exited the tip. Having regard therefore for more devastating weather events which form the calculations underpinning the new flood map, what action will Council take to better monitor dangerous contaminants which may be in the tip but which have to yet to exit its boundary?
- Council is required to have a fire control plan for the tip therefore why is there so much growth and rubbish to the east of the tip on its eastern boundary? Why is there not a clear fire trail?
- What plans does Council have to remedy the problems arising from locating the tip on top of a hill with all the leaching, hydraulic, wind and fire risks that creates?
- What plans does Council have in to reduce the height of the tip accumulations and the concomitant hydraulic pressure in the tip, to increase the fencing containment efficiency and to improve both in-site and also egress monitoring?
- What documentation does Council have including calculations to determine the cost of retaining and improving the existing tip versus relocating it?
- What documentation does Council have with respect to NSW EPA granting new location permission?

### **General Manager's comments**

1. The Crookwell Landfill site is well elevated (990-1000m AHD) and is remote to the floodplain (2.5km west of the river) and is not liable to flooding, even for the extreme flood condition - hence not relevant to the Flood mapping (ie the site is not at risk of inundation). Storm intensity and Stormwater is however very relevant to site. Stormwater and its management form important environmental controls that are included in the upgrade brief further detailed below.
2. Please refer to December 2016 Business Paper; Crookwell Landfill Upgrade Report and attachments.

**Questions With Notice**  
**RUBBISH TIP** cont'd

Council does not have Plans to relocate the Crookwell Rubbish Tip, rather Council Plans to upgrade its existing Facility, addressing potential environmental risks of the existing waste on the site, as well as making provision for the safe containment of current and future wastes (as detailed in the feasibility study).

As indicated in the December report, Council has engaged specialist landfill consultant GHD to complete detailed design plans for the upgrade of the Crookwell landfill. The Plans are expected to be completed in March 2017. The Landfill Design Plans are being completed to meet the requirements of the NSW EPA's (new) Environmental Guidelines: Solid Waste Landfills-Second Edition 2016. This Landfill Design Plan will detail the comprehensive environmental controls required for the facilities upgrade. These plans will be presented to Council when available.

Council will need to invest Capital in order to complete the civil works as identified by the Landfill upgrade plans in order to "better secure the rubbish tip and its inherent pollution risks".

3. Councils Environment Protection Licence for the Crookwell Landfill (licence # 1938) requires the recording and publishing of water quality monitoring results. This water quality regime was established in consultation with NSW EPA following Councils completion of an Environmental Management Plan in 1997. The results of the monitoring are placed on Councils website, and are regularly assessed by Council staff and the NSW EPA. The water quality parameters measured are accepted indicator parameters for contamination and or pollution risk. The results for the Crookwell landfill do not 'indicate severe peaks corresponding to major weather events'. Notwithstanding, there are a number of environmental mitigation measures to be included the upgrade of the site that address increased risk of pollution following both typical and extreme rainfall events.
4. Council Fire Control Plan for the site is a multi factored approach - with continuous compaction and covering of the waste mass (the fire source risk), and clear 'fire break' areas throughout the site. The extent of exposed waste on the site has been dramatically reduced in recent years, with a cleared fire break provided, particularly on the northern and eastern batters. Specific arrangements are made on a seasonal basis undertaken in consultation with adjoining landowners and the RFS. A 'fire trail' is not provided however access around the site is maintained with vehicular access provided through gates. A fire break was graded (by agreement) in the adjoining property in 2016. This break has been maintained with heavy livestock grazing in 2017 (also by agreement). The Upgrade Plans provide substantial further fire mitigation measures.
5. The pending Landfill Upgrade Plans include integrated measures 'to remedy' environmental risks including those noted. An understanding of the measures could be obtained with reference to the EPA's landfill guidelines, and the completed plans when available.
6. The pending Landfill Upgrade Plans include consideration of these factors.

**Questions With Notice**  
**RUBBISH TIP** cont'd

7. Calculations and preliminary costings for the landfill upgrade are documented in the feasibility study previously provided. A bill of quantities and cost estimate is being completed in conjunction with the detailed design and will be presented to Council when available (due for completion in March 2017). Council does not have documented costings for relocating the tip.
8. The NSW EPA's Environmental Guidelines referred to above detail the NSW EPA's requirements for new and existing landfills. New landfills also require Development Approval and are considered under the Environmental Planning and Assessment Act 1979.

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## Questions With Notice - 16 February 2017

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**ITEM 17.12**

**Disabled Toilets**

**AUTHOR**

**Councillor Richard Opie**

Will the General Manager ensure that staff keep the disabled toilet in the main street of Crookwell open during the same hours as the normal toilets?

**General Manager's comments:**

The toilet is actually open 24 hours per day, 7 days per week for disabled people who hold a Master Locksmiths Access Key (MLACK). This system was devised by the Master Locksmiths Association of Australia to provide access to disabled facilities across Australia.

The MLAK keys are available from Council's Crookwell office for \$10.00. The system is designed to ensure that only disabled people use the toilet and ensures that it is as clean as possible when disabled people want to use the facility. A copy of the Master Locksmiths guide lines are attached for Council's information.

Council's Access Committee requested that Council install the MLAK system at the amenities block some time ago to provide, what is perceived to be, much better service for disabled people.

In more recent times, Council has published Media Releases to advise the community of how the system works and has also given two keys to Viewhaven Lodge for use by residents on excursions to Crookwell.

If Council wishes, the matter can be reconsidered by the Access Committee when it meets in March 2017.



## **Master Locksmiths Access Key (MLAK)**

### **Frequently asked questions**



#### **What is the Master Locksmith Access Key (MLAK) Scheme?**

The MLAK is a new and innovative scheme that uses a universal lock and key to allow people with disabilities 24 hours a day access to public facilities, e.g. accessible toilets.

#### **Why should we install the Scheme?**

Accessible facilities should be open during the day, but it is sometimes necessary to lock them after hours.

The MLAK is designed to increase access to these facilities. The MLAK will reduce vandalism, keep facilities clean and at the same time overcome the obstacle of accessible toilets being locked. Easy access to toilets after hours is something that the general public often takes for granted.

For people with a disability the issue is never that straightforward. Many people with a physical disability in particular find it difficult to locate an accessible public toilet that is open after hours. The Scheme is therefore extremely important to enable people with a disability to go out in the evening.

#### **How successful is the Scheme?**

After a trial period with Pittwater Council in 1994–95 there are now over 230 facilities fitted with MLAK. In Britain, where a similar scheme exists, there are over 4000 accessible facilities fitted with a universal lock.

#### **Where can the lock be used?**

MLAK has been fitted to elevators at railway stations, accessible toilets in Council and National Park facilities, and adaptive playground equipment. Please remember to leave the facility open during business hours if possible.

#### **What do Councils or the owner of the facility need to do to participate in the Scheme?**

1. Contact their nearest Master Locksmith (MLAA member) to confirm that he or she is participating in the Scheme (visit [www.masterlocksmiths.com.au](http://www.masterlocksmiths.com.au) to find your nearest MLAA member).
2. Engage the locksmith to install the lock and provide a privacy latch to prevent someone entering from outside when a toilet is in use.
3. Display signage is available from the Master Locksmiths Association and/or locksmith (sticker) and we encourage Council's installing the locks to develop signage based on MLAA recommendations (see attached).
4. Make MLAK keys available for loan in your local area, for overseas visitors and others who don't have their own key.
5. Inform SCIA on 02 9661 8855; 1800 819 775 that the lock has been installed. SCIA will place the location of the lock on a database. An updated list will be distributed regularly, and on request, to inform people where the locks are located across Australia. It is also available as a download, please visit [www.scia.org.au](http://www.scia.org.au)

**Questions With Notice**  
**DISABLED TOILETS cont'd**

**How much does it cost to purchase/install a MLAK lock?**

For a lock already fitted to a door the barrel can be exchanged cheaply. The cost of a new lock depends on the type of lock fitted.

**Can a Council or building owner be legally sued if a person with a disability is hurt making use of its facility fitted with a MLAK lock after hours?**

Legal advice suggests that the MLAK system neither adds to nor detracts from an owner's responsibilities. Owners are obliged to maintain all their facilities in a safe condition. Facilities are locked after hours to reduce vandalism and hence maintain that safe condition. MLAK gives owners the opportunity to reduce vandalism but still provide access to facilities for people with disabilities.

People with a disability can purchase their own universal key from their local Master Locksmith (MLAA member) for approximately \$10-\$20.

**How does the public obtain MLAK keys?**

Availability is restricted to people who have a mobility difficulty OR who have written authority from:

- a doctor
- a disability organisation
- centre management or owner of a building with an accessible toilet on site.

For further information, please contact the Master Locksmiths Association (03) 9645 9995 or Spinal Cord Injuries Australia on (02) 9661 8855 or 1800 819 775



## **Master Locksmiths Access Key (MLAK)**

### **Code of Practice**



1. Supply MLAK keys only to people who have a mobility difficulty OR who have written authority from:
  - a doctor
  - a disability organisation
  - the centre management or owner of a building with an accessible facility on site
2. Only lock accessible facilities if absolutely necessary. If the toilet must be locked, fit only the MLAK lock.
3. If the facility is accessed via another door or gate, ensure that it provides at least an 850 mm clear opening.
4. Place locks and other door furniture between 900–1100 mm from the floor.
5. Provide a privacy latch to prevent others entering while the facility is in use.
6. Publicise the location of accessible facilities in your area, together with the fact that they are fitted with MLAK locks.
7. Make the MLAK keys available for loan in your local area, for overseas and other visitors.
8. For those who do not have their own key, place information on how to obtain a key on the outside of the facility block/door. The sign should be clearly legible and contain information on how a person can obtain a key. See example attached.
9. Advise SCIA on (02) 9661 8855, 1800 819 775 or [information@scia.org.au](mailto:information@scia.org.au) of the location of new MLAK locations for addition to the MLAK directory.

For information about where to obtain keys or locks within your area, contact the Master Locksmiths Association of Australasia (phone 1800 810 698 or visit [www.masterlocksmiths.com.au](http://www.masterlocksmiths.com.au)).

For general enquires or information about the locations of facilities fitted with the MLAK system, contact Spinal Cord Injuries Australia (1800 819 775 or visit [www.scia.org.au](http://www.scia.org.au) ).



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## Questions With Notice - 16 February 2017

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### **ITEM 17.13                      Backyard Swimming Pools**

**AUTHOR                              Councillor John Stafford**

Does Council have information available with regards to the location of any backyard pools in the Shire and what powers do we have and exercise to ensure existing pools and future pools are compliant.

#### **General Manager's comments**

Council officers have access to the NSW Swimming Pool Register through which the details of swimming pools registered within the shire can be obtained. Internal development application and building approval registers are also used to identify properties with swimming pools.

With the introduction of the Swimming Pools Amendment Act 2012 Council introduced a Swimming Pool Barrier Inspection Program (2013) and also now have a Swimming Pool Compliance Certificate Register that commenced in April 2016. Any property with a swimming pool or spa being sold or leased must have an inspection of the child resistant barrier undertaken, by either Council or a suitably qualified certifier, and be issued with either a Compliance Certificate or Certificate of Non-Compliance. Tourist accommodation premises and properties with more than two dwellings that have swimming pools must also be inspected by Council every 3 years under the requirements of the amendment.

Where a Certificate of Non-Compliance is issued Council officers are able to utilise local authority powers to enforce the requirements of Swimming Pools Act 1992 (the Act) and ensure compliance. The Swimming Pools Regulation 2008 (the Regulations) also requires private certifiers to notify Council of any non-compliant swimming pool that poses significant risk to public safety to allow Council to undertake compliance action as necessary.

Under the Act and associated Regulations Council officers are also able to investigate complaints and suspected contraventions of the Swimming Pools Act 1992, again, if a swimming pool or spa does not comply with the requirements Council officers can initiate compliance action to enforce the requirements of the Act.

With regard to new and future pools, it is noted that swimming pools and spas, including portable swimming pools, that exceed 2000 litres in volume or that do not meet the exempt development standards established under Subdivision 30 Portable swimming pools and spas and child-resistant barriers of Division 1 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 require development consent. The development consent process enables both Council Certifiers and Private Certifiers to ensure new swimming pools and spas comply with the Swimming Pools Act 1992 and relevant Australian Standards.

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## Questions With Notice - 16 February 2017

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**ITEM 17.14**                      **Streetscapes are at their optimum look prior to all public holidays**  
**AUTHOR**                      **Councillor John Stafford**

Can Council Works Department present to the next Council meeting specific protocols for each village to ensure that all streetscapes are at their optimum look prior to all public holiday periods and that we have sufficient resources to ensure that all services are adequate to meet the extra demands of holiday periods. i.e. mowing, garbage removal in parks and town centres.

### **General Manager's comment**

Council does not have a written protocol for the maintenance of villages across the Shire during public holiday periods. However, Council staff are aware of the need for additional effort and resources to ensure that the villages are in the best condition possible within the constraints provided by staffing and budgetary resources.

For example, all of the areas that need mowing are mown in the week leading up to a weekend (weather conditions permitting) and the roads to Grabine and Wombeyan Caves are graded (also weather permitting). It has to be noted also that it is not possible to carry out all of this work (due to resourcing limitations) on the day before the public holiday (to ensure the best possible result).

With this limitation in the mix, occasionally the weather and other factors can interfere with the level of service provided to public areas prior to public holidays.

Council staffing resources for this work are as follows:

- i) A townsperson is shared by Taralga, Bigga, Binda and Grabben Gullen.
- ii) A townsperson is allocated to Gunning, Collector, Dalton and Breadalbane.
- iii) A Parks and Gardens crew of three senior staff plus an apprentice, work to maintain all of the Sporting Grounds and public amenities in Crookwell plus assist the other two townspersons from time to time.
- iv) A casual (one day per week) townsperson is normally employed at Bigga to clean toilets and empty garbage bins. This position is currently vacant and Council is recruiting a replacement staff member.
- v) A casual townsperson also works in Tuena to clean toilets.

The townsperson for Taralga normally does not work on weekends and public holidays, however has on occasion worked several hours on weekends such as Easter, Art Show and the Australia Day weekends to clean toilets etc. Additional staff could be hired to improve the level of service on weekends; however this has not been budgeted for in the past. Council may wish to include a review of the Shire Parks and Garden Staff as part of the streetscape project that is currently under way and or also consider allowing for additional staffing resources when formulating its budget.

***Questions With Notice***

**STREETSCAPES ARE AT THEIR OPTIMUM LOOK PRIOR TO ALL PUBLIC HOLIDAYS cont'd**

Occasionally, staff from other parts of Council's operation can be used to assist with Parks and Gardens work; however they are usually needed to ensure that the Shire road network is as safe as possible for motorists.



# **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 18.118.2 in confidential session for the reasons indicated:

#### Item 18.1 Rate Arrears Legal Status

*This report is considered to be confidential in accordance with Section 10A(2b) of the Local Government Act, 1993, as it relates to discussion in relation to the personal hardship of a resident or ratepayer.*

*This report is considered to be confidential in accordance with Section 10A(2g) of the Local Government Act, 1993, as it relates to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

#### Item 18.2 Crookwell Airstrip

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

*This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.*

*This report is considered to be confidential in accordance with Section 10A(2d(iii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, reveal a trade secret.*





## **18        CONFIDENTIAL SESSION**

The following items are submitted for consideration -

18.1        Rate Arrears Legal Status

18.2        Crookwell Airstrip