



BUSINESS PAPER

ORDINARY MEETING

Thursday 16 November 2017
6.00pm
Council Chambers, Gunning

TABLELANDS REGIONAL COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

8 November 2017

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 16 November 2017** in the **Council Chambers, Gunning** commencing at **6.00pm**.

Your presence is requested.

Yours faithfully

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

JK Bell
General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

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

1 APOLOGIES AND LEAVE OF ABSENCE

2 CITIZENSHIP CEREMONY

Nil

3 DECLARATIONS OF INTEREST

4 CONFIRMATION OF MINUTES..... 11

4.1 Minutes of the Ordinary Meeting of Council of 19 October 2017 12

5 MAYORAL MINUTES.....37

5.1 Mayoral Minute October – November 2017 38

6 PRESENTATIONS TO COUNCIL/PUBLIC

6.1 Report from Will Luck, Angus Kemmis and Elysia Mackay who attended the 2017 New South Wales Youth Council Conference

6 CORRESPONDENCE39

7.1 Correspondence for the month of November 2017 40

7 LATE CORRESPONDENCE

REPORTS FROM STAFF AND STANDING COMMITTEES

8 ENVIRONMENT AND PLANNING.....59

9.1 Monthly Weeds Activities Report 60

9.2 Development Statistics for the Month of October 2017 64

9.3 Proposed road name in subdivision the subject of development consent 91/2008, Lot 7 DP1054873, Snake Gully Road, Curraweela 70

9 WORKS AND OPERATIONS.....83

10.1 Works In Progress - Construction & Maintenance 84

10.2 Proposed Road Closure under the Roads Act 1993 Lots 1 to 8 inclusive DP 1186912 Reids Flat Road, Bigga 88

10.3 Crown Land Reserves - Grabben Gullen 93

10.4 Closure of Public Road Reserve Collector - west of lot B DP 379906 115

10.5 Water Supply and Sewerage Services Update 121

10.6 Road Closure Application - Boongarra Road 124

10.7 Hydrotherapy Pool Presentation 135

10.8 Christmas in the Park Presentation 143

10.9 Emergency Services Access 145

10.10	Adoption of Engineering Plan Checking Fees	147
10.11	Proposed Acquisition of Crown land for Road under the Land Acquisition (Just Terms Compensation Act 1991) on MR 248 East Laggan - Taralga Road near Commissioners Creek.	150
10.12	Works In Progress - Technical & Managerial	156
10	FINANCE AND ADMINISTRATION	161
11.1	Investments for the month of October 2017	162
11.2	Bank Balance and Reconciliation - 31 October 2017	166
11.3	Rates and Charges Outstanding at 31 October 2017	168
11.4	Presentation of the 2016/2017 Annual Report	170
11.5	Quarterly Budget Review Statements - 1st Quarter 2017/2018	173
11.6	Library Quarterly Report	233
11.7	Memorandum of Understanding - Southern Tablelands Arts	239
11	GENERAL MANAGER.....	247
12.1	Staffing Matters	248
12.2	Working Together to Deliver – LGNSW Program for Council Leaders	249
12.3	Goodhew Park - Taralga Land Purchase	257
12.4	Property Aquisition: 106-108 Goulburn St, Crookwell	259
12.5	Performance Management Policy - General Manager	261
12.6	Action Summary - Council Decisions	269
12.7	Growing Local Economies Fund Applications	273
12	LATE REPORTS	
13	REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES	277
14.1	Reports for the month of November 2017	278
14	BUSINESS WITHOUT NOTICE	
15	NOTICES OF MOTION.....	295
16.1	Crookwell Swimming Pool	296
16.2	Kerb and Gutter in fill	297
16.3	Natural Gas Mains and Pipeline	298
16	QUESTIONS WITH NOTICE	299
17.1	Lot Averaging	300
17.2	Crookwell Air Strip	301
17.3	Crookwell Waste Depot	304
17	CONFIDENTIAL SESSION	309
18.1	Categorisation of Group Terms and Land Use Definitions	
18.2	Crookwell Landfill Upgrade - request for compensation	

UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

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

Date:

I will be absent for the following reason/s:

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

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL
COUNCILLORS DISCLOSURE OF A

PECUNIARY INTEREST

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

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

COUNCIL MEETING

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

OTHER THAN COUNCIL MEETINGS

Reason for Interest _____

Signature

Date

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

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

To the General Manager

I, _____

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

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

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

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

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

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

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

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

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

Signature

Date

4 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

4.1 Minutes of the Ordinary Meeting of Council of 19 October 2017 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

PRESENT: Mayor B McCormack (Chairperson), Clr J Searl, Clr P Culhane, Clr R Cummins, Clr P Kensit, Clr R Opie, Clr J Stafford, Clr J Wheelwright, Mr J Bell (General Manager), Mr A Croke (Director Finance and Administration), Mr M Shah (Director of Works and Operations), Mr R Wong (Acting Director of Environment and Planning), Mrs H Peterson (Executive Assistant), Ms D Crosbie (Media Officer).

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received for the absence of Clr O'Brien.

325/17 **RESOLVED** by Clr Searl and Clr Wheelwright that the apology be received and leave of absence granted.

- CARRIED

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Clr P Culhane declared a Pecuniary Interest in Item 18.4 – Property Acquisition – as he has a financial relationship with the owners of the property. He will make the declaration, stay in the Chamber, not participate in the debate and not vote.

SECTION 4: CONFIRMATION OF MINUTES

326/17 **RESOLVED** by Clr Searl and Clr Stafford

That the minutes of the Ordinary Council Meeting held on 21 September 2017 be adopted.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

SECTION 5: MAYORAL MINUTES

ITEM 5.1 MAYORAL MINUTE - SEPTEMBER/OCTOBER 2017
327/17 RESOLVED by Mayor McCormack and Clr Searl

That Council receive and note the activities attended by the Mayor for September/October 2017.

- CARRIED

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Mrs Leanne Smith partner Intentus Chartered Accountants – Audit report

Mr Malcolm Barlow – Audit Risk and Improvement Committee

Mr David Carter – Hydrotherapy Pool

Mrs Sandra Bill – Christmas in the Park presentation

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE FOR THE MONTH OF OCTOBER 2017
328/17 RESOLVED by Clr Searl and Clr Wheelwright

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

1. Office of Local Government – Response to letter – New Council Implementation Fund.
2. Bigga Progress Association – Thank you for works completed at Bigga Recreation Ground.
3. Crookwell/Taralga Aged Care – Expression of interest in land adjacent to Viewhaven Lodge Crookwell.

A motion was moved by Clr Cummins and Clr Kensit that the submission from the Crookwell Taralga Aged Care be referred to the Building Review Committee to be taken into consideration as part of its Terms of Reference.

On being put to the meeting the motion was carried.

329/17 RESOLVED by Clr Cummins and Clr Kensit that the submission from the Crookwell Taralga Aged Care be referred to the Building Review

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

Committee to be taken into consideration as part of its Terms of Reference.

- CARRIED

4. Office of Local Government – Clarification on Application of Exemption – Pecuniary Interest Subject Special Disclosure.
5. Cllr Pam Kensit – Request to become ULSC representative on Country University Centre Committee.

330/17

RESOLVED by Cllr Wheelwright and Cllr Searl that Council nominate Cllr Pam Kensit as the Upper Lachlan Shire Council Representative on the Country University Centre Committee – Goulburn Board.

- CARRIED

6. NSW Government – Snow Storm – response to request for extension of clean up period.

- CARRIED

SECTION 8: LATE CORRESPONDENCE

Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 9: ENVIRONMENT AND PLANNING

ITEM 9.1 MONTHLY WEEDS ACTIVITIES REPORT

331/17

RESOLVED by Cllr Searl and Cllr Wheelwright

1. Council receives and notes the report as information.

Councillors who voted for:-

Cllrs P Culhane, R Cummins, P Kensit, B McCormack, R Opie, J Searl, J Stafford and J Wheelwright

Councillors who voted against:-

Nil

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

ITEM 9.2 DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2017

332/17 RESOLVED by Clr Searl and Clr Stafford

1. Council receives and notes the report as information.

Councillors who voted for:- Crs P Culhane, R Cummins, P Kensit, B McCormack, R Opie, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

ITEM 9.3 2017-2018 LOCAL HERITAGE PLACES GRANT APPLICATIONS

333/17 RESOLVED by Clr Searl and Clr Stafford

1. Council notes the contents of the Report and endorses the proposed allocation of grants in Table 2 as listed below;
2. Letters of Offer be sent to all successful applicants.

Table 2: 2017–2018 Local Heritage Places Grant Program allocation of funding

No.	Address	Project cost	Request	Offer Grant
1	Coronation Theatre – 82 Yass Street Gunning	\$ 7,300	\$ 4,000	\$ 3,650
2	Swimming Pool – Goulburn Street Crookwell	\$ 20,000	\$ 10,000	\$ 4,323
3	St John's Anglican Church Bolong – 800 Fullerton Road Fullerton	\$ 6,054	\$ 3,000	\$ 3,027
Totals		\$ 33,354	\$ 17,000	\$ 11,000

Councillors who voted for:- Crs P Culhane, R Cummins, P Kensit, B McCormack, R Opie, J Searl, J Stafford and J Wheelwright

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

Councillors who voted against:- Nil

- CARRIED

**ITEM 9.4 DEVELOPMENT APPLICATION 60/2017 - SELF-STORAGE UNITS,
LOT 370 DP821754, MCDONALD STREET, CROOKWELL**

A foreshadowed motion was moved by Cllr Cummins and Cllr Opie that Council defers making a decision in relation to DA60/2017 – Self Storage Units, McDonald Street, Crookwell until the General Manager has obtained a legal opinion to clarify if Self Storage Units are a permissible use in a R2 Zone Low Density Residential and if they are a permissible use by the fact that they are a separate definition to that of Storage Premises then Self Storage Units would be a permissible use in the IN2 Zone Light Industrial as it is not listed in Item 2 or 4 of the table for that zone. Additionally Council Officers give further consideration to the possible conflict of traffic with the entry/exit to the Emergency Ward of the Crookwell Hospital, with overshadowing of the adjoining properties and the requirement for frontage works to the proposed development.

ON BEING PUT TO THE MEETING THE FORESHADOWED MOTION WAS LOST

Councillors who voted for:- Cllrs R Cummins, P Kensit, R Opie and J Stafford.

Councillors who voted against:- Cllrs P Culhane, B McCormack, J Searl and J Wheelwright.

The Mayor, Cllr B McCormack used his casting vote to break the deadlock voting against the motion.

- LOST

A division was called by Cllr Cummins:

Councillors who voted for:- Cllrs R Cummins, P Kensit, R Opie and J Stafford.

Councillors who voted against:- Cllrs P Culhane, B McCormack, J Searl and J Wheelwright.

The Mayor, Cllr B McCormack used his casting vote to break the deadlock voting against the motion.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

- ITEM 9.4** **DEVELOPMENT APPLICATION 60/2017 - SELF-STORAGE UNITS, LOT 370 DP821754, MCDONALD STREET, CROOKWELL**
- 334/17** **RESOLVED** by Cllr Searl and Cllr Stafford

It is recommended that Council determine the application by granting consent, subject to the listed conditions.

PART 1 - GENERAL CONDITIONS

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

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

- (1) Except where otherwise required or permitted by conditions of development consent, the development shall be carried out generally in accordance with the information submitted in support of the development application and the following stamped consent drawings, including any notations or amendments marked by Council in red.
 - “Plan Showing Proposed Development”, Plan No 1715, prepared by Laterals Planning, dated 19 July 2017 (received by Council 24 August 2017)
 - “Building for: Sean Proudman Storage Sheds” Job No 18556, prepared by Southern Garages and Buildings, undated
 - “Plan Showing Proposed Development” (landscape plan), Plan No 1715, prepared by Laterals Planning, dated 19 July 2017 (received by Council 7 August 2017).
- (2) All building work shall be carried out in accordance with the provisions of the Building Code of Australia. A reference to the Building Code of Australia is a reference to that Code as in force on the date that an application for a relevant construction certificate is made.
- (3) The consent does not permit any use or adaptation of the development for any purpose inconsistent with the definition of

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

self-storage units as specified by Upper Lachlan Local Environmental Plan 2010.

- (4) The consent does not permit the erection or display of any signage other than specified by a condition of consent, or identified by an environmental planning instrument as not requiring consent.
- (5) If Council is appointed as the Principal Certifying Authority for the development, at least 48 hours' notice shall be given to Council to permit inspection of Class 5, 6, 7, 8 or 9 building works:
 - (a) After excavation for, and before placement of, any footings;
 - (b) Prior to covering any stormwater drainage connections, and
 - (c) After building work has been completed and prior to any occupation certificate being issued in relation to the building.

These are critical stage inspections and must be inspected by the Principal Certifying Authority.

Bookings for inspections should be made through Council's Crookwell Office on 02 4830 1000.

- (6) General public access to the development shall be permitted only between 7:00am and 6:00pm daily. In this regard, signage shall be prominently displayed at the development's McDonald Street vehicle entry/exit point, indicating, "NO PUBLIC ACCESS PERMITTED BEFORE 7:00am OR AFTER 6:00pm ON ANY DAY".
- (7) The consent does not permit any earthworks or removal of vegetation other than indicated by the stamped consent drawings, or identified by an environmental planning instrument as not requiring consent.

PART 2 - PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

- (8) No construction certificate shall be granted for any building work in the development unless details, specifications and drawings submitted with the application for construction certificate are consistent with the development consent, including the stamped consent drawings.
- (9) If Council is appointed as the principal certifying authority for the development, no construction certificate shall be granted for any building work in the development unless a geotechnical report indicating the classification of the site has been prepared and submitted to Council.
- (10) If Council is appointed as the principal certifying authority for the development, no construction certificate shall be granted for any building work in the development unless satisfactory practicing structural engineer's details of footings, slab(s) and structural components have been submitted to and approved by Council.
- (11) No construction certificate shall be granted for any building work in the development unless the following contributions have been paid to Council in accordance with section 94 of the Environmental Planning and Assessment Act 1979 and Upper Lachlan Development Contributions Plan 2007:

Roads \$23,189.25

TOTAL \$23,189.25

The above contributions are current at the time of determination of the development application and, until paid, shall be adjusted annually on 1 July by reference to the Consumer Price Index (All Groups) Sydney following publication by the Australian Bureau of Statistics.

- (12) Any application for a construction certificate for building work in the development shall be accompanied by information and drawings demonstrating compliance with the Building Code of Australia.
- (13) No construction certificate shall be granted for building work in the development unless engineering details of the proposed driveway from McDonald Street to the land have been submitted to and approved by Council's Works and Operations Department. In this regard:

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

- (a) The driveway shall be provided with a maximum grade of 20%, including 200mm consolidated thickness of approved gravel pavement, with a minimum 4.0m width at the entrance gate and 8.0m width at the edge of the road pavement. The pavement shall be sealed with a double 14/7mm bituminous seal or 30mm consolidated thickness of asphaltic concrete.
- (b) The finished surface of the vehicle access shall follow the existing footpath profile.
- (c) If required the existing culvert shall be widened with pipe extensions and the installation of two precast headwalls.

PART 3 - PRIOR TO COMMENCEMENT OF WORK

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

- (14) No building work in the development shall commence unless the following provisions of section 81A of the Environmental Planning and Assessment Act 1979 (the Act) have been complied with:
 - (a) A construction certificate for the building work concerned shall be obtained; and
 - (b) A principal certifying authority shall be appointed and Council shall be notified of the appointment; and
 - (c) Council shall be notified in writing at least two days prior to building work commencing.
- (15) No building work in the development shall commence unless a sign has been erected, in a prominent position on any site on which such work is being carried out:
 - (a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the work site is prohibited.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

Any such sign shall be maintained while the building work is being carried out, but must be removed when the work has been completed.

- (16) No building work in the development shall commence unless provision has been made for temporary toilet accommodation on the site of the work.
- (17) No work in the development shall commence unless satisfactory erosion and sediment controls have been put in place to prevent soil erosion, water pollution and the discharge of loose sediment on surrounding land as follows. Such measures shall include:
- Diversion of uncontaminated run-off around cleared or disturbed areas, and
 - Erection of silt fencing to prevent debris escaping into drainage systems and waterways, and
 - Prevention of tracking of sediment by vehicles onto roads, and
 - Stockpiling of topsoil, excavated material, construction and landscaping supplies and debris at the site of works.

The above controls shall remain in place until all disturbed ground surfaces at the development site have been rehabilitated, vegetated and/or stabilised to prevent erosion or sediment loss.

PART 4 - DURING CONSTRUCTION

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

- (18) Building and other work in the development shall be carried out only:
- On Mondays to Fridays between 7:00am and 6:00pm, and
 - On Saturdays between 7:00am and 1:00pm if inaudible on residential premises, otherwise 8.00 a.m. to 1.00 p.m.

No building or other work in the development shall be carried out on Sundays or public holidays.

- (19) The development, including any building component, vehicle manoeuvring, parking and loading/unloading facility, shall comply

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

with Australian Standard AS1428.1-2001 – Design for access and mobility.

- (20) No building material or waste shall be permitted to be deposited on any Council land, including public reserves, roads, gutters or footpaths. Unless pre-existing damage to Council infrastructure is notified to Council in writing prior to commencement of any building or other work in the development, Council will hold the person(s) having the benefit of the consent liable for the cost of any necessary repairs.
- (21) Alterations to natural surface contours shall not impede or divert natural surface water runoff so as to cause a nuisance to adjoining property owners or create an erosion or sediment problem.
- (22) Roofwater and surface water runoff shall be discharged to the water table or Council's stormwater drainage system, away from any existing or proposed building.

PART 5 - PRIOR TO ISSUE OF THE OCCUPATION CERTIFICATE
The following conditions of consent must be complied with prior to the issue of an occupation certificate by the principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for an occupation certificate.

- (23) The development shall not be occupied unless an occupation certificate has been obtained for the development.
- (24) If any damage is caused to any Council asset or infrastructure in the carrying out of the development or any associated transportation, no occupation certificate shall be granted for the development unless satisfactory repairs are carried out under Council's direction and at no expense to Council.
- (25) No occupation certificate shall be granted for the development unless all necessary fire safety certificates, with respect to the Fire Safety Schedule, have been submitted to the principal certifying authority for the development.
- (26) No occupation certificate shall be granted for the development unless prominent signage has been erected at the development's entry/exit point, and at appropriate locations within the development, advising the proprietor's emergency contact details including phone number(s).

UPPER LACHLAN SHIRE COUNCIL

**MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017**

- (27) No occupation certificate shall be granted for the development unless a vehicular access driveway has been provided from McDonald Street to the land in accordance with relevant Council standards and conditions of consent. All work in the road reserve area shall be conducted by Council or a Council approved contractor in compliance with the Work Health & Safety Act 2011 and subordinate legislation.
- (28) No occupation certificate shall be granted for the development unless vehicle entry/exit, manoeuvring, parking and loading/unloading areas in the development have been constructed, paved and delineated:
- (a) So that the surface water or runoff is disposed of by a drainage system connected to the existing stormwater drainage system
 - (b) In accordance with AS/NZS2890.1:2004, parking facilities, Part 1: Off-street car parking or AS:2890.2-2002, Parking facilities, Part 2: Off-street commercial vehicle facilities.
- (29) No occupation certificate shall be granted for the development unless the paved internal access road is clearly marked to indicate on-way travel on site, as indicated by the stamped consent drawings.
- (30) No occupation certificate shall be granted for the development unless a solid screen has been provided to the land's southern (rear) and western side boundary fencing to a height of 1200mm, to ensure neighbouring properties are shielded from car headlights.

Councillors who voted for:-

Crs P Culhane, B McCormack, J Searl and J Wheelwright

Councillors who voted against:-

Crs R Cummins, P Kensit, R Opie and J Stafford.

The Mayor, Cllr B McCormack used his casting vote to break the deadlock voting for the motion.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

A division was called by Clr Cummins:

Councillors who voted for:- Crs P Culhane, B McCormack, J Searl and J Wheelwright

Councillors who voted against:- Crs R Cummins, P Kensit, R Opie and J Stafford.

The Mayor, Clr B McCormack used his casting vote to break the deadlock voting for the motion.

ITEM 9.5 OUTDOOR DINING POLICY REVIEW
335/17 RESOLVED by Clr Searl and Clr Wheelwright

1. Council places the Outdoor Dining Policy on public exhibition for a minimum period of 28 days to seek public comment / submissions.

Councillors who voted for:- Crs P Culhane, R Cummins, P Kensit, B McCormack, R Opie, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

ITEM 9.6 KEEPING OF COMPANION ANIMALS POLICY

A foreshadowed motion was moved by Clr Stafford and Clr Opie that the Council defer any action on a Companion Animals Policy until Council has the opportunity to consider it further.

ON BEING PUT TO THE MEETING THE MOTION WAS LOST

Councillors who voted for:- Crs R Cummins, R Opie and J Stafford

Councillors who voted against:- Crs P Culhane, P Kensit, B McCormack, J Searl and J Wheelwright

- LOST

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

A division was called by Clr Cummins:

Councillors who voted for:- Crs R Cummins, R Opie and J Stafford

Councillors who voted against:- Crs P Culhane, P Kensit, B McCormack, J Searl and J Wheelwright

ITEM 9.6 KEEPING OF COMPANION ANIMALS POLICY
336/17 RESOLVED by Clr Searl and Clr Wheelwright

1. Council places the Draft Keeping of Companion Animals Policy on public exhibition for a minimum period of 28 days to seek public comment / submissions.

Councillors who voted for:- Crs P Culhane, R Cummins, P Kensit, B McCormack, R Opie, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

SECTION 10: WORKS AND OPERATIONS

ITEM 10.1 WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE
337/17 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receive the report and note the information.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

**ITEM 10.2 PART LOT 23 DP 754108 EAST STREET CROOKWELL / LAND
KNOWN AS RAILWAY STREET**

338/17 RESOLVED by Clr Searl and Clr Wheelwright

1. Council endorse the proposed strategy to respond to the current and future requests of Mrs Terry Chamberlain;
2. Council authorise Director of Works to take necessary steps to enact the proposed strategy.

- CARRIED

**ITEM 10.3 PERMANENT CARPARKING LINEMARKING GOULBURN
STREET CROOKWELL**

339/17 RESOLVED by Clr Kensit and Clr Cummins

1. Council not approve the remarking of the existing car parking within the Goulburn Street located between Spring Street and Roberts Street and Council remove the existing linemarking.

- CARRIED

ITEM 10.4 WATER SUPPLY AND SEWERAGE SERVICES UPDATE

340/17 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receive the report and note the information.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

ITEM 10.5 **RECLASSIFICATION OF GOULBURN TO OBERON ROAD**
341/17 **RESOLVED** by Clr Wheelwright and Clr Searl

1. Council requests the NSW State Government to reclassify the Goulburn to Oberon Road as a State Highway;
2. Council authorise Director of Works and Operations to undertake necessary steps to implement Council resolution.

- CARRIED

*At this point the time being 7.58pm the meeting was adjourned.
The time being 8.09pm the meeting resumed.*

SECTION 11: FINANCE AND ADMINISTRATION

ITEM 11.1 **INVESTMENTS FOR THE MONTH OF SEPTEMBER 2017**
342/17 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council receive and note the investment report as information.

- CARRIED

ITEM 11.2 **BANK BALANCE AND RECONCILIATION - 30 SEPTEMBER 2017**
343/17 **RESOLVED** by Clr Searl and Clr Kensit

1. Council receive and note the report as information.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

ITEM 11.3 **RATES AND CHARGES OUTSTANDING AT 30 SEPTEMBER 2017**
344/17 **RESOLVED** by Cllr Searl and Cllr Culhane

1. Council receive and note the report as information.

- CARRIED

ITEM 11.4 **RATES AND CHARGES HARDSHIP ASSISTANCE POLICY**
345/17 **RESOLVED** by Cllr Searl and Cllr Wheelwright

1. Council adopts the reviewed Rates and Charges Hardship Assistance Policy.

- CARRIED

ITEM 11.5 **2016/2017 FINANCIAL STATEMENTS AND INDEPENDENT**
346/17 **AUDITOR'S REPORTS PRESENTATION**
RESOLVED by Cllr Searl and Cllr Stafford

1. Council endorses the Audit Office of NSW external Independent Auditor's Report and Independent Report on the Conduct of the Audit for the 2016/2017 Financial Statements.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

SECTION 12: GENERAL MANAGER

ITEM 12.1 STAFFING MATTERS

347/17 RESOLVED by Clr Searl and Clr Stafford

1. Council receive and note the report as information.

- CARRIED

ITEM 12.2 STAFF CHRISTMAS FUNCTION & CHRISTMAS CLOSURE

348/17 RESOLVED by Clr Searl and Clr Wheelwright

1. Council resolve that the staff Christmas function be held on Friday, 22 December 2017 commencing at 12.30pm at the Crookwell Golf Club and finishing at 3.30pm.

- CARRIED

ITEM 12.3 WHS COMMITTEE MINUTES

349/17 RESOLVED by Clr Searl and Clr Stafford

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

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

ITEM 12.4 **ACTION SUMMARY - COUNCIL DECISIONS**
350/17 **RESOLVED** by Clr Searl and Clr Kensit

1. Council receive and note the report as information.

- CARRIED

SECTION 13: LATE REPORTS

Nil

SECTION 14: REPORTS FROM OTHER COMMITTEES, SECTION 355
COMMITTEES AND DELEGATES

ITEM 14.1 **REPORTS FOR THE MONTH OF OCTOBER 2017**
351/17 **RESOLVED** by Clr Searl and Clr Stafford

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

1. 355 Pye Cottage Precinct Committee – Minutes from meeting held 13 July 2017.
2. 355 Pye Cottage Precinct Committee – Minutes from meeting held 31 August 2017.
3. 355 Pye Cottage Precinct Committee – Minutes from Annual General meeting held 28 September 2017.
4. SEATS – Executive Summary 17 August 2017.
5. SEATS – Minutes from Executive Meeting held 17 August 2017.
6. SEATS – Minutes from meeting held 17 August 2017.
7. Taralga & District War Memorial Hall Committee – Minutes from Annual General meeting held 13 September 2017.
8. Taralga & District Hall Committee – Minutes from meeting held 13 September 2017.
9. Crookwell Potato Festival – Minutes from meeting held 15 August 2017.

ITEM 4 – GENERAL BUSINESS – NEW MEMBER FOR COMMITTEE

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

RECOMMENDED THAT Ms Sandy Martin be accepted as a member of the 2018 Crookwell Potato Festival Organising Committee.

352/17

RESOLVED Clr Opie and Clr Kensit that Ms Sandy Martin be accepted as a member of the 2018 Crookwell Potato Festival Organising Committee.

- CARRIED

10. Breadalbane Community Hall – Minutes from meeting held 27 August 2017.
11. Audit, Risk and Improvement Committee – Minutes from meeting held 20 September 2017.

ITEM 4.1 - COUNCIL INVESTMENTS PORTFOLIO TO 31 AUGUST 2017

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

ITEM 4.2 - 2016/2017 CAPITAL BUDGET PROGRAM REPORT

RECOMMENDED THAT - The 2016/2017 capital budget financial management reports are received and information noted.

ITEM 4.3 - 2016/2017 FINANCIAL STATEMENTS

RECOMMENDED THAT - The 2016/2017 Council Financial Statements are received and endorsed by the Audit, Risk and Improvement Committee.

ITEM 4.4 - ITEMS FOR DISCUSSION BY CHAIRPERSON TO COUNCIL

RECOMMENDED THAT - The Chairperson will address Council's 19th October 2017 Council meeting with regard to the operations of the Committee in 2016-2017 and in relation to the Financial Statements.

353/17

RESOLVED by Clr Culhane and Clr Searl that items 4.1 to 4.4 of the Audit Risk and Improvement Committee be adopted.

- CARRIED

12. Access Committee – Minutes from meeting held 27 September 2017.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

ITEM 5.1 – ACCESS COMMITTEE CHARTER

RECOMMENDED THAT – The Access Committee Charter be updated in accordance with the changes discussed at the meeting.

ITEM 5.2 – DISABLED PUBLIC TOILET

RECOMMENDED THAT - That the Council keep the Disabled Public Toilet locked, with MLAK key to be made available at the Visitor Centre and Crookwell Footwear by arrangement, with signage both at Visitor Centre and public toilet to indicate this and appropriate media releases.

ITEM 6.2 – OUTDOOR DINING POLICY

RECOMMENDED THAT - the Access Committee endorses the reviewed Outdoor Dining Policy and that this be forwarded to Council for Adoption.

354/17

RESOLVED by Clr Searl and Clr Stafford that items 5.1, 5.2 and 6.2 of the Access Committee be adopted.

- CARRIED

13. Local Emergency Management Committee – Minutes from meeting held 6 October 2017.

- CARRIED

Clr Culhane made a verbal report with respect to the Regional Hockey Working Group.

A motion was forshadowed by Clr Culhane and Clr Wheelwright that Upper Lachlan Shire Council make a submission to the Regional Hockey Working Group (GMC) prioritising the upgrade of the canteen and the provision of lighting at Todkill Park.

ON BEING PUT THE MOTION WAS CARRIED

355/17

RESOLVED by Clr Culhane and Clr Wheelwright that Upper Lachlan Shire Council make a submission to the Regional Hockey Working Group (GMC) prioritising the upgrade of the canteen and the provision of lighting at Todkill Park.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

SECTION 15: BUSINESS WITHOUT NOTICE

Nil

SECTION 16: NOTICES OF MOTION

Nil

SECTION 17: QUESTIONS WITH NOTICE

ITEM 17.1 FINALISATION OF THE GENERAL MANAGER'S KEY PERFORMANCE INDICATORS

Refer to the Business Paper for 19 October 2017 for the General Managers comments.

CLOSED COUNCIL ITEMS

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

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

356/17 **RESOLVED** by Cllr Searl and Cllr Culhane

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

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

Council closed its meeting at 8.35pm and the public, staff and press left the chambers.

357/17 **RESOLVED** by Clr Searl and Clr Wheelwright

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

- CARRIED

Open Council resumed at 9.42pm.

Resolutions from the Closed Council Meeting

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

SECTION 18: CONFIDENTIAL SESSION

ITEM 18.1 REQUEST FOR REDUCED PAYMENT ON KERB AND GUTTERING COSTS - BRENNAN

358/17 **RESOLVED** by Clr Searl and Clr Opie

1. Council does not consent to the request for waiver of Kerb and Guttering fees/charges in Laggan Road.
2. Council offers the owner the option of making an application under the Rates and Charges Hardship Policy.
3. Council authorise Director of Works and Operations to implement Council decision.

- CARRIED

ITEM 18.2 STREETSCAPE PROJECT

359/17 **RESOLVED** by Clr Searl and Clr Stafford

1. Council engages an external consultant to develop concept designs based on the existing landscape works;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 OCTOBER 2017

2. A further report is presented to the Council regarding the concept designs;
3. Council authorise Director of Works and Operations to take steps to implement Council resolution.

- CARRIED

ITEM 18.3 **GOODHEW PARK - TARALGA LAND PURCHASE**
360/17 **RESOLVED** by Clr Searl and Clr Stafford

1. Council makes an offer and negotiates with the owner of Parish of Guineacor, part Lot 1 DP 743457 (being approximately 1349m²), and further, that Council meets all subdivision and development costs, should the offer be accepted.

- CARRIED

In accordance with his Pecuniary Interest Declaration Clr Culhane made the declaration, stayed in the Chamber, did not participate in the debate and did not vote on this item.

ITEM 18.4 **PROPERTY AQUISITION - POTENTIAL OPPORTUNITY**
361/17 **RESOLVED** by Clr Searl and Clr Opie

1. Council delegate the General Manager to make an offer at auction to purchase Parish of Crookwell, Lot 1 DP 314755.

- CARRIED

THE MEETING CLOSED AT 9.45pm

Minutes confirmed 16 NOVEMBER 2017

.....
Mayor

5 MAYORAL MINUTES

The following item is submitted for consideration -

5.1	Mayoral Minute October - November 2017	38
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Mayoral Minutes - 16 November 2017

ITEM 5.1

Mayoral Minute October - November 2017

FILE REFERENCE I17/667

OCTOBER

23 October	Attended Bank House Auction - Crookwell
25 October	Council Workshop - Crookwell
26 October	Traffic Committee - Crookwell
	Collector Oval 355 Committee Meeting - Collector
30 October	Tablelands Way Meeting - Oberon
31 October	Australian Agriculture Centre Community Engagement Meeting - Crookwell

NOVEMBER

1 November	Southern Phone Company - Crookwell
2 November	Country Mayors Dinner - Sydney
3 November	Country Mayors meeting - Parliament House Sydney
4-5 November	Mayors Weekend Seminar - Sydney
6 November	Goulburn Crookwell Rail Trail – Submission for Minister - Crookwell
7 November	Collector Consultative Committee - Collector

7 CORRESPONDENCE

The following item is submitted for consideration -

7.1	Correspondence for the month of November 2017	40
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Correspondence - 16 November 2017

ITEM 7.1

Correspondence for the month of November 2017

RECOMMENDATION:

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

1. Campervan and Motorhome Club of Aust – Signed Acceptance of Understanding for RV Friendly Town – Bigga.
2. Crookwell & District Arts Council – Letter of Thanks for confirmation of Council Delegate.
3. Kathy Staples – Thank you for Australian Interschools Equestrian Championships.
4. SEATS – Petition calling for the Federal Government to recognise the Princes Highway as a national highway.
5. Goulburn Mulwaree Council – Goulburn to Crookwell Rail Line – request for support.
6. CENTROC – Centroc Constitution – suggested Constitution changes.
7. Anglican Parish of St Luke's Taralga – Jamieson Hall – Invitation to view.
8. John Barilaro MP – Media Release – Joint Organisations to bolster Regional Council.
9. Oberon Council – The Tablelands Way – Funding.

ATTACHMENTS

1. ↓	Campervan and Motorhome Club of Australia (CMCA) signed acceptance Letter of Understanding for RV Friendly Town - Bigga	Attachment
2. ↓	Crookwell & District Arts Council - Letter of Thanks for Confirmation Council Delegate	Attachment
3. ↓	Kathy Staples - Thank you letter - Australian Interschools Equestrian championships	Attachment
4. ↓	South East Australian Transport Strategy Inc (SEATS) - Petition Calling for the Federal Government to Recognise the Princes Highway as a Highway of National	Attachment
5. ↓	Goulburn Mulwaree Council - Goulburn to Crookwell Rail Line - Request for Council Support	Attachment
6. ↓	Central Councils NSW Centroc - Centroc constitution - suggested constitutional changes	Attachment
7. ↓	Anglican Parish of St Luke's Taralga - - Jamieson Hall - invitation to view - Taralga Windfarm grant	Attachment
8. ↓	John Barilaro and Gabrielle Upton - Media Release - Joint Organisations to bolster Regional Councils	Attachment
9. ↓	Oberon Council - The Tablelands Way - Funding	Attachment

Letter of Understanding



RE: RV FRIENDLY TOWN™ PROGRAM

The Campervan and Motorhome Club of Australia Limited (CMCA) acknowledge that the town of **Bigga** has met the criteria to be accepted as an 'RV Friendly Town™'.

By the signing of this letter, representatives of **Upper Lachlan Shire** and CMCA acknowledge a mutual understanding for the township of **Bigga** to be part of the Program.

Council has agreed to allow street parking adjacent to the shopping precinct suitable for Motorhomes, Campervans and Caravans. This area will be located at **Bigga Recreation Ground, Mulgowrie St Bigga**.

Council have agreed to allow short term overnight parking (**72 hours**) for these self-contained Motorhomes, Campervans and Caravans at **Bigga Recreation Ground, Mulgowrie St Bigga**.

Permit fees will be nil cost per night.

Council agrees that there is a free public dump point located at **Bigga Recreation Ground, Mulgowrie St Bigga**.

Council agrees that there is potable water available at **Bigga Recreation Ground, Mulgowrie St Bigga**.

CMCA will supply **Upper Lachlan Shire** with two (2) RVFT Signs free of charge.

CMCA has given an undertaking to promote the township and associated tourist attractions in its magazine *The Wanderer*. CMCA will also promote the town on the CMCA website.

Council and CMCA acknowledge that this agreement is made on behalf of the Recreational Vehicle community as a whole, and is not restricted to Members of CMCA or the motorhoming community.

CMCA reserves the right to withdraw the RV Friendly Town™ status for **Bigga** should Council withdraw any of the benefits set out in this Letter of Understanding, or alter any such benefits to the extent that they are no longer considered to be in the spirit of this Letter of Understanding.

CMCA will undertake an annual review of all RV Friendly Towns. Council agrees to notify CMCA of any changes to the above criteria.

Should CMCA withdraw the RV Friendly Town™ status for **Bigga**, Council agrees that all RV Friendly Town™ signage will be removed

02 4978 8788 | 02 4976 8799
PO Box 254 HFMC Warabook NSW 2310
www.cmca.net.au



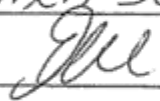
Signed for and on behalf of:

CAMPERVAN & MOTORHOME CLUB OF AUSTRALIA LIMITED

Name: Emily Smith

Position: Members Services Officer

Date: 26/9/17

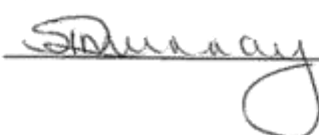
Signature: 

Witness:

Name: Suzanne Murray

Position: Operations Officer

Date: 26/9/17

Signature: 

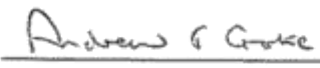
Signed for and on behalf of:

UPPER LACHLAN SHIRE

Name: Andrew Croke

Position: ACTING GENERAL MANAGER

Date: 26/9/2017

Signature: 

Witness:

Name: Judi Klem

Position: MANAGEMENT ACCOUNTANT.

Date: 26/9/2017

Signature: Judi Klem

Crookwell District Arts Council
P O Box 224
CROOKWELL NSW 2583

Your Ref: JKB:SMP

12th October 2017

General Manager
Upper Lachlan Shire Council
44 Spring Street
CROOKWELL NSW 2583

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
19 OCT 2017
File No:

Attention: Mr J K Bell

Dear Mr Bell,

In response to your letter of the 3rd October 2017 thank you for advising that Cllr P Kensit is the Council delegate to the committee of the Crookwell and District Arts Council from 22nd September 2017 to 21st September 2018.

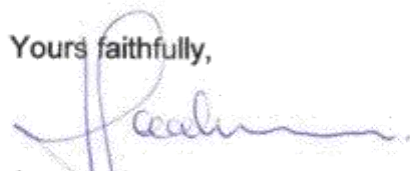
Cllr Kensit does receive agendas and minutes and we value her presence at our meetings.

We also wish to notify you that at the recent annual general meeting our President, Mr Jeff Prell, retired and the new committee members are:

President, Ms Margie Carr
Secretary, Mr Jeremy Goodman
Treasurer, Mrs Karen Harwood

We trust that these details are of assistance and we take this opportunity to express our appreciation for Council's continued support.

Yours faithfully,



Jeremy Goodman
Secretary

CJ & KA Staples
176 Baxters Lane
COLLECTOR NSW 2581

24 October 2017

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

Dear Mr Bell,

Thank you so much for the generous donation provided by Upper Lachlan Shire Council to support Katelyn and Heidi on their trip to Toowoomba. It was a huge undertaking travelling with the girls and their horses for the week long Australian Interschools Championships. There were 320 riders and 350 horses competing at the event in many different equestrian disciplines. There were riders from all states of Australia and the championships had an opening and closing ceremony parading team members.

It was a tough week with Queensland experiencing a week-long heat wave with temps in the high 30s. There had been no rain on the arenas for 6 months or more, so the ground conditions were not ideal for Showjumping. However, Katelyn and Heidi both jumped well and displayed great sportsmanship enjoying the experience of being part of the NSW team and meeting competitors from throughout Australia.

Katelyn's horse, Power Ranger placed 8th on the final day of competition and Heidi and Statford Delight were 7th on the first day and 5th on the final day.

Thanks again for the donation. Without your support we may not have been able to give the girls the opportunity to compete at such a prestigious event as part of the NSW team.

Yours sincerely

Kathy Staples

Ph: 0427 362 256



SOUTH EAST AUSTRALIAN TRANSPORT STRATEGY INC.

Executive Officer
John Duscher
36 Turner Street
WONTHAGGI Victoria 3995
Mobile 0488026435
Email johnr.duscher@gmail.com

To all Mayors/Councillors/General Managers and CEO's

Re -SEATS Petition

26th October 2017

Good morning all,

South East Australian Transport Strategy Inc (SEATS) has made a commitment to deliver a strong message to the Federal Government through this Petition to officially recognise the Princes Highway as a Highway of National Importance as a major freight and tourist route under the "National Land Transport Network Act 2014" and secure the provision of additional funding for the planning and delivery of new infrastructure, maintenance of existing infrastructure and vital safety upgrades.

The Region which embraces south east NSW, eastern Victoria and the Australian Capital Territory and is bounded by the Hume Highway corridor between Sydney and Melbourne and the coastal strip between Wollongong and Westernport Bay has enormous potential and opportunities which these improvements would undoubtedly unlock.

Inadequate transport infrastructure has long been identified as a major impediment to the growth and prosperity of this region. There has been a significant increase in the traffic using this Highway and these vital upgrades are the key to the development, growth, sustainability and improved safety outcomes for the region.

As one of the fastest growing regions in Australia it is time to recognise the importance of the Princes Highway locally, regionally and nationally and provide the same attention and support that other networks like the Hume Highway has received for many decades.

SEATS has acknowledged and welcomed the recent funding investment and focus on the Princes Highway network but there is much more to be done.

SEATS is seeking the support of the Federal Government to ensure that the funding is ongoing and programs are in place to provide the most efficient and safest transport route through the region.

SEATS as a cross-border, strategic partnership with Councils, State and Federal Governments, industry, business and communities seeks the urgent funding of this vital infrastructure project that will boost the region's economic competitiveness, stimulate investment, improve employment prospects and enhance its "liveability".

Your support of this petition to improve the condition of the Princes Highway is important. It is time for action and we ask those who use the Princes Highway to transport goods and provide services, to travel to work, to schools, to shop, attend medical appointments, play sport or participate in recreational activities, those who come to visit and stay, retire and enjoy the wonderful natural attractions and life style to please support this petition.

Following its launch next week, 1st of November, the attached Petition will run until the end of February 2018 to hopefully allow time for the support from the many visitors who come to the Region in the Summer period alone.

SEATS respectfully seeks your endorsement and requests that your Council makes it available at your local Council Office and Information Centres across the Region. It is also available on the SEATS website.

Yours faithfully,

A handwritten signature in dark ink, appearing to read "J. R. Duschner".

SEATS Executive Officer

**TO THE HONOURABLE SPEAKER , MEMBERS OF THE SENATE AND
MEMBERS OF
THE HOUSE OF REPRESENTATIVES**

This petition of concerned people of Australia draws to the attention of The Senate & The House of Representatives, to the poor condition of sections of the Princes Highway East of Sale (Victoria) to Wollongong (New South Wales) and the need for urgent and ongoing funding by the Australian Government.

We ask the Senate/House to have the Princes Highway recognised as a major freight & tourist route of the region and request official recognition under "The National Land Transport Network Act , 2014", to help secure additional funding for much-needed road surfacing, shoulders, safety upgrades including aged bridge replacements for the 739 kms of the Princes Highway between Sale and Wollongong.

PRINCIPAL PETITIONER

Name: South East Australian Transport Strategy Inc.

Signature:  John Duscher (SEATS Executive Officer)

Address: 36 Turner Street, Wonthaggi Victoria 3995

Email: admin@seats.org.au

Telephone: 03 5672 1072 Mob 0488026435

Support for the Request

Australia's regions contribute substantially to the nation's growth and prosperity. The South-East Australian Region embraces south east NSW, eastern Victoria and the Australian Capital Territory and is bounded by the Hume Highway corridor between Sydney and Melbourne and the coastal strip between Wollongong and Westernport Bay.

It is a large region of nearly two million people, one of the fastest growing regions in Australia. It is rich in primary resources, has a skilled workforce, wonderful natural assets and an enormous potential which improvements to transport infrastructure would undoubtedly unlock. Inadequate transport infrastructure has long been identified as a major impediment to the growth and prosperity of this important region.

On behalf of the communities across this region served by the members and delegates of SEATS we believe it is time to actively pursue this recognition of the Princes Highway, East of Sale Victoria to Wollongong NSW, as a Road of national importance and be recognised under The National Land Transport Network Act 2014. First and foremost the SEATS cross-border membership provides a collective, united voice to all levels of Government to show that this region of Australia is working as one to improve transport infrastructure. This recognition would help secure the provision of necessary additional funding for the planning

and delivery of new infrastructure, maintenance of existing infrastructure and the provision of important safety upgrades.

This region presents some major opportunities and improved funding is vital to its growth and prosperity. Whilst there has been some welcomed investment in the expansion and improvements of the network in some parts of the region much more is needed in the near future. With the substantial residential growth in Melbourne and Sydney and along the Princes Highway corridor the efficient and safe movement of freight and people has become even more important. In support of this action a quarter of the nation's vegetables are grown in the Lindenow Valley, near Bairnsdale in Victoria, much of the nation's milk supply comes from this region and there are many more examples of increased industry activity which means even more movement on this main route as goods are transported to markets. As a recognised alternative tourist route and destination coupled with the number of those enjoying "sea change" there has been a significant increase in the movement on this highway network, some parts of which are in need of immediate attention. The eight Councils within this area are Wollongong, Shellharbour, Shoalhaven, Eurobodalla, Kiama, Bega Valley, East Gippsland and Wellington and they are vastly impacted by the regular influx of these tourists.

The responsible members of SEATS continue to strongly advocate for this recognition of the importance of the Princes Highway and the provision of urgent funding for the betterment of our communities, industry and business. The Hume Highway in comparison has received substantial funding over many decades, predicated on this movement of freight and people, industry activity and growth and now we believe it is time to provide the same opportunities to those who use the Princes Highway.

We therefore respectfully ask the House to support our petition to have the status of the Princes Highway officially recognised as a National Highway of Importance with recognition under The National Land Transport Network Act 2014 to help secure additional funding for these much-needed upgrades.

NAME, ADDRESS AND SIGNATURE

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Civic Centre 184-194 Bourke Street Goulburn NSW
 Telephone: (02) 4823 4444 • Facsimile: (02) 4823 4456
 Email: council@goulburn.nsw.gov.au • www.goulburn.nsw.gov.au
 Correspondence to: Goulburn Mulwaree Council Locked Bag 22 Goulburn NSW 2580

Office of the General Manager

20 October 2017

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

UPPER LACHLAN SHIRE COUNCIL

GUNNING OFFICE

24 OCT 2017

File No:

Dear John

Subject: Goulburn to Crookwell Rail Line

At the last meeting of Council it was resolved that we seek the support of our Local Member of Parliament The Hon Pru Goward MP to sponsor and Act of Parliament to close the Goulburn to Crookwell Rail Trail.

As you are aware our two Councils have sponsored a working party to investigate a rail trail between our two regions. Both the feasibility study and the benefit cost study have produced positive outcomes that will greatly benefit our two regions. The rail line is currently defined as nonoperational and to have the line closed requires an Act of Parliament.

Recently to promote the Tumbarumba to Rosewood Rail Trail and Act of Parliament known as 'Transport Administration Amendment' (Closure of Railway Line between Rosewood and Tumbarumba) Act 2017 was passed by Parliament. For the Goulburn to Crookwell line to be closed via a similar Act requires a very simple rewording of this legislation.

As part of the resolution from the recent meeting my Council has asked that Upper Lachlan Shire Council also supports this proposed legislation and write to the Hon Pru Goward MP to request her to sponsor such legislation through State Government.

We look forward to your support.

Yours sincerely


 Warwick Bennett
 General Manager

Phone (02) 4823 4486

Email council@goulburn.nsw.gov.au



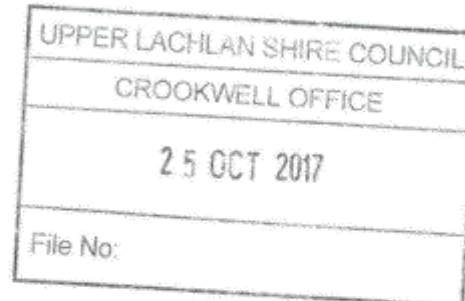
Chair Cr John Medcalf, Mayor, Lachlan Shire Council

Centroc
PO Box 333
Forbes NSW 2871
Phone: 0428 690 935
Email: jennifer.bennett@centroc.com.au

19 October 2017

Reference: 2016/011119
Enquiries: Ms J Bennett: 0428 690 935

Cr Brian McCormack
Mayor
Upper Lachlan Shire Council
PO Box 10
Crookwell NSW 2583



Dear Brian,

Re: Centroc Constitution

Please find attached a report on the suggested constitutional changes.

Ordinarily this takes place in November at the Annual General Meeting as a standing agenda item with members notified in writing of potential amendments one month before. This advice will be provided to the Annual General Meeting and any changes are effected including amendments from the floor.

Please contact Ms Jenny Bennett our Executive Officer on 0428 690 935 or via email jenny.bennett@centroc.com.au for any questions.

Yours sincerely,

Cr John Medcalf
Chair
Central NSW Councils (Centroc)

This Regional Organisation of Councils speaks for over 200,000 people covering an area of more than 50,000sq kms comprising Bathurst, Blayney, Cabonne, Cowra, Forbes, Hilltops, Lachlan, Lithgow, Oberon, Orange, Parkes, Upper Lachlan, Weddin, and Central Tablelands County Council.

Constitution

Report by Jennifer Bennett dated 17/10/2017

Section 2	Regional Cooperation and Resource Sharing
Objective	Amendment change
Subject	Constitution Report from the Centroc AGM November 2017

As members are aware, each year at the AGM members give consideration to amending the Centroc Constitution. The Constitution is available on request or as a download from the Centroc website at:

<http://www.centroc.com.au/wp-content/uploads/Constitution-approved-November-2016.pdf>

There are two suggested changes for this year's constitution. One is to remove Mid Western as a member as despite repeated correspondence seeking clarification of their intention regarding membership, no advice has been received.

Membership be amended from:

Bathurst Regional Council
 Blayney Shire Council
 Cabonne Council
 Central Tablelands County Council
 Cowra Shire Council
 Forbes Shire Council
 Hilltops Council
 Lithgow City Council
 Lachlan Shire Council
 Mid Western Regional Council
 Oberon Council
 Orange City Council
 Parkes Shire Council
 Upper Lachlan Shire Council
 Weddin Shire Council

To

Bathurst Regional Council
Blayney Shire Council
Cabonne Council
Central Tablelands County Council
Cowra Shire Council
Forbes Shire Council
Hilltops Council
Lithgow City Council
Lachlan Shire Council
Oberon Council
Orange City Council
Parkes Shire Council
Upper Lachlan Shire Council
Weddin Shire Council

Secondly, recognising the growing workload of the Chair and Secretary, to enable those Councils who do not wish to provide both a Chair and Secretary concurrently the following change be made:

~~2b. The Secretary – who shall be the General Manager (or his/her nominee) from the Council of the Chairperson~~

To

2b. The Secretary – who shall be the General Manager (or his/her nominee) from the Council of the Chairperson; or as determined by the Board.

This would have the effect at the AGM of a Secretary being able to refuse the position and nominations from the floor being sought with an election if required.

Attachment/s: Nil



ANGLICAN PARISH OF ST. LUKE'S, TARALGA

P.O. Box 44 Taralga

NSW 2580

21st October, 2017

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

Dear Mr Bell

The members of Taralga Anglican Parish Council wish to express their sincere thanks for your help in administering the grant from Taralga Windfarm which has enabled us to bring the floor of the Jamieson Hall up to the superb state it is now in.

This should encourage greater use of the hall as it is now safer and easier to keep clean. The Jamieson Hall should now have many more years of service.

To encourage this, the hall will be open for public inspection from 1.30-2.30 pm on all Wednesdays to the end of November. A special time could be arranged for any member of your Council to see the work if the above times are not convenient.

Thanking you again.

Yours sincerely.

Ken Fleming
Rector's Warden

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
25 OCT 2017
File No:



John Barilaro
Deputy Premier
Minister for Regional NSW

Gabrielle Upton
Minister for Local Government

MEDIA RELEASE

Friday, 3 November 2017

JOINT ORGANISATIONS TO BOLSTER REGIONAL COUNCILS

Deputy Premier and Minister for Regional NSW John Barilaro, and Minister for Local Government Gabrielle Upton today announced the NSW Government will introduce new laws to allow councils in regional NSW to voluntarily create new Joint Organisations in 2018.

Mr Barilaro said Joint Organisations would transform the way the NSW Government and local councils collaborate, plan, set priorities and deliver important projects in regional NSW, to help them deliver on the ambitions and priorities of their regional communities.

The announcement follows the success of a pilot program which trialled five separate Joint Organisations across NSW.

Mr Barilaro said the NSW Government would provide seed funding of \$3.3 million to support councils choosing to become a member of a new Joint Organisation.

"Joint Organisations bring together local and state governments to focus on the issues that matter most to regional communities such as building strong businesses, creating jobs, securing water supplies, improving regional transport, and developing community infrastructure, services and facilities," he said.

"Councils choosing to take up this option will get a seat at the table in planning infrastructure and investment for their region, with support and funding from the State Government," he said.

Mr Barilaro said over the course of the pilot period, the NSW Government had been working with councils and listening to feedback to get the Joint Organisations model right.

"The *Local Government Amendment (Regional Joint Organisations) Bill 2017* will allow councils to form new partnerships, and in turn, work on projects that cross their geographical borders. Passage of this Bill is a key pillar of our reforms to ensure regional NSW continues to be a great place to live, work and invest," he said.

The Government has already provided \$1.5 million for five pilot Joint Organisations with an independent evaluation confirming the program delivered benefits for regional councils and communities.

The pilot process has already developed a youth employment strategy for the Illawarra, assisted the eight councils in the Namoi Joint Organisation to put together a regional investment prospectus, and allowed the Central NSW Joint Organisation to advance its Infrastructure Prioritisation Framework.

"Joint Organisations will help them manage the many challenges unique to councils in regional NSW," Ms Upton said.

"The NSW Government will provide support to councils wishing to join Joint Organisations and will work closely with them once they're established," she said.

Joint Organisations would be ready to start in July 2018, comprise a minimum of three member councils and align with NSW Planning regional boundaries.

Further details on how councils can nominate to become a member of a Joint Organisation and funding arrangements will be released shortly.

**MEDIA: James Jooste | Deputy Premier | 0429 978 036
Michael Cox | Minister for Local Government | 0429 465 227**

OBERON COUNCIL

137-139 Oberon Street
PO Box 84
OBERON NSW 2787

ABN 13 632 416 736



Telephone: (02) 6329 8100
Fax: (02) 6329 8142
email: council@oberon.nsw.gov.au
Website: www.oberon.nsw.gov.au

Contact: Kathy Sajowitz
Your Ref:
Our Ref: Gov/Mayor/Corro
KS:SS

Office of the Mayor

1 November 2017

The Hon. Adam Marshall MP
Minister for Tourism and Major Events
GPO Box 5341
SYDNEY NSW 2001

Ref: Tablelands Way Project

Dear Adam

From 2005 - 2011 five rural council's Goulburn Mulwaree, Upper Lachlan, Oberon, Lithgow, Mid-Western and Muswellbrook, collaborated on a tourism based project to link the ACT in the south to Muswellbrook in the north. "The inland option to the Hume - Pacific Highway route". Project partners were NPWS and the Jenolan Caves Trust. Funding was allocated from an ADTP grant managed by AusIndustry. A substantive amount of work was completed on the project and as a direct result of developing "The Tablelands Way" the upgrade and sealing of the Abercrombie Road - linking Goulburn with Oberon was commenced, a huge infrastructure/economic benefit for the region.

In 2011 the funding was exhausted and for various reasons the project lost traction. Upon taking the Mayoral role in 2015 I quickly realised the economic potential the tourism industry offered to our region and once the amalgamation issue was settled my attention turned to rejuvenating The Tablelands Way project.

Of the five original councils Oberon, Lithgow and Upper Lachlan Shire have an interest in seeing the project re-established, though I hold out hope that as the concept re-develops the other original partners will see its potential and reconsider. All facets of the tourism industry have progressed in leaps and bounds since 2011 and we feel this project can offer huge benefits to the Central West Region. Although very early days, as a first step the working party has been established and are currently working towards temporarily upgrading The Tablelands Way website which has been neglected since 2011 with the ultimate aim of constructing a new site as part of the ongoing development strategy of the project.

This collaboration crosses boundaries as far as Destination Networks are concerned, we do not feel that should hinder us and are planning to seek a meeting with Destination Networks - Country and Outback NSW representatives as well as our Local Members The Hon Paul Toole and The Hon Pru Goward at their earliest convenience.

I wonder would you be willing to meet with Mayors Stephen Lesslie Lithgow City Council, Mayor Brian McCormack Upper Lachlan Shire Council and myself to discuss support for this project and possible funding opportunities.

Kind Regards


Cllr Kathy Sajowitz
Mayor Oberon Council
E-mail: kathy.sajowitz@oberon.nsw.gov.au Ph: 0428 543 693

cc: Member for Bathurst the Hon Paul Toole MP

9 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

9.1	Monthly Weeds Activities Report	60
9.2	Development Statistics for the Month of October 2017	64
9.3	Proposed road name in subdivision the subject of development consent 91/2008, Lot 7 DP1054873, Snake Gully Road, Curraweela	70

Environment and Planning - 16 November 2017

ITEM 9.1 Monthly Weeds Activities Report

FILE REFERENCE I17/652

AUTHOR Manager of Noxious Weeds

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the weed control activities conducted in October 2017.

REPORT

Property Inspections

Property	Weed	Parish	Road or Street	Date	Action	Degree
Lot 200 DP 702079	S/T	Turrallo	Taralga	4/10/17	Routine	1
Lot 689 DP 109566	S/T	Wayo	Woodhouselee	19/10/17	Notified	3
Lot 2 DP 1087717	S/T	Upper Tarlo	Goulburn	19/10/17	Notified	2
Lot 1 DP 877641	S/T	Gunning	Gunning	24/10/17	Notified	2
Lot 37 DP 753021	S/T	Burridgee	Millvale	26/10/17	Notified	3
Lot 164 DP 754139	-	Preston	Blakney Creek	26/10/17	Routine	-
Lot 128 DP 754139	S/T Go	Preston	Blakney Creek	26/10/17	Notified	1
Lot 95 DP 754139	-	Preston	Blakney Creek	26/10/17	Routine	-
Lot 2 DP 34289	S/T	Dixon	Gundaroo	31/10/17	Notified	2
Lot 259 DP 754106	S/T	Bunton	Blakney Creek	31/10/17	Notified	1
Lot 5 DP 112603	S/T Go	Kildare	Blakney Creek	2/11/17	Notified	2, 1
Lot 1 DP 1169878	S/T	Hillas	Golspie	3/10/17	Routine	1
Lot 1 DP 1137521	S/T	Wowagin	Golspie	3/10/17	Routine	1
Lot 3 DP 1103457	S/T	Wowagin	Golspie	3/10/17	Routine	1
Lot A DP 154954	-	Yalbraith	Yalbraith	4/10/17	Routine	-
Lot 1 DP 1070078	S/T	Yalbraith	Yalbraith	4/10/17	Routine	1
Lot 1 DP 1169878	S/T	Hillas	Golspie	4/10/17	Routine	1
Lot 4 DP 1124103	S/T	Yalbraith	Golspie	5/10/17	Routine	1
Lot B DP 394211	S/T	Yalbraith	Golspie	5/10/17	Routine	1
Lot 1 DP 1101579	-	Yalbraith	Golspie	10/10/17	Routine	-

Environment and Planning
MONTHLY WEEDS ACTIVITIES REPORT cont'd

Lot 56 DP 753063	S/T	Yalbraith	Golspie	10/10/17	Routine	1
Lot 56 DP 753063	S/T	Yalbraith	Golspie	10/10/17	Routine	1
Lot 2 DP 1125924	-	Yalbraith	Golspie	10/10/17	Routine	-
Lot 2 DP 568887	S/T	Pomeroy	Range	11/10/17	Routine	2
Lot 140 DP 754115	S/T BB	Grabben Gullen	Range	11/10/17	Routine	2
Lot 80 DP 753067	S/T	Yewrangara	Grabine	18/10/17	Routine	2
Lot 60 DP 753067	S/T	Yewrangara	Grabine	18/10/17	Routine	2
Lot 6 DP 1079780	S/T	Yewrangara	Grabine	18/10/17	Routine	1
Lot 5 DP 1079780	S/T	Yewrangara	Grabine	18/10/17	Routine	2
Lot 1 DP 1135759	S/T	Winduella	Boorowa	23/10/17	Routine	2
Lot 2 DP 1086805	S/T	Crookwell	Iron Mine	24/10/17	Routine	1
Lot 3 DP 1156547	S/T BB	Grabben Gullen	Hewitts Ln	24/10/17	Routine	1
Lot 37 DP 753021	S/T	Burridgee	Millsvale	26/10/17	Notified	3
Lot 2 DP 1159141	S/T BB	Bigga	Greenmantle	30/10/17	Notified	2, 3
Lot 1 DP 1159141	S/T BB	Bigga	Greenmantle	30/10/17	Notified	2, 3
Lot 40 DP 1219763	S/T BB	Bigga	Greenmantle	30/10/17	Notified	2, 3
Lot 3 DP 1159141	S/T BB	Bigga	Greenmantle	31/10/17	Notified	2, 3
Lot 41 DP 1219763	S/T BB	Bigga	Greenmantle	31/10/17	Notified	2, 3
Lot 1 DP 1178251	S/T BB	Bigga	Greenmantle	1/11/17	Notified	2, 3
Lot 1 DP 1103943	S/T	Bigga	Greenmantle	1/11/17	Notified	2
Lot 3 DP 1103943	S/T BB	Bigga	Greenmantle	1/11/17	Notified	2
Lot 212 DP 754115	S/T	Grabben Gullen	Hewitts Ln	3/10/17	Routine	1
Lot 20 DP 861657	S/T	Grabben Gullen	Hewitts Ln	3/10/17	Routine	1
Lot 211 DP 754115	S/T	Grabben Gullen	Hewitts Ln	3/10/17	Routine	1
Lot 21 DP 861657	S/T	Grabben Gullen	Hewitts Ln	4/10/17	Routine	1
Lot 1 DP 1156547	S/T	Grabben Gullen	Hewitts Ln	4/10/17	Routine	1
Lot 2 DP 937719	S/T	Crookwell	Harley	10/10/17	Routine	1
Lot 1 DP 937719	S/T	Crookwell	Harley	11/10/17	Routine	1
Lot 208 DP 754115	S/T BB	Grabben Gullen	Hewitts Ln	17/10/17	Routine	1
Lot 4 DP 1156547	S/T BB	Grabben Gullen	Hewitts Ln	18/10/17	Routine	1
Lot 1 DP 1068729	-	Crookwell	Boorowa	31/10/17	Routine	-
Lot 1 DP 239836	BB EB	Crookwell	Boorowa	31/10/17	Routine	1
Lot 116 DP 754108	-	Crookwell	Anderson	31/10/17	Routine	-

Key for Weed Abbreviations

Weed ID Weed Identification

S/T Serrated Tussock

PC Paterson's Curse

EB English Broom

Go Gorse

BB Blackberry

Nth Nodding Thistle

FW Fireweed

CG Coolatai Grass

SJW St John's Wort

CNG Chilean Needle Grass

ALG African Lovegrass

Key for Degree of Infestations

1. Scattered Plants

2. Scattered Plants with Isolated Patches

3. Dense Infestations

Environment and Planning

MONTHLY WEEDS ACTIVITIES REPORT cont'd

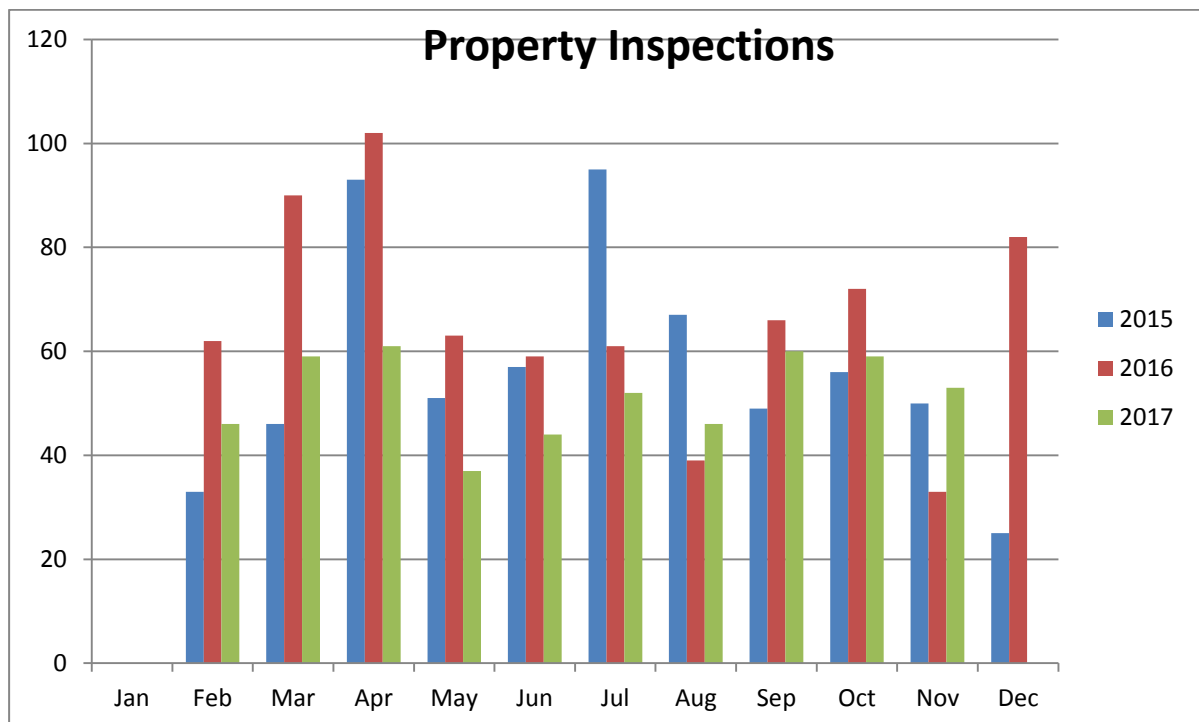
Key for Actions of Inspections

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

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

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

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



Roadside Weed Control

Roadside weed control programs are continuing to focus on the control of grass weeds including Serrated Tussock, African Lovegrass, Chilean Needle Grass and Coolatai Grass. From the start of December this program will be directed to the control of St John's Wort infestations.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Environment and Planning - 16 November 2017

ITEM 9.2 **Development Statistics for the Month of October 2017**

FILE REFERENCE **I17/641**

AUTHOR **Economic Development Officer**

ISSUE

Providing Council with a summary of the development control activities that have occurred in the month of October 2017.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the development control activities that have occurred in the month of October 2017.

REPORT

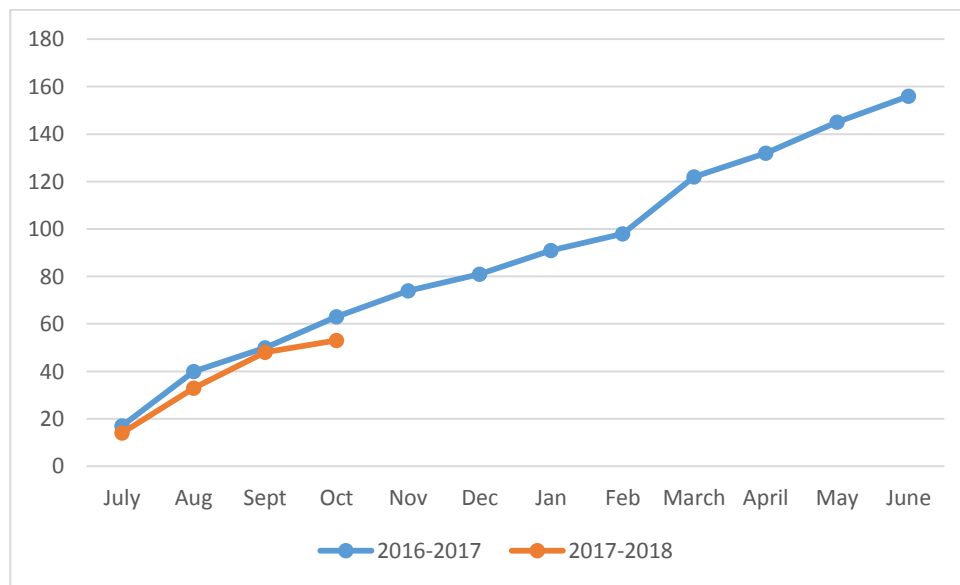
The following table outlines the type and value of new development.

Statistics by Development Type								
Current Year					Last year			
DA Type	Oct 2017		Year to Date 1/7/2017 to 30/6/2018		Oct 2016		Year to date 1/7/2016 to 30/6/2017	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	1	\$80,000	3	\$1,430,000	0	\$0	3	\$55,000
Residential	3	\$915,000	36	\$6,131,056	10	\$2,018,645	48	\$9,179,671
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Other	1	\$100,000	4	\$6,103,000	1	\$0	4	\$30,000
Total	5	\$1,095,000	43	\$13,664,359	11	\$2,018,645	55	\$9,264,671
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	1	3	2	68	3	76
Rural Residential	0	0	1	5	0	0	3	9
Commercial	0	0	1	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	4	8	0	0	1	4
Modification	0	0	0	0	0	0	1	6
Total	0	0	7	16	2	68	8	95

1. Development Applications

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



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

DAs under assessment	DA modifications under assessment	DAs received Oct 2017	DA modifications received Oct 2017	DAs determined October 2017	DA modifications determined Oct 2017
26	0	5	0	9	4

The average determination processing time is for the month of October was 45 days.

Determinations issued 1 October to 31 October 2017 are summarised in the following table:

Determinations Issued between 1 October 2017 to 31 October 2017		
DA No.	Proposal	Property
74/2011 (Modification)	Dwelling	Lot 1 DP 11120141 & Lot 3 DP 1099615 – 246 Gorham Rd, Pejar
31/2012 (Modification)	Dwelling	Lot 1 DP 1109984 – 2633 Middle Arm Rd, Roslyn

Determinations Issued between 1 October 2017 to 31 October 2017		
DA No.	Proposal	Property
59/2014 (Modification)	Dwelling	Lot 1 DP 355192 – 72 Denison St, Crookwell
42/2017 (Modification)	Garage/Shed	Lot 99 DP 754147 & Lot 4 DP 179477 – Wheeo Rd, Wheeo
60/2017	Commercial Use Storage Sheds	Lot 370 DP 821754 – McDonald St, Crookwell
64/2017	Transportable Dwelling	Lot 2 DP 1205515 – 36 Yass St, Gunning
70/2017	Dwelling	Lot 18 Sec 3 DP 1809 – 24 North St, Crookwell
80/2017	Garage/Shed	Lot 52 DP 653880 – 15 McDonald St, Crookwell
83/2017	Garage/Shed	Lot 30 Sec 2 DP 758493 – Wombat St, Gunning
88/2017	Garage/Shed	Lot 15 Sec 8 DP 758493 – 56 Biala St, Gunning
91/2017	Community Event	Lot 251 DP 750017 – 1a Walsh St, Taralga
93/2017	Alterations/Additions	Lot 2 DP 816409 – 8 Walsh St, Taralga
94/2017	Subdivision	Lot 1 DP 526480 & Lot 5 DP 540808 – 93 Wade St, Crookwell

The Development Applications outstanding as of 31 October 2017 are summarised in the following table:

Outstanding Development Applications – 31 October 2017				
Application No	Date Received	Proposal	Property	Reason
33/2016	22/04/2016	Demolition & Fence/Wall	Church & Goulburn Street, Collector Lot 1 DP 256082 & Lots 2 & 3 DP 554640	Awaiting additional information
67/2016	26/7/2016	Vineyard/Winery	1924 Towrang Rd Greenwich Park Lot 25 DP 1095649	Under assessment
29/2017	30/3/2017	Dwelling	115 Cobodong Rd Curraweela Lot 3 DP 1083826	Under assessment
31/2017	6/4/2017	Dwelling Alterations & Additions	Village of Laggan Lot 3 DP 917994	Awaiting additional information
51/2017	5/6/2017	Subdivision	Junction Point Rd Binda Lot 9 DP 46360	Awaiting additional information

Environment and Planning**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2017 cont'd**

58/2017	28/6/2017	Subdivision	39 Yass St Gunning Lot 1 DP 797327	Awaiting additional information
59/2017	30/6/2017	Other – Bannister Hall	479 Bannister lane Bannister Lot 237 DP 750043	External referral to SCA
72/2017	9/8/2017	Service Station/Convenience Store	204 Goulburn St Crookwell Lot 361 DP 754108	Under assessment
73/2017	10/8/2017	Dwelling	Bourke St Collector Lot 3 Sec 2 DP 758263	Awaiting additional information
77/2017	15/8/2017	Dwelling	Towrang Rd, Greenwich Park Lot 7 DP 1095649	Awaiting Water NSW and applicant
81/2017	22/8/2017	Transmission Lines	Storrier & Prices Lane Bannister Lot 103 DP 750043	Awaiting additional information
84/2017	23/8/2017	Subdivision	892 Sylvia Vale Rd Binda Lot 4 DP 1228621	Internal referral
85/2017	25/8/2017	Access Road	Best St, Gunning Lot 5 & 6 Sec 24 DP 758493	Internal referral
86/2017	4/9/2017	Dwelling	Strathaird Lane Goulburn Lot 32 DP 1042610	Awaiting additional information
89/2017	6/9/2017	Subdivision	24 Reservoir Rd Crookwell Lot 1 DP 1162296	Under assessment
90/2017	12/9/2017	Dwelling	43 Cobodong Rd Curraweela Lot 1 DP 1083826	Under assessment
92/2017	13/9/2017	Dwelling	99 Boureong Dve Gunning Lot 9 DP 1219071	Awaiting additional information
95/2017	15/9/2017	Garage/Shed	Tulloh St, Crookwell Lot 2 DP 1180411	Awaiting additional information
96/2017	15/9/2017	Subdivision	Stink Pot Rd, Jerrawa Lot 1 & 3 DP 1217209	Internal referral
97/2017	18/9/2017	Subdivision	Reids Flat Rd, Bigga Lot 1 DP 657843	Under assessment
98/2017	21/09/2017	Subdivision	614 Woodhouselee Rd Woodhouselee Lot 1 DP 852156	Referred to RFS
99/2017	9/10/2017	Veterinary Hospital	Wheeo Rd Wheeo Lot 99 DP 754147 & Lot 4 DP 179477	Under assessment
100/2017	11/10/2017	Dwelling	2717 Sapphire Rd Wheeo Lot 2 DP 849581	Under assessment
101/2017	16/10/2017	Alterations/Additions	1910 Boorowa Rd Lost River Lot 3 DP 1173811	Under assessment

102/2017	16/10/2017	Transportable Dwelling	2281 Woodhouselee Rd, Laggan Lot 1 DP 1169255	Awaiting additional information
103/2017	18/10/2017	Alterations/Additions	1 Brennan St, Collector Lot 11 DP 1046757	Under assessment

2. Construction Certificates

Construction Certificates Issued between 1 Oct 2017 & 31 Oct 2017		
CC No.	Proposal	Property
37/2017	Alterations/Additions	Lot 6 DP 1190696 – 32 Biala St, Gunning
56/2017	Ramp/Awning	Lot 112 DP 568697 – Wade St, Crookwell
77/2017	Garage/Shed	Lot 1 DP 1228377 – 1 Tulloh St, Crookwell
78/2017	Dwelling	Lot 18 Sec 3 DP 1809 – 24 North St, Crookwell
79/2017	Alterations/Additions	Lot 2 DP 816409 – 8 Walsh St, Taralga
80/2017	Dwelling	Lot 1 DP 1109984 – 2633 Middle Arm Rd, Roslyn
81/2017	Garage/Shed	Lot 52 DP 653880 – 15 McDonald St, Crookwell
82/2017	Garage/Shed	Lot 15 Sec 8 DP 758493 – 56 Biala St, Gunning

Approved by Council	
Oct 2017	Year to date
8	25

3. Occupation Certificates

Occupation Certificates Issued between 1 October 2017 and 31 October 2017		
OC No.	Proposal	Property

Approved by Council	
Oct 2017	Year to date
0	10

4. Subdivision Certificates

Subdivision Certificates Issued between 1 Oct 2017 and 31 Oct 2017		
SC No.	Proposal	Property
13/2017	Subdivision Certificate	Lot 1 DP 1074998 – 1628 Coolalie Rd, Jerrawa

Subdivision Certificates Issued between 1 Oct 2017 and 31 Oct 2017		
SC No.	Proposal	Property
14/2017	Subdivision Certificate	Lot 20 & 21 DP 867662 – 1381 Jerrawa Rd, Dalton
16/2017	Boundary Adjustment	Lot 1 & 2 DP 1194731 – 2929 Laggan Rd, Laggan

Approved by Council	
Oct 2017	Year to date
3	29

5. Planning Certificates

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	436
1 July 2017 to 30 June 2018	160

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Environment and Planning - 16 November 2017

ITEM 9.3 **Proposed road name in subdivision the subject of development consent 91/2008, Lot 7 DP1054873, Snake Gully Road, Curraweela**

FILE REFERENCE **I17/605**

AUTHOR **Manager of Environment and Planning**

ISSUE

Council has received a request for endorsement of a proposed road name in a subdivision of Lot 7 DP1054873, Snake Gully Road, Curraweela, the subject of Council's development consent 91/2008.

RECOMMENDATION That -

1. Council endorse the proposed road name as nominated by the letter of 10 October 2017 from LandTeam Australia, namely, "Greenridge Road".

BACKGROUND

On 15 September 2008, Council granted development consent 91/2008 for subdivision of Lot 7 DP1054873, Snake Gully Road, Curraweela to create ten lots, as well as carrying out of works for the purpose of a new road. A copy of the consent drawing is attached as Attachment 1.

REPORT

Council has received a letter from LandTeam Australia, nominating a proposed name for the new road in development the subject of development consent 91/2008. A copy of the letter is attached as Attachment 2.

The proposed road name is "Greenridge Road", as indicated on the plan attached to LandTeam's abovementioned letter. LandTeam suggests the proposed road name, "is in keeping with the locality and character of the area...and the first choice of the owners of the land".

The proposed road name is considered satisfactory with respect to the relevant provisions of Council's Street and Road Naming Policy, attached as Attachment 3.

POLICY IMPACT

Nil.

Environment and Planning

**PROPOSED ROAD NAME IN SUBDIVISION THE SUBJECT OF DEVELOPMENT
CONSENT 91/2008, LOT 7 DP1054873, SNAKE GULLY ROAD, CURRAWHEELA**
cont'd

OPTIONS

The Council may decide to endorse the proposed road name, refuse endorsement, or defer its decision in the matter.

FINANCIAL IMPACT OF RECOMMENDATIONS

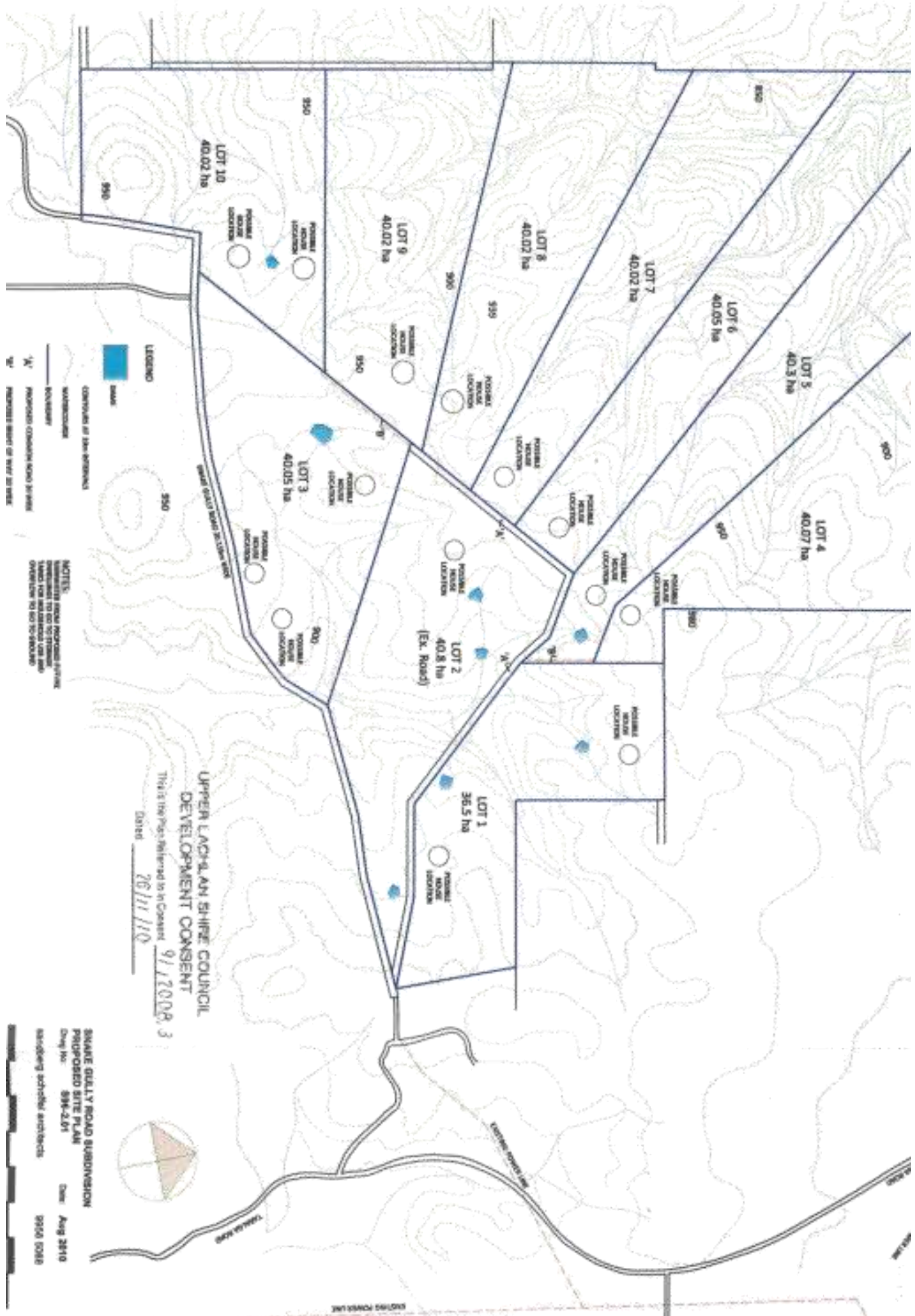
Nil.

RECOMMENDATION That -

1. Council endorse the proposed road name as nominated by the letter of 10 October 2017 from LandTeam Australia, namely, "Greenridge Road".

ATTACHMENTS

1. <u>↓</u>	DA 91/2008 consent drawing	Attachment
2. <u>↓</u>	LandTeam Australia letter nominating proposed road name	Attachment
3. <u>↓</u>	Street and Road Naming Policy March 2014	Attachment





LandTeam

FOCUSED. DRIVEN. NOW.

SOUTHERN TABLELANDS
 36 Montague St
 PO Box 1040
 Goulburn NSW 2580
 P: (02) 4821 1033
 E: goulburn@landteam.com.au
Land Team Australia PTY Limited ABN 55 300 285 592

Our Ref: 200248

10 October 2017

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

Dear Sir,

**RE: PROPOSED ROAD NAME
 DA 91/2008.3
 LOT 7 DP 1054873
 SNAKE GULLY ROAD, CURRAWHEELA**

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
12 OCT 2017
File No:

We wish to make application for the road name on behalf of our clients Sabamist Pty Ltd for the proposed road in the subdivision.


We wish to submit the name of "Greenridge Road". "Greenridge Road" is in keeping with the locality and character of the area. It's considered in keeping with Council's Road Naming Policy and the first choice of the owners of the land.

Also enclosed is a copy of a Sales Plan for the subject land identifying the new road and applicable name.

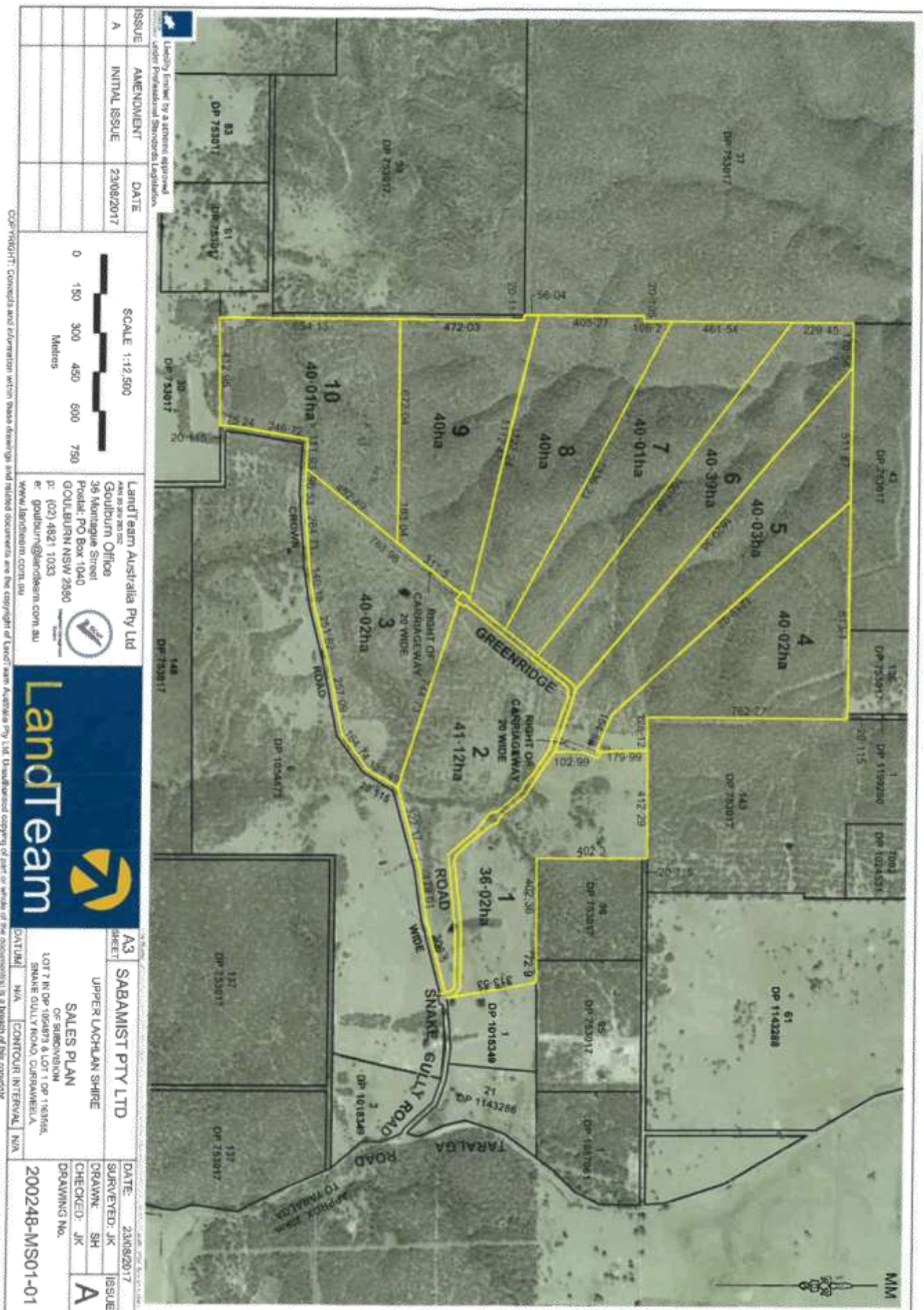
If you have any questions please contact our office on 4821 1033.

We look forward to hearing from Council.

For and on behalf of,
LandTeam


Justin Kell
 Director, Southern Tablelands Branch Manager
 Registered Surveyor, No 108





POLICY:-	
Policy Title:	Street and Road Naming Policy
File reference:	
Date Policy was adopted by Council initially:	28 August 2008
Resolution Number:	242/08
Other Review Dates:	21 November 2013
Resolution Number:	362/13
Current Policy adopted by Council:	20 March 2014
Resolution Number:	54/14
Next Policy Review Date:	2016

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

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

Objective

The objective of this document is to provide consistent format to be followed for the naming of public road in Upper Lachlan Local Government Area.

Definitions

Classified Road means any of the following:

- (a) a main road;
- (b) a state highway;
- (c) a freeway;
- (d) a controlled access road;
- (e) a secondary road;
- (f) a tourist road;
- (g) a tollway;
- (h) a state work.

Local Newsletter in relation to a particular locality, means a newspaper circulating in the locality at intervals of not more than 14 day.

Public Road means:

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

Roads Authority means a person or body that is, by or under the Roads Act 1993, declared to be a roads authority and in relation to a particular public road, means the authority for that road.

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

A roads authority has such functions as are conferred on it by or under the Roads Act 1993 or any other Act or law.

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

Road Names

Selection

1. Road names should be unique within local government areas and adjacent local government areas.
2. Roads crossing council boundaries should have a single and unique name.
3. Preferred sources for road names include:
 - a. Aboriginal names
 - b. local history
 - c. early explorers, pioneers, settlers and other eminent persons
 - d. war / casualty lists
 - e. thematic names such as flora, fauna or ships.
4. Names should be appropriate to the physical, historical or cultural character of the area concerned.
5. Names selected from Councils approved list should be chosen from the appropriate locality list.
6. The origin of each name should be clearly state and subsequently recorded.
7. The local Aboriginal Land Council should be consulted when choosing Aboriginal names unless council already has an agreed upon list of appropriate names.
8. Names of living persons should not be used.
9. Names which are characterised as followed are to be avoided
 - a. Offensive or likely to give offence
 - b. Incongruous – out of place
 - c. Commercial or company

Grammar

1. Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.
2. Unduly long names and names composed of two or more words should be avoided.
3. A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
4. Whilst street and cul-de-sac names should only have one word it is recognised that some roads require a two word name because of their geographic relationship eg; New England Highway.

5. Roads with double destination names should be progressively renamed.
6. Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted. Place names shown on Central Mapping Authority topographic maps are approved names unless specifically excepted in the map legend or in exceptional circumstances where the name has been changed subsequent to the publication of the map.
7. Where names have changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form; that spelling which is sanctioned by general usage should be adopted.
8. Generally road names proposed or approved should not contain abbreviations: eg the 'Creek' in Wallaby Creek Road must not be abbreviated.

Note: There is one exception to this: "ST" should always be used in place of "Saint".

9. The apostrophe mark' must be omitted in the possessive case eg. "Smith's Road" should be "Smiths Road".
10. It is further preferable to delete a possessive "S" unless the euphony becomes harsh eg. "Smith Road"
11. The use of hyphens should be avoided.

Road Type Suffix

1. Road names should contain an appropriate road type suffix.
2. Assistance to both the motoring and pedestrian public should be a consideration in making a suffix choice.
3. When a type of suffix with a geometric or geographic connotation is chosen ensure that it generally reflects the form of the road; for example: Crescent – a crescent or half moon, rejoining the road from which it starts: Esplanade – open level and often along the seaside or a river.
4. For a cul-de-sac use Place, Close, Court or a type suffix of similar connotation.
5. The use of a compass point prefix or an additional suffix such as "north" or "extension" should be avoided.

Road Naming Procedure

General

A roads authority may name and number all public roads for which it is the roads authority excluding any freeway or Crown road and any public road for which some other public authority is declared by the regulations to be roads authority (Refer to Appendix 1 for a flow diagram).

Notices

1. When naming or renaming a road, the roads authority must carry out the following (in accordance with Roads Act 1993 and Roads (General) Regulation 2000:
 - i. The Geographical Names Board must be given at least one month's notice of the proposed name.
 - ii. A notice of the proposal must be published in a local newspaper;
 - iii. A notice of the proposal must be served on:
 - Australia Post
 - The Registrar-General
 - The Surveyor-General
 - RMS (only in the case of a classified road)
2. The notice must state that written submissions on the proposed name may be made to the roads authority and must specify the address to which, and the date by which, any such submission should be made.
3. Any person may make a written submission to the roads authority on its proposal to name or rename a road.
4. If, after considering any submissions duly made to it, the roads authority decides to proceed with the proposed name, the roads authority must:
 - i. Publish notice of the new name in the Gazette and in a local newspaper, giving (in the case of a new road being named for the first time) a brief description of the location of the road; and
 - ii. Inform, by a notice including sufficient particulars to enable the road to be identified, the following:-
 - Australia Post
 - The Registrar-General
 - The Surveyor-General
 - RMS (only in the case of a classified road)

Objections

1. A roads authority may not proceed with a proposal to name or rename a road against an objection made by Australia Post, the Registrar-General,

the Surveyor-General, or (in the case of a classified road) the RMS, except with the approval of the Minister (s10 Roads (General Regulation) 2000).

2. Objections submitted by the public must be addressed.

Records Required

1. A roads authority must keep a record of the public roads for which it is the roads authority. This record must be available for inspection by members of the public, free of charge, during the normal business hours of the roads authority.
2. The record must contain the following for each public road (in accordance with s169 Roads Act 1993):
 - i. its location;
 - ii. the name and number (if any) given to it by the roads authority;
 - iii. the reference of any plan in accordance with which its boundaries or levels have been fixed or varied by the roads authority;
 - iv. such other particulars as may be prescribed by the regulations.

Road Naming by Dedication

1. Notwithstanding the above, roads may be named by a quicker method under s9 Roads Act 1993. A person may open and name a public road by causing a plan of subdivision or other plan that bears a statement of intention to dedicate specified land as a public road to be registered in the office of the Registrar-General. See diagram below.

On registration of the plan, the land is dedicated as a public road.

2. The applicant should must submit the road names to the roads authority for consideration prior to lodgement of the plan, to ensure the name is suitable. Council will approve the name to be used for the road.

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

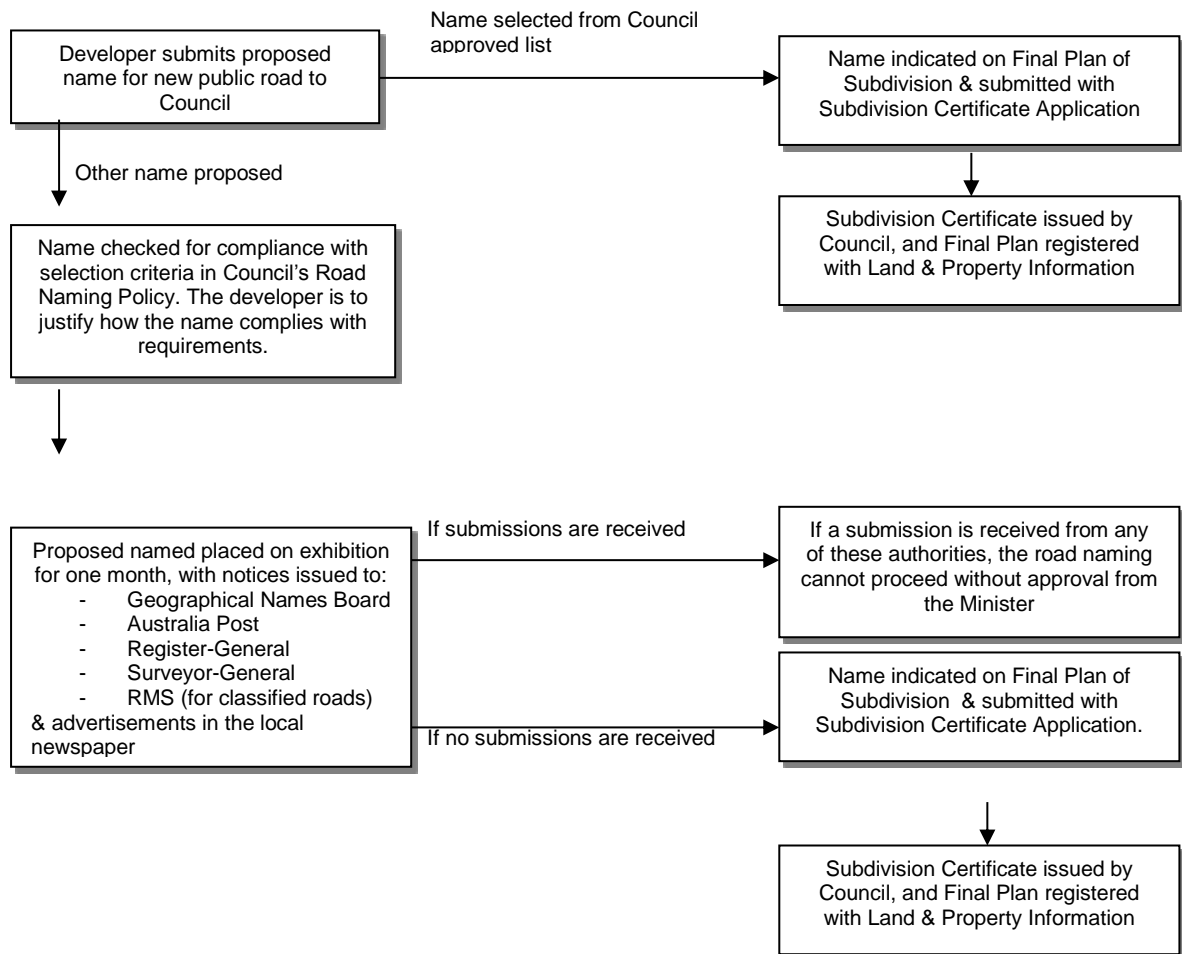
The following Legislation and Council Policies and documents that are relevant to this Policy include:-

Geographical Names Act 1966
Road Act 1993
Road (General) Regulation 2000
Crown Land Act
Environment & Plan Act 1979

Local Government Act 1993
Transport Administration Act 1988
Surveying & Spatial Information Act 2002
Surveying & Spatial Information Regulation 2012
Road Management Policy
Asset Management Policy
Rural Addressing Policy
Acquisition of land
Advertising in Council's Newsletter Policy
Release of Subdivision plans

APPENDIX 1 – FLOW CHART

FLOW CHART



10 WORKS AND OPERATIONS

The following items are submitted for consideration -

10.1	Works In Progress - Construction & Maintenance	84
10.2	Proposed Road Closure under the Roads Act 1993 Lots 1 to 8 inclusive DP 1186912 Reids Flat Road, Bigga	88
10.3	Crown Land Reserves - Grabben Gullen	93
10.4	Closure of Public Road Reserve Collector - west of lot B DP 379906	115
10.5	Water Supply and Sewerage Services Update	121
10.6	Road Closure Application - Boongarra Road	124
10.7	Hydrotherapy Pool Presentation	135
10.8	Christmas in the Park Presentation	143
10.9	Emergency Services Access	145
10.10	Adoption of Engineering Plan Checking Fees	147
10.11	Proposed Acquisition of Crown land for Road under the Land Acquisition (Just Terms Compensation Act 1991) on MR 248 East Laggan - Taralga Road near Commissioners Creek.	150
10.12	Works In Progress - Technical & Managerial	156

Works and Operations - 16 November 2017

ITEM 10.1 **Works In Progress - Construction & Maintenance**

FILE REFERENCE I17/611

AUTHOR **Manager of Works**

ISSUE

This Works and Operations Department report provides Council with details regarding the construction and maintenance work in progress.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

It is a routine report on the progress of ongoing capital and maintenance works.

REPORT

Council is recording customer requests including routine requests from Councillors into the Customer Request Management (CRM) system to ensure appropriate and timely allocation of resources. This is to ensure that a response is provided within 3 weeks as to when these requested works can be undertaken unless the requested works can be undertaken earlier, in accordance with the Council's Service Delivery Policy.

Council has received various road service requests for grading maintenance, pothole repairs, drainage maintenance and vegetation maintenance frequently. Works are being attended to in a priority order using the CRM system.

In addition to maintenance requests Council is undertaking various capital works projects.

Details of the major current projects are set out below:-

1. MR54 Segment 600, Junction Point Road reconstruction and initial sealing, segment length 5.3km

Council successfully completed sealing of stage 4 on 16 October 2017, a 900m section.

Council has now commenced earthworks on stage 5, which is the final 950m of initial seal on Junction Point Road. Sealing of this section is scheduled for December 2017, weather permitting and ancillary items such as crash barrier and line marking are scheduled for early in 2018.

2. MR256 Abercrombie Bridge Replacement Project

This timber bridge replacement project is co-funded by Infrastructure NSW Restart NSW programme and the Department of Infrastructure and Regional Development Bridges Renewal program.

The Review of Environmental Factors (REF) is now complete. However, due to delays with finalising the REF, an extension of time from both Infrastructure NSW Restart NSW programme and the Department of Infrastructure and Regional Development Bridges Renewal program was approved to 30 June 2018.

An application for an Aboriginal Heritage Impact Permit (AHIP) is now being processed by the Office of Environment and Heritage.

Whilst the AHIP is being approved, Council staff are proceeding with seeking quotations to complete the bridge replacement.

It should be noted that physical works on the southern side of the bridge will not be able to commence until the AHIP is issued and on the northern side works are not permitted to commence within the Abercrombie River National Park until a revocation process is finalised.

3. MR52 "Devil's Elbow" Realignment

The Devil's Elbow realignment project is co-funded by the Australian Government Black Spot Program, NSW Government Fixing Country Roads program, Australian Government Heavy Vehicle Safety and Productivity Program and Council.

Council has established its construction gang in early November and they will now progress with the earthworks activities.

Works are scheduled to finish by March 2018 at an estimated cost of \$1,079,080 and this is being closely monitored as works progress.

4. MR52 Gundaroo Road Rehabilitation

The Gundaroo Road rehabilitation is co-funded by the Regional Road Repair Program and Upper Lachlan Shire Council.

This 1.6km section is located at 7.3km to 8.9km south of Gunning and connects to a section completed in 2016/2017.

Works will involve drainage extensions and improvements, vegetation clearing, pavement strengthening, bitumen sealing and improved delineation via line marking and signage.

Works are expected to commence mid-November and be completed by April 2018.

Works and Operations

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Routine Grading Maintenance

Council is receiving regular service requests for maintenance grading. The condition of unsealed roads change. Council's staff are reviewing the conditions of the unsealed road network and as such this program is subject to change depending on road conditions and weather at a point in time.

Council's proposed draft maintenance grading program for the upcoming month is as follows:-

Works in Progress

1. Grabine Road;
2. Golspie Area;
3. Fish River Road;
4. Rugby Road - Dalton to Bevendale.

Scheduled Works

1. Foggs Crossing, Reids Flat, Greenmantle Roads;
2. Wombeyan Caves Road;
3. Bevendale Area;
4. Redground and Redground Heights area.

Other Construction and Maintenance Works

Other Works in Progress / scheduled

1. Grass slashing in Tuena, Binda, Grabben Gullen, Crookwell Airstrip, Crookwell town and Collector;
2. Continuation of local, regional and urban reseal program;
3. Continuation of the Colyer Street kerb and gutter minor repairs;
4. Continuation of the Laggan Road to Oram Street drainage improvements;
5. Heavy patch repairs on Woodhouselee Road, between MR54 and the Crookwell Developments access to the Windfarm. Works undertaken by BMD on behalf of Crookwell Developments;
6. Bitumen reseal preparation works such as shoulder grading on selected reseal sections;
7. Council will be undertaking heavy patch repairs on Woodhouselee, Jerrawa, Rugby, Sapphire and Bigga Roads;
8. Roadside growth control by chemical or slashing on selected local roads. These works are undertaken to restrict vegetation growth on rural roadsides and intersections;
9. Improvements to road verge in Walsh Street, Taralga near the showground.

Works and Operations

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Works Completed

In addition to the major projects underway as detailed above, Council has also completed:-

1. Pavement rehabilitation on Bevendale Road, near Clarevale Road;
2. Pavement rehabilitation on Golspie Road, near Stonequarry Road
3. Gravel re-sheeting on Rugby and Walsh's Roads;
4. Replacement of the Clifton Park Cricket nets including renewing the concrete wicket. Note synthetic surface and net to be completed;
5. Straightening of sign posts in Taralga and Crookwell;
6. Storm restoration works on Rugby Road and on MR54 at Wrens Nest Creek;
7. Grass slashing in Dalton and Gunning;
8. Tree trimming and removal in Orchard Street Taralga (near shop and Bowling Club);
9. Improvements to disabled parking in Crookwell near Senior Citizens building, Hospital, Spring Street car park;
10. Roadside growth control by chemical on State and Regional Roads.

POLICY IMPACT

Council developed a strategy to deal with drainage issues arising in unsealed roads and it is being implemented gradually to the workforce as they are inducted.

Additionally, all works requests are now being channelled through the CRM for timely finalisation and record keeping.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Capital and Maintenance works are funded through the annual Operational Plan (Budget). Changes to the funds are reported to the Council through separate reports.

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

Works and Operations - 16 November 2017

ITEM 10.2 **Proposed Road Closure under the Roads Act 1993 Lots 1 to 8 inclusive DP 1186912 Reids Flat Road, Bigga**

FILE REFERENCE **I17/597**

AUTHOR **Design Engineer**

ISSUE

This report advises Council of sections of road on Reids Flat Road west of Bigga located inside the fenced road boundary of the adjoining landowner's property. These sections are highlighted blue on the two attached diagrams shown as Lots 1 to 8 DP 1186912. It is intended to transfer these parcels to the adjoining land owners as compensation as part of a Road Closure application with the Department of Industry - Lands.

RECOMMENDATION That –

1. Council close as a Public Road, that part of Reids Flat Road at Bigga, known as Lots 1 to 8 inclusive DP 1186912 under the Roads Act 1993 and, upon closure, transfer the lands to the adjoining landowners as compensation for land acquired for road widening.
2. That the Mayor and General Manager be authorised to sign and affix Council's seal to any transfers of Lots 1 to 8 inclusive DP 1186912 to the adjoining landowners, as required.

BACKGROUND

Approximately 19 years ago, the former Crookwell Shire Council realigned, widened and sealed part of Reids Flat Road west of Bigga. The scope of the works required realigning the road and acquiring land from the adjoining landowners with some parts of the old road being closed and returned to adjacent landowners.

More recently, Council's solicitors have been engaged to finalise the land transactions.

REPORT

1. It will be necessary to close the parcels identified as Lots 1 to 8 inclusive DP 1186912 as shown on the diagram as attachment 1 & 2.
2. Council has already completed an application to close these parcels of public road shown as Lots 1 to 8 inclusive DP 1186912 under the Roads Act 1993.
3. This Council Report and Resolution will be returned to Council's solicitor who will lodge the application with the Department of Industry - Lands on behalf of Upper Lachlan Shire Council.

Works and Operations

PROPOSED ROAD CLOSURE UNDER THE ROADS ACT 1993 LOTS 1 TO 8 INCLUSIVE DP 1186912 REIDS FLAT ROAD, BIGGA cont'd

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

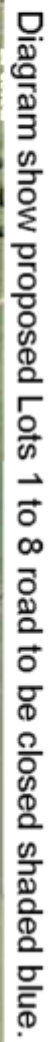
Compensation has been paid to the affected landowners in accordance with Council's policy.

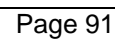
RECOMMENDATION That –

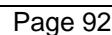
1. Council close as a Public Road, that part of Reids Flat Road at Bigga, known as Lots 1 to 8 inclusive DP 1186912 under the Roads Act 1993 and, upon closure, transfer the lands to the adjoining landowners as compensation for land acquired for road widening.
2. That the Mayor and General Manager be authorised to sign and affix Council's seal to any transfers of Lots 1 to 8 inclusive DP 1186912 to the adjoining landowners, as required.

ATTACHMENTS

1. ↓	Diagram showing aerial photograph of sections of road proposed to be closed.	Attachment
2. ↓	Deposited Plan DP 1186912	Attachment







Works and Operations - 16 November 2017

ITEM 10.3 **Crown Land Reserves - Grabben Gullen**

FILE REFERENCE **I17/635**

AUTHOR **Director of Works & Operations**

ISSUE

There are various paper roads within the Local Government Area that require determination in a strategic manner.

RECOMMENDATION That –

1. Council transfer the marked section of Crown road on formed road to Public road (as marked in maps 1), and
2. Council review the property owners' access to driveways constructed on Crown Road Reserves in Rose Street, Cambria Street and the section of Hewitts Lane, Grabben Gullen (as marked on maps 2.)

BACKGROUND

This report outlines a strategy to deal with Public and Crown road located within the various townships in the Local Government Area.

On the 8 August 2017 a complaint was received by Council concerning road works on Crown Road adjacent to a property. The customer was referred to the Department of Primary Industries – Lands.

On 6 September 2017 an email was received from Crown lands regarding Caledonia Road, Grabben Gullen, this email advised that the Department of Industry – Lands and Forestry would accept a transfer application for this Crown Road to Upper Lachlan Council as discussed.

An email from the Crown Lands to the Manager of Works indicated a number of other Crown roads in the village of Grabben Gullen which could potentially be transferred to Council, Lisa Breen from Crown lands was to supply council with a map of these.

REPORT

1. Staff met to discuss location of these Crown road and access requirements of residents within the village of Grabben Gullen. The meeting members agree on the following:
 - a. Develop a maps of Crown road reserves in the village;
 - b. Identify the roads that have been formed and dedicated to Council with sections remaining as crown reserves;

Works and Operations

CROWN LAND RESERVES - GRABBen GULLEN cont'd

- c. Identify roads where development applications could be lodged in 5-10 years;
 - d. Identity Crown roads reserves not required for public access.
2. The Director of Environment & Planning advised the following relating to Rose Street, Grabben Gullen:
 - If a DA for a building is lodged the applicant has the responsibility to transfer and dedicate the road as a Public Road Reserve (section 10.2.3 of Development Control Plan 2010 Amendment 2).
3. The Asset & Risk Coordinator completed file note with maps as listed above for b, c & d. This information was sent to the Director of Environment and Planning and the Manager of Works for review and comment.
4. The Design Engineer has emailed Crown Lands, Goulburn to clarify the driveways on Rose Street, Grabben Gullen, regarding the complaint received on 8 August 2017.
5. Advice from Director of Environment & Planning on the closure of crown road / lane section in Grabben Gullen not required for public access was as follows:
 - Based upon Council's limited resources I do not believe that Council should undertake the process that is the responsibility of the Department of Industry until the Department of Industry has undertaken their strategic assessment.

POLICY IMPACT

Nil

OPTIONS

Selection for any of the following options either singularly or together:

1. Transfer the marked section of Crown road on formed road to Public road (as marked in maps 1).
2. Review the property owners access status of driveways constructed on Crown Road reserve Rose Street, Cambria Street and section of Hewitt's Lane (as marked in maps 2).
3. Transfer of Crown Road section of Rose Street, Cambria Street and section of Hewitt's Lane to Public Roads as marked in maps 2.
4. Close Crown road/lane sections in Grabben Gullen not required for Public access as marked in maps 3.




FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council transfer the marked section of Crown road on formed road to Public road (as marked in maps 1), and
2. Council review the property owners' access to driveways constructed on Crown Road Reserves in Rose Street, Cambria Street and the section of Hewitts Lane, Grabben Gullen (as marked on maps 2.)

ATTACHMENTS

1. 	Grabben Gullen Crown Road list & Maps 1	Attachment
2. 	Grabben Gullen Crown Road list & Maps 2	Attachment
3. 	Grabben Gullen Crown Road list & Maps 3	Attachment

Grabben Gullen Crown Road List & Maps 1

DATE: 4 October 2017

FROM: ASSET & RISK COORDINATOR – JOHN LEVIEN

Recommendation

Option to report to Council Crown road reserve on formed road to Public road only as marked in maps 1

Road list

List 1 - Transfer of the Crown road reserve to Council, section are on formed roads

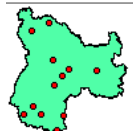
- Map 1.1 - Section of MR52 North Grabben Gullen Road from intersection Camp St & Range road in north to Davis lane in south
- Map 1.2 - Caledonia St, Grabben Gullen – from Cramp St to Rose St
- Map 1.3 - Britannia St, Grabben Gullen, Section of MR52 South Grabben Gullen Road
- Map 1.4 - Section of MR52 South Grabben Gullen Road, From Hewitts Rd in the north to Britannia St in the south Grabben Gullen



John Levien
ULSC Asset & Risk Coordinator
4 October 2017

MAP 1.1

0.00 0.02 0.04 0.06
kilometres



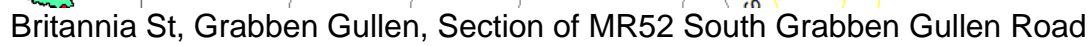
DP 1023250

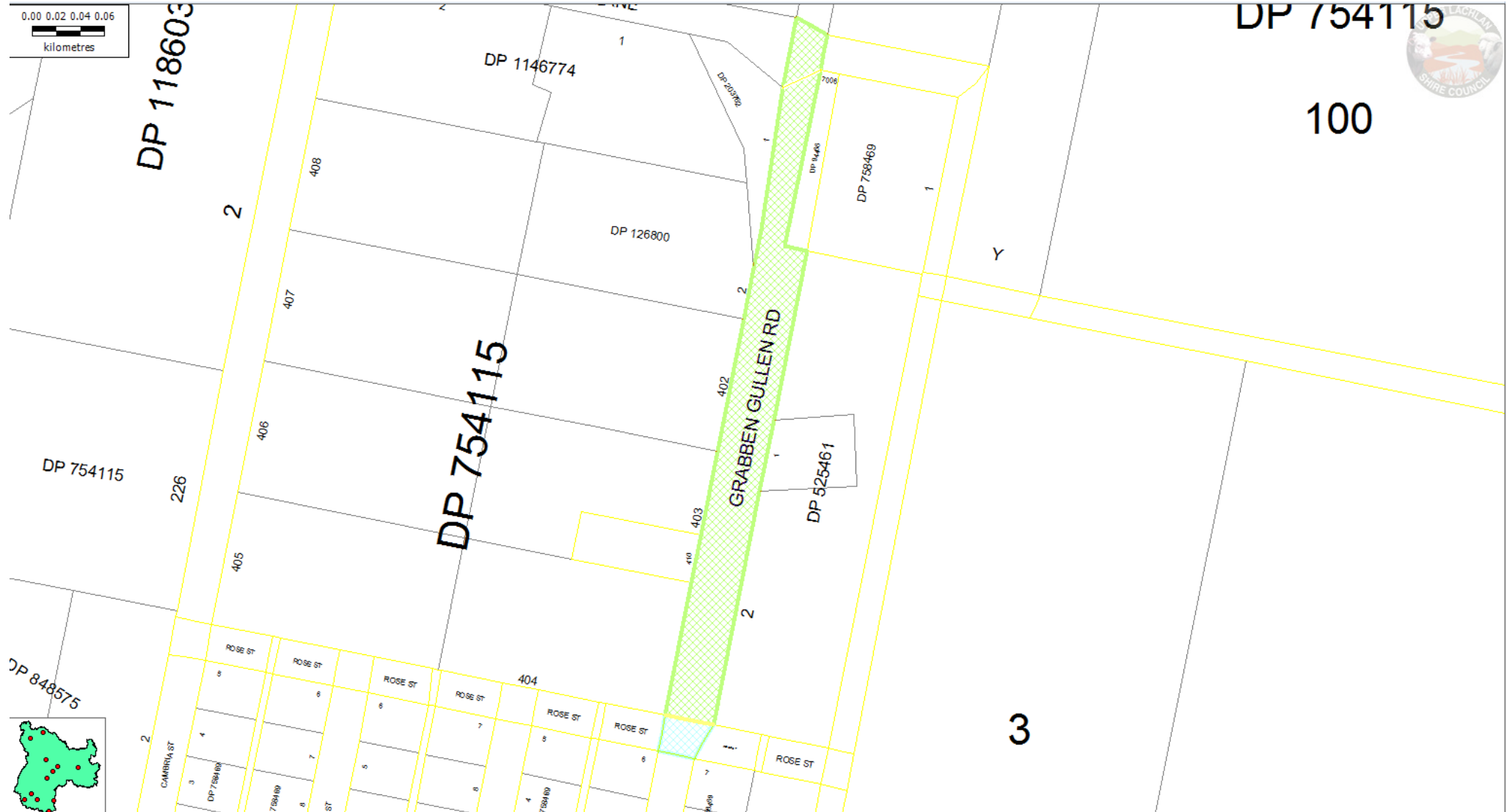
Section of MR52 North Grabben Gullen Road from intersection Camp St & Range road in north to Davis lane in south

0.00 0.02 0.04 0.06
kilometres



Caledonia St, Grabben Gullen – from Cramp St to Rose St



MAP 1.4

Section of MR52 South Grabben Gullen Road, From Hewitts Rd in the north to Britannia St in the south Grabben Gullen

Grabben Gullen Crown Road List & Maps 2

DATE: 4 October 2017

FROM: ASSET & RISK COORDINATOR – JOHN LEVIEN

Recommendation

Option report to Council Crown road reserve section review the property owners access status of driveways constructed on Crown Road reserve Rose St , Cambria St and section of Hewitts Lane as marked in maps 2

Option reported to Council Crown road reserve section to transfer of Crown road section of Rose St , Cambria St and section of Hewitts Lane to Public Roads as marked in maps 2

Road list

List 2 - Crown road reserve section for future development

- Map 2.1 - Section of Rose St, driveway access to lot 404, 405 and 226 DP 754115, with building development on lots 404 & 405 will require owns to develop road infrastructure
- Map 2.2 - Future development current driveway access to lot 226 DP 754115
- Map 2.3 - Section off Hewitts lane, Grabben Gullen from lot 214 DP 754115 in the west to lot 4 DP 11156547 in the west
- Map 2.4 - Section of Davis Lane, Grabben Gullen from MR52 S to south western corner of lot 97 DP 754115



John Levien
ULSC Asset & Risk Coordinator
4 October 2017

Ordinary Meeting of Council held on 16 November 2017

MAP 2.2

Future development current driveway access to lot 226 DP 754115

0.00 0.03 0.06 0.09
kilometres



Ordinary Meeting of Council held on 16 November 2017

Ordinary Meeting of Council held on 16 November 2017

Grabben Gullen Crown Road List & Maps 3

DATE: 4 October 2017

FROM: ASSET & RISK COORDINATOR – JOHN LEVIEN

Recommendation

Option reported to Council to close crown road reserves section not required for Public access

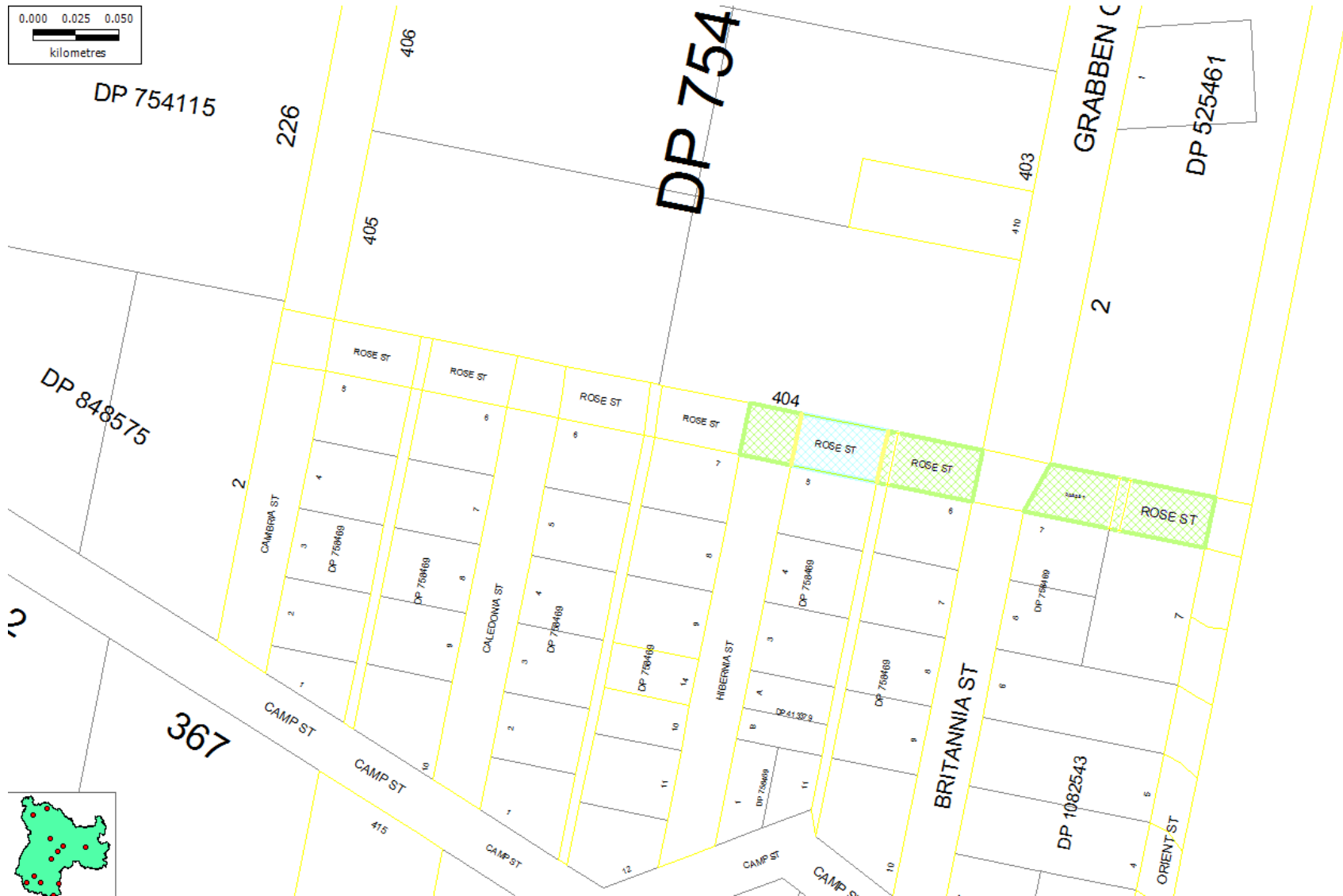
Road list

List 3 - Recommend to close crown road reserves section

- Map 3.1 - Section of Rose St, Grabben Gullen, for closure
- Map 3.2 - Section of Cambria St, Grabben Gullen from Camp St to Rose St, for Closure
- Map 3.3 - Crown road lane reserve for Closure, section between Camp St & Rose St
- Map 3.4 - Crown road lane reserve for Closure, section between Camp St & Rose St
- Map 3.5 - Hibernia St Crown road reserve for Closure, section between Camp St & Rose St
- Map 3.6 - Crown road lane reserve for Closure, section between Camp St & Rose St
- Map 3.7 - Crown road lane reserve for Closure, section on boundary southern of lot 208 DP 754115
- Map 3.8 - Orient St Crown road reserve for Closure, section between the intersection of Camp St & Range Road in south to lot 2 DP 135113 in north, along bound of lot 2 DP 135113 westbound to MR52 south Grabben Gullen road.

John Levien
ULSC Asset & Risk Coordinator
4 October 2017

A scale bar with three segments. The first segment is black and labeled '0.000'. The second segment is white and labeled '0.025'. The third segment is black and labeled '0.050'. Below the bar is the word 'kilometres'.

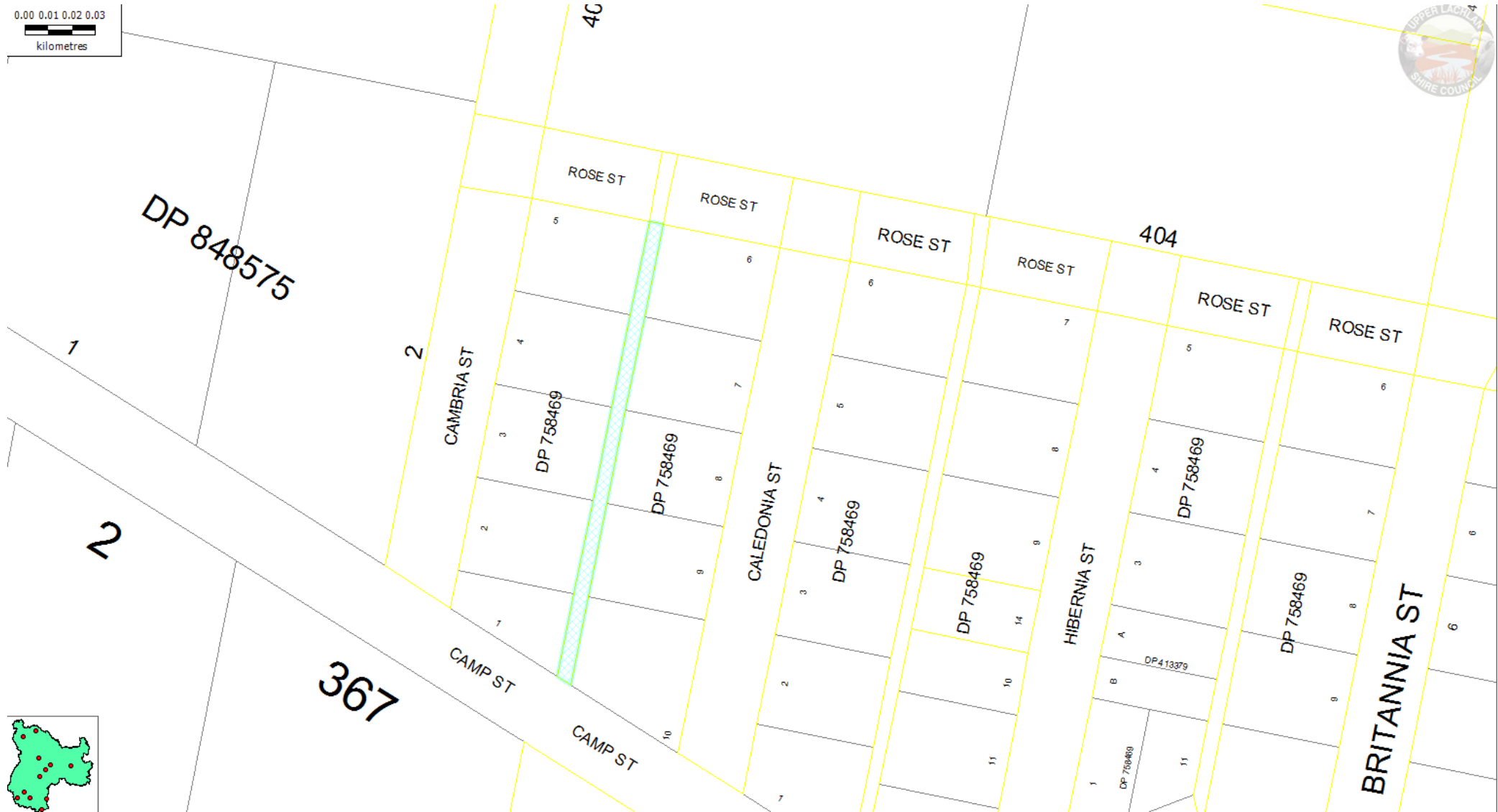


MAP 3.2

Section of Cambria St, Grabben Gullen from Camp St to Rose St, for Closure

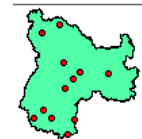
MAP 3.3

0.00 0.01 0.02 0.03
kilometres

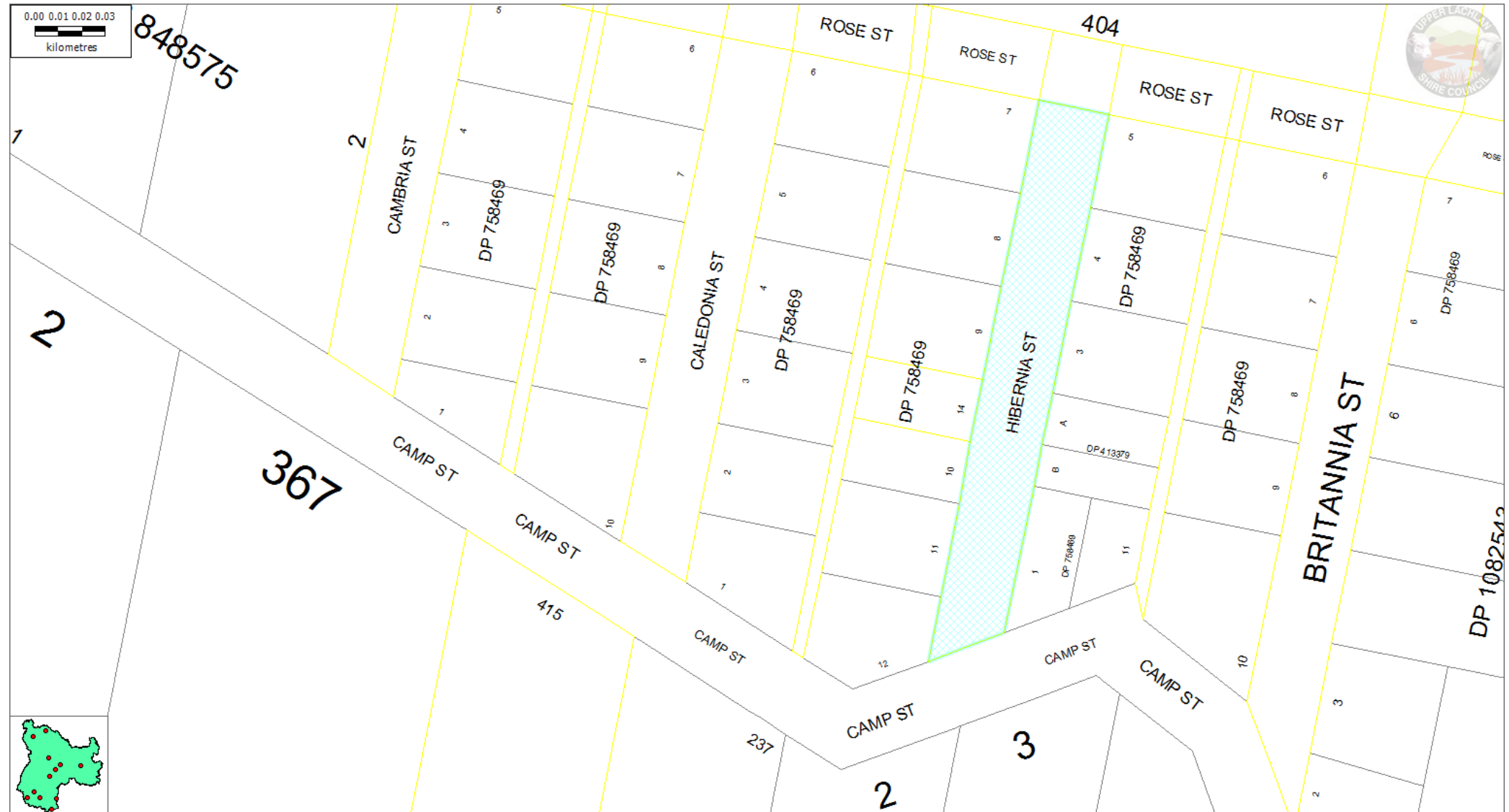


Crown road lane reserve for Closure, section between Camp St & Rose St

0.00 0.01 0.02 0.03
kilometres



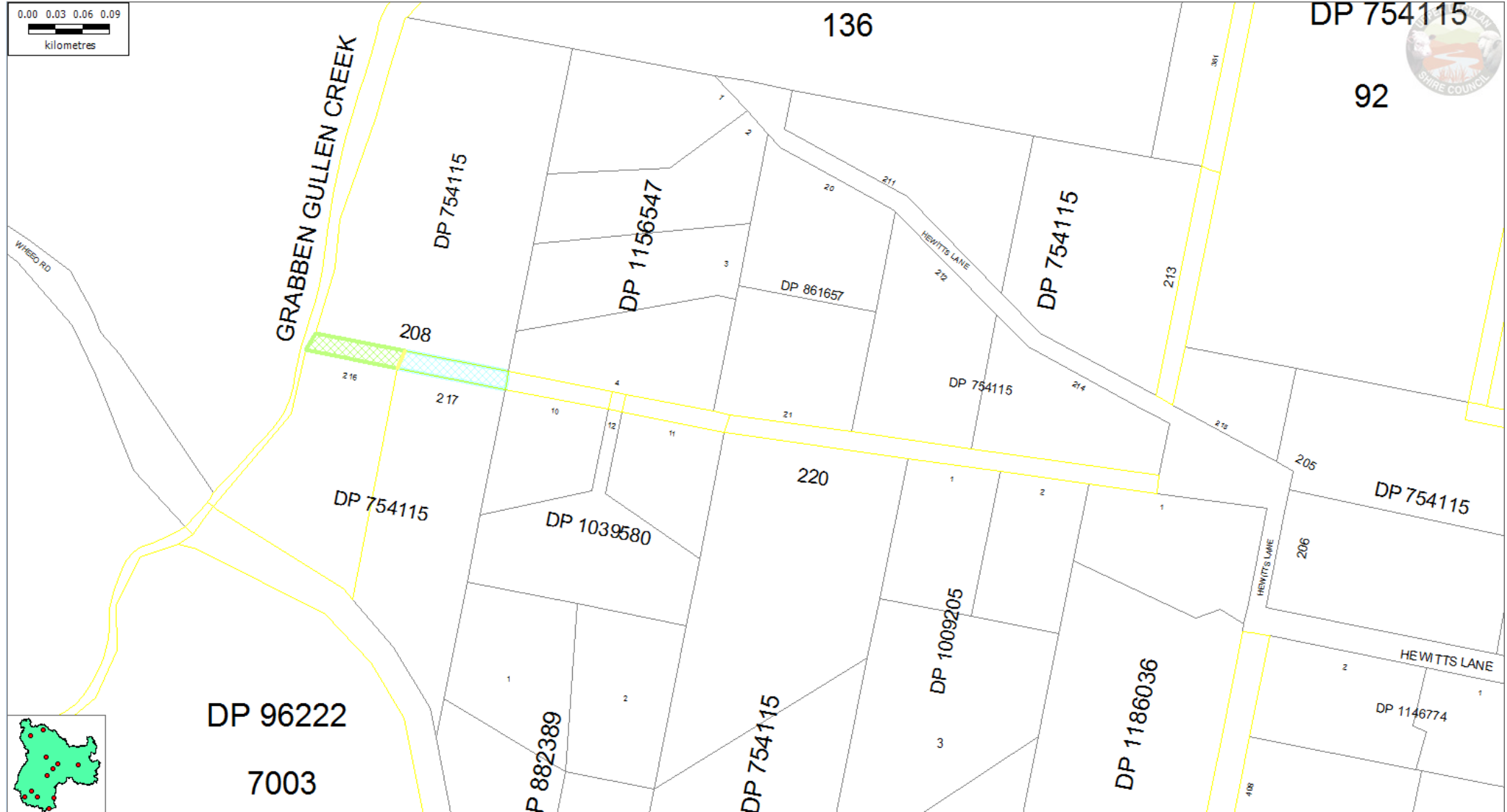
Ordinary Meeting of Council held on 16 November 2017

MAP 3.5

Hibernia St Crown road reserve for Closure, section between Camp St & Rose St

[illegible]

Ordinary Meeting of Council held on 16 November 2017

MAP 3.7

Crown road lane reserve for Closure, section on boundary southern of lot 208 DP 754115

Ordinary Meeting of Council held on 16 November 2017

Works and Operations - 16 November 2017

ITEM 10.4 **Closure of Public Road Reserve Collector - west of lot B DP 379906**

FILE REFERENCE **I17/636**

AUTHOR **Director of Works & Operations**

ISSUE

Request to close a Public Road Reserve in Collector.

RECOMMENDATION That -

1. Council lodges an application with NSW State Government requesting closure of the road reserve - west of lot B DP 379906;
2. Council authorise Assets and Risk Coordinator to implement Council's decision.

BACKGROUND

Council has received from Mr Andre & Helen De Bruin of 9 Church Street, Collector the 14 September 2017 an application to close part of a paper road. A copy of this record is attached as Attachment 1 showing the proposed road closure as the shaded area.

This report recommends the closure of this paper road as it is surplus to the community's current needs and there is no identified future use for this land.

REPORT

The Parish Map shows the lanes as Public Road Reserves, requiring Council approval to close the road reserves. Council has advised the applicants that their request has been referred to Council for a decision.

POLICY IMPACT

Council do not maintain paper roads, this is consistent with other regional and rural local councils in NSW. It is good practice to reduce Council's liability and a better use of funds for the closure to be at the expense of the applicant.

Following Council processes, such applications are then referred to the NSW Government for closure and record keeping of ownership. Once the road is closed, the land ownership can be transferred to the community.

As a routine matter, if community funds are not used on a road, the ownership after closure can revert back to the Crown and Council does not receive any compensation.

Works and Operations

CLOSURE OF PUBLIC ROAD RESERVE COLLECTOR - WEST OF LOT B DP 379906 cont'd

OPTIONS

1. Reject application - not recommended.
2. Approve Public Road Reserve Closure – This option is recommended as it reduces Council's liability exposure.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil as all costs responsibility of applicant. Council is not expected to receive any money as a result of the transfer of ownership.

RECOMMENDATION That -

1. Council lodges an application with NSW State Government requesting closure of the road reserve - west of lot B DP 379906;
2. Council authorise Assets and Risk Coordinator to implement Council's decision.

ATTACHMENTS

1. ↓	Andre & Helen De Bruin - E-mail Response - Request to Close Roads - Subdivision Collector - Road Mark Up	Attachment
----------------------	--	------------

From: helen@themachinistswife.com.au
Subject: Re: lot 8 DP 379906.pdf Unconstructed Council Roads
Date: 17 October 2017 5:24 pm
To: Craig Smart CSmart@upperlachlan.nsw.gov.au

Hello Craig

Many thanks for your email.

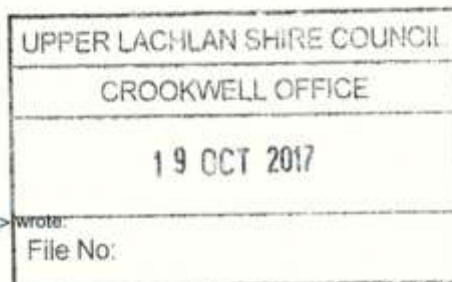
I have marked the map below, as requested, but as I scan it, the image is very dark, and I doubt you will be able to view it properly. I will therefor send it in the mail.

I've also printed out the application for road closure, but will obviously only complete it when I hear back from you.

I'm enclosing this email with the shaded out map, for your reference.

Thanks and regards

Helen De Bruin



On 22 Sep 2017, at 3:14 pm, Craig Smart <CSmart@upperlachlan.nsw.gov.au> wrote:

Andre & Helen

Attached is a map , could you please shade the section proposed for closure and return to Council.

Once received I will discuss this matter with the Director Of Works & Operations and reply to your request seeking Councils written consent.

The website Six Maps as discussed is <http://maps.six.nsw.gov.au/> for mapping .

The Crown Roads website is http://www.crownland.nsw.gov.au/crown_lands/roads

The application form is :

[http://www.crownland.nsw.gov.au/_data/assets/pdf_file/0003/651180/AT -
Road Closure Public Road Closure Application general Aug 2014.pdf](http://www.crownland.nsw.gov.au/_data/assets/pdf_file/0003/651180/AT_-_Road_Closure_Public_Road_Closure_Application_general_Aug_2014.pdf)

Regards

Craig Smart
Design Engineer

Upper Lachlan Shire Council
PO Box 10, Crookwell, NSW, 2583

Ph. (02) 4830 1011
Fax (02) 4830 1055
csmart@upperlachlan.nsw.gov.au

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

<lot 8 DP 379906.pdf>

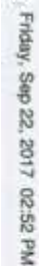
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Fri, 9 Sep 2017 3:12 PM



Works and Operations - 16 November 2017

ITEM 10.5 **Water Supply and Sewerage Services Update**

FILE REFERENCE I17/610

AUTHOR **Manager of Operations**

ISSUE

Provide Council with an update on water supply and sewerage services.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

Water supply and sewerage services update.

REPORT

Water Treatment and Consumption

Water supply usage data for Council's four serviced towns is presented in the following table.

Table 1 Water Usage

October 2017

Town	Total Usage (ML)	Average Daily Usage (kL/day)	Trend (kL/day)	Storage Capacity %
Crookwell	27.6	890	+124	100
Gunning	12.8	413	+27	100
Dalton	2.2	71	+5	100
Taralga	5.7	183	+10	100

Water consumption remains steady, consistent with the season conditions. All water storages remain full to capacity.

Routine bacteriological and chemical water tests undertaken at Crookwell, Gunning, Taralga and Dalton town water supplies are continuously meeting the requirements of the Australian Drinking Water Guidelines.

Water systems in the respective towns are operating well.

Works and Operations

WATER SUPPLY AND SEWERAGE SERVICES UPDATE cont'd

Wastewater Treatment and Production

Wastewater production data for Council's three serviced towns is presented in the following table.

Table 2 Wastewater Production

October 2017

Towns	Total Flow (ML)	Average Daily Production kL/day	Trend kL/day
Crookwell	25.4	819	-79
Gunning	3.7	119	-11
Taralga	3.2	103	-10

Flows remain low on account of the dry conditions.

The Crookwell, Gunning and Taralga Sewerage Treatment Plants are operating effectively with effluent quality produced at the respective plants complying with EPA requirements.

Maintenance Activities

Maintenance tasks undertaken include mains flushing, the repair of leaking water services and maintaining and servicing treatment and pumping equipment.

Capital Projects

Crookwell Water Supply Upgrade

Construction, demonstration and testing completed. New system to be connected to town week commencing 6 November 2017 with no impacts on customers expected.

The project remains within budget and in accordance with the project and funding programs. Council staff are currently negotiating with infrastructure NSW seeking an extension in scope of the project to utilise surplus funds which have resulted from costs savings in the project.

These works are part of the \$7M Crookwell Water Supply Upgrade Project, funded by Council's Water Fund reserve and the NSW Governments Restart NSW Fund Water Security for Regions Program.

POLICY IMPACT

Nil

OPTIONS

Nil

Works and Operations

WATER SUPPLY AND SEWERAGE SERVICES UPDATE cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

The works planned and undertaken are funded within the 2017/18 Operational Plan and major changes are notified through a separate report.

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

Works and Operations - 16 November 2017

ITEM 10.6 **Road Closure Application - Boongarra Road**

FILE REFERENCE **I17/609**

AUTHOR **Director of Works & Operations**

ISSUE

This report provides Council with an update on a Road Closure Application for Boongarra Road, Crookwell.

RECOMMENDATION That -

1. Council writes to NSW Department of Industry (Lands) to transfer closed section of Boongarra Road as compensation to the adjoining land owner, and create an easement over, the whole of Lot 6 DP 1200964 in favour of Lot 3 DP 1163350.
2. Council authorises the General Manager and the Mayor to execute the transfer and affix Council's seal to the necessary documents concerning same, as required

BACKGROUND

On 16 February 2012 Council resolved that;

1. Council receive and note the report regarding the road reserve for Boongarra Rd.
2. Council resolves to dedicate a road reserve for Boongarra Road over the track traversed by the existing road.

REPORT

Council has recently received correspondence from the NSW Department of Industry (Lands) advising that a revised signed Council report is to be provided and include a copy of the relevant Council meeting minutes that notes the proposed changes. The Attachments provide previous correspondence and map of the proposed changes.

It is proposed that the part road is to be transferred as compensation to the adjoining landholder, and Council confirm and request Lands that an easement is to be created over the whole Lot 6 DP 1200964 in favour of Lot 3 DP 1163350.

POLICY IMPACT

Procedural matter requiring Council resolution affirming Council's previous position. There is no change to the impact on the community.

OPTIONS

Nil




FINANCIAL IMPACT OF RECOMMENDATIONS

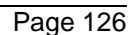
No additional funds are required for the implementation of this resolution.

RECOMMENDATION That -

1. Council writes to NSW Department of Industry (Lands) to transfer closed section of Boongarra Road as compensation to the adjoining land owner, and create an easement over, the whole of Lot 6 DP 1200964 in favour of Lot 3 DP 1163350.
2. Council authorises the General Manager and the Mayor to execute the transfer and affix Council's seal to the necessary documents concerning same, as required

ATTACHMENTS

1. 	Boongarra Road Closure Application	Attachment
2. 	Boongarra Road Closure	Attachment
3. 	Robert J McCarthy & Co - Broderick & Broderick - Boongarra Road Crookwell - Request for Transfers to be Re-Executed	Attachment


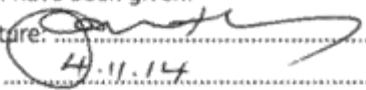




PLAN FORM 6 (2012)

WARNING: Creasing or folding will lead to rejection ePlan

DEPOSITED PLAN
ADMINISTRATION SHEET

Sheet 1 of 2 sheet(s)

Registered:  13.11.2014 Title System: TORRENS & CROWN LAND Purpose: SUBDIVISION & ROADS ACT, 1993	Office Use Only <div style="text-align: center; font-size: 2em; font-weight: bold;">DP1200964</div>
PLAN OF SUBDIVISION OF LOTS 133, 232 AND 240 IN DP 753042 AND PLAN OF ROAD CLOSURE UNDER ROADS ACT, 1993 AND PLAN OF FIRST TITLE CREATION	LGA: UPPER LACHLAN SHIRE Locality: LAGGAN Parish: KIAMMA County: GEORGIANA
Crown Lands NSW/Western Lands Office Approval I, <u>John William FLARREY</u> (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature:  Date: <u>4.11.14</u> File Number: _____ Office: <u>Goulburn</u>	Survey Certificate I, Paul Bayliss of CPC Land Development Consultants Pty Ltd, PO Box 70, GOULBURN NSW 2580 a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> , certify that: The land shown in the plan was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2012</i> , is accurate and the survey was completed on 23 October 2012 The part of the land shown in the plan being Lots 1, 2, 3 and connections was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2012</i> , is accurate and the survey was completed on 23 October 2012 the part not surveyed was compiled in accordance with that Regulation.
Subdivision Certificate I, <u>TINA DODSON</u> *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.109J of the <i>Environmental Planning and Assessment Act 1979</i> have been satisfied in relation to the proposed subdivision, new road or reserve set out herein. Signature:  Accreditation number: _____ Consent Authority: <u>UPPER LACHLAN SHIRE COUNCIL</u> Date of endorsement: <u>19 AUGUST 2014</u> Subdivision Certificate number: <u>23/2013</u> File number: <u>SC 23/2013</u> *Strike through if inapplicable.	*(a) The land shown in this plan was compiled in accordance with the <i>Surveying and Spatial Information Regulation 2012</i> . Signature:  Dated: 23/10/2012 Surveyor ID: 409 Datum Line: PM 152679 ~ PM 40299 Type: *Urban/*Rural The terrain is *Level-Undulating / *Steep-Mountainous.
Statements of intention to dedicate public roads, public reserves and drainage reserves. It is intended to dedicate the road to the public as public road, subject to the Right of Carriageway created in DP 1163350	Plans used in the preparation of survey/compilation. DP 186634 DP 413747 DP 1129413 DP 1163350 If space is insufficient continue on PLAN FORM 6A
Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A	Surveyor's Reference: 20215

LAN FORM 6A (2012)

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ePlan

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 2 of 2 sheet(s)

Office Use Only

Registered:  13.11.2014

PLAN OF SUBDIVISION OF LOTS 133, 232
AND 240 IN DP 753042 AND PLAN OF ROAD
CLOSURE UNDER ROADS ACT, 1993 AND
PLAN OF FIRST TITLE CREATION

Subdivision Certificate number: 23/2013


Date of Endorsement: 19/8/20104

Office Use Only

DP1200964

This sheet is for the provision of the following information as required:

- A schedule of lots and addresses - See 60(c) SSI Regulation 2012
- Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919
- Signatures and seals- see 195D Conveyancing Act 1919
- Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets


BERNARD WILLIAM BRODERICK

Lot No.	Street No.	Street Name	Street Type	Locality
N/A	N/A	N/A	N/A	N/A

If space is insufficient use additional annexure sheet

Surveyor's Reference: 20215



Department
of Industry
Lands

File Reference 15/11077
Account No: W561066

PO Box 2215, DANGAR NSW 2309
Phone: 1300 886 235
Fax: 02 4925 3517
roads.newcastle@crowland.nsw.gov.au
www.crowland.nsw.gov.au

21 November 2016

Upper Lachlan Shire Council
C/- Robert J McCarthy & Co
PO Box 6
CROOKWELL NSW 2583

Attention: Tim McCarthy

Dear Sir/Madam,

RE: Road Closure Application – Boongarra Road Crookwell Your Ref: TM:8994

I refer to your letter of 13 November 2016. As per the Departments letter of 3 December 2015 a signed Council report on the matter must be provided. The report can include a copy of the relevant Council meeting minutes.

The minutes provided in your letter relates to the dedication of a road reserve for Boongarra Road over the track traversed by the existing road.

The Council report should indicate the road is to be transferred as compensation to the adjoining landholder, and confirm an easement is to be created over the whole Lot 6 DP 1200964 in favour of Lot 3 DP 1136650.

Enquiries in relation to this matter can be directed to Carolyn Connell who can be contacted on 02 4925 4179 or via email carolyn.connell@lands.nsw.gov.au.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Carolyn Connell'.

Carolyn Connell
Department of Industry - Lands Business Centre

ROBERT J MCCARTHY & CO.

Solicitors

McCarthy Lawyers Pty Ltd
ABN: 52 612 991 821

88-90 Goulburn Street, Crookwell
PO Box 6 Crookwell NSW 2583

Telephone : (02) 48321055
Fax : (02) 48322194
Email: mail@rjmac.com.au

PRINCIPAL
Tim McCarthy B Com LLB

ASSOCIATE
Dominic McCarthy LLB

Our Ref: TM:EH:8994

11 October 2017

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

Dear Sir

RE: Broderick and Broderick
Property: Boongarra Rd, Crookwell

We refer to our letter of 28 August and your reply of 6 September.


Unfortunately, it will be necessary to have the signature page on the Transfers re-executed by you as LPI will require that the Seal of Council be affixed to the document in the presence of:-

- a. The Mayor and General Manager; or
- b. At least one Councillor (other than the Mayor) and the General Manager; or
- c. The Mayor and at least one other Councillor; or
- d. At least 2 Councillors other than the Mayor.

We therefore return herewith the 2 separate Transfers. Please arrange for the Transfers to be executed in accordance with the above requirements and then return the Transfers to the Writer.

Yours faithfully

ROBERT J MCCARTHY & CO


Timothy McCarthy
Enc

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
17 OCT 2017
File No:

Form: 01T
Release: 6.2
Licence: 01-05-025
Licensee: LEAP Legal Software Pty Limited
Firm name: Robert J McCarthy & Co

TRANSFER

New South Wales
Real Property Act 1900

Leave this space clear. Affix additional
pages to the top left-hand corner.

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B of the RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

STAMP DUTY

Revenue NSW use only

Office of State Revenue	
NSW Treasury	
Client No: 2015497	316
Duty: \$10	Trans No: 9194445-001
Agent/Collector:	

(A) **TORRENS TITLE**

4/1200964

(B) **LODGED BY**Document
Collection
Box

Name, Address or DX, Telephone, and Customer Account Number if any

Reference:

CODES
T
TW
(C) **TRANSFEROR**

Upper Lachlan Shire Council

(D) **CONSIDERATION**

The transferor acknowledges receipt of the consideration of \$1.00 and as regards

(E) **ESTATE**

the abovementioned land transfers to the transferee an estate in fee simple.

(F) **SHARE****TRANSFERRED**

(G)

Encumbrances (if applicable):

(H) **TRANSFEE**

John William Broderick

(I)

TENANCY:**DATE** 10-10-17

- (J) I certify that I am an eligible witness and that the transferor signed this dealing in my presence.
[See note* below]

Certified correct for the purposes of the Real Property Act 1900 by the transferor.

Signature of witness:

Signature of transferor:

Name of witness:

Address of witness:

Certified correct for the purposes of the Real Property Act 1900 on behalf of the transferee by the person whose signature appears below.

Signature:

Signatory's name: Timothy Robert McCarthy
Signatory's capacity: Solicitor for the Transferee

- (K) The transferee certifies that the eNOS data relevant to this dealing has been submitted and stored under
eNOS ID No. 1424833 Full name: Timothy Robert McCarthy Signature:

* s 117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

Annexure A to Transfer Granting Easement

PARTIES:

UPPER LACHLAN SHIRE COUNCIL Transferor


John William Broderick Transferee

Dated ____ / ____ / ____


The common seal of Upper Lachlan Shire Council was affixed on ____ day of

2017 in the presence of ____ and ____

SEAL



Name of Signatory and Title



Name of Signatory and Title



Form: 01T
Release: 6.2
Licence: 01-05-025
Licensee: LEAP Legal Software Pty Limited
Firm name: Robert J McCarthy & Co

TRANSFER

New South Wales
Real Property Act 1900

Leave this space clear. Affix additional
pages to the top left-hand corner.

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 95B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

STAMP DUTY

Revenue NSW use only

NSW Treasury
Client No: 2015497 316
Duty: \$10 -- Trans No: 9195407-001
Acct details:

(A) TORRENS TITLE

5/1200964 and 6/1200964

(B) LODGED BY

Document Collection Box	Name, Address or DX, Telephone, and Customer Account Number if any	CODES T TW
	Reference:	

(C) TRANSFEROR

Upper Lachlan Shire Council

(D) CONSIDERATION

The transferor acknowledges receipt of the consideration of \$1.00 and as regards
the abovementioned land transfers to the transferee an estate in fee simple.

(E) ESTATE**(F) SHARE****TRANSFERRED****(G)**

Encumbrances (if applicable):

(H) TRANSFEE

Bernard William Broderick

(I)**TENANCY:**

DATE 10-10-17

- (J)** I certify that I am an eligible witness and that the transferor
signed this dealing in my presence.
[See note* below]

Certified correct for the purposes of the Real Property Act
1900 by the transferor.

Signature of witness:

Signature of transferor:

Name of witness:

Address of witness:

Certified correct for the purposes of the Real Property Act
1900 on behalf of the transferee by the person whose
signature appears below.

Signature:

Signatory's name: Timothy Robert McCarthy
Signatory's capacity: Solicitor for the Transferee

- (K)** The transferee certifies that the eNOS data relevant to this dealing has been submitted and stored under
eNOS ID No. 1424918 Full name: Timothy Robert McCarthy Signature:

* s 117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

Annexure A to Transfer Granting Easement

PARTIES:


UPPER LACHLAN SHIRE COUNCIL Transferor


Bernard William Broderick Transferee

Dated ____ / ____ / ____

The common seal of Upper Lachlan Shire Council was affixed on 14th day of June2017 in the presence of ✓ and ✓

SEAL



Name of Signatory and Title

Name of Signatory and Title

Works and Operations - 16 November 2017

ITEM 10.7 **Hydrotherapy Pool Presentation**

FILE REFERENCE **I17/620**

AUTHOR **Director of Works & Operations**

ISSUE

Report on the request for hydrotherapy pool at Crookwell.

RECOMMENDATION That -

1. Council forms a Council Technical Sub-Committee consisting of two Councillors and two staff members with terms of reference to include the investigation of a hydrotherapy pool, a heated pool and performance and adequacy of existing pools within the Local Government Area and report back recommendations to Council within 6 months;
2. Council provide administrative services to the Technical Sub-Committee and considers the appointment of two Councillors to the Technical Sub-Committee;
3. Council authorise Director of Works and Operations to implement Council resolution.

BACKGROUND

Council were advised during the Council Meeting presentations on 19 October 2017 that a report on the viability of a hydrotherapy pool within the Crookwell township would be provided to the 16 November 2017 Council Meeting. A copy of this presentation is attached as Attachment 1.

The following assumptions are made based on the prior experiences of the Director of Works and Operations. It is estimated that a proposed Hydrotherapy Pool will cost in the order of \$1.2m and will require an approximate amount of \$350,000 each year to run including operating, maintenance and depreciation costs.

It is estimated that a proposed heated pool will cost in the order of \$2m and will require an estimated \$250,000 to run based on a mix of renewable and grid power. The running costs include operating, maintenance and depreciation costs.

It is assumed that a 1% rate rise will generate \$69,000 each year.

REPORT

Council staff have undertaken an informal investigation to test the viability of various proposals including:

1. New hydrotherapy pool at Crookwell;
2. New heated pool at Crookwell;

Works and Operations

HYDROTHERAPY POOL PRESENTATION cont'd

3. Upgrade to existing facilities;
4. Alternative models of service delivery.

The outcomes of the investigations are provided below for consideration. Each investigation is undertaken in isolation, unless stated for the purposes of economic appraisal, providing best chance of success by increasing the benefits and improving Internal Rate of Return.

1. New Hydrotherapy Pool

1.1 Physical capacity and capability

Council has the capacity to generate physical resources by supplying trained staff provided the extra staffing resources are funded. However, Council does not have the capability as it does not have any trained or spare staff to undertake this work at the moment.

1.2 Social impact

The proposed facility will have a positive social impact for Crookwell, however, this impact could be negative for Gunning and Taralga and other localities, as those localities may wish to have their own facilities and may not want to pay for a facility at Crookwell and could choose to use the facility at Goulburn at a cheaper fee instead of paying possible rate rises for the Crookwell facility.

1.3 Economic Impact

The construction of the facility could have a positive economic impact and could provide a viable alternative to living in Goulburn. However, given the current population of Crookwell, the income generated is expected to be less than \$200,000 per annum based on 2000 members paying \$100 each for a six months season. This fee will also reduce income for the pool as people will pay this money instead of paying money for the pool.

1.4 Financial Impact

Council pool services are running at a loss and last financial year, (2016/2017) \$179,000 was spent from rates to fund the ongoing delivery of services at the pools within the Local Government Area. Crookwell pool is running at a loss and a rate subsidy is required to keep it running at its existing level of service. If Council were to consider an increase in services, this deficit could increase from \$179,000 to an estimated \$529,000 each year. This deficit could further increase if a heated pool is provided as well.

Council has the theoretical possibility of obtaining grant funding to build a hydrotherapy and/or a heated pool facility, however, it does not have such a theoretical possibility to fund the running costs of the proposed facility. The current unconsolidated P/L account does not allow further increases in liability, by increasing the existing deficit, as such, an additional source of income needs to be identified or some existing services need to be cut to pay for the ongoing running of the facility.

Works and Operations

HYDROTHERAPY POOL PRESENTATION cont'd

A summary appraisal suggests, a rate rise of 5% across the board is required to pay for the running of the proposed facility if Council were to consider a Special Rate Variation (SRV) for the pool in Crookwell alone.

This theoretical 5% increase is based on net operating cost of the hydrotherapy pool, assuming there is a negative impact on the rest of the pool, taking into account operating, depreciation, and maintenance costs.

As the proposed 5% rate rise is across the board, communities not intending to use the proposed facility at Crookwell may question the equity of the proposal by paying for a facility they do not intend to use. Taralga and Gunning have Goulburn closer to their towns and may ask this question.

An additional, 3.5 % rate rise would be required to fund a heated pool.

In summary, financial appraisal alone suggests, that a hydrotherapy pool is unviable and not supported.

This leaves the other two options, namely the upgrades of existing facilities and alternative models of service delivery as most viable for further consideration based on financial consideration alone.

In order to consider these options in a genuine manner, it is wise to refer this matter to a technical sub-committee of the Council which can call upon expert advice and information from community members, if needed, and provide advice to Council.

POLICY IMPACT

Nil.

OPTIONS

Council can choose to form a technical sub-committee as recommended to address the following options:

- New hydrotherapy pool facility at Crookwell;
- New heated pool facility at Crookwell;
- Upgrade to existing facilities;
- Investigate alternative models of service delivery.

Alternatively Council can choose to respond to the community representation without further consideration based on financial consideration alone.


FINANCIAL IMPACT OF RECOMMENDATIONS

No additional funds would be required to establish a technical sub-committee of Council.

RECOMMENDATION That -

1. Council forms a Council Technical Sub-Committee consisting of two Councillors and two staff members with terms of reference to include the investigation of a hydrotherapy pool, a heated pool and performance and adequacy of existing pools within the Local Government Area and report back recommendations to Council within 6 months;
2. Council provide administrative services to the Technical Sub-Committee and considers the appointment of two Councillors to the Technical Sub-Committee;
3. Council authorise Director of Works and Operations to implement Council resolution.

ATTACHMENTS

1. 	Swimming in Upper Lachlan Shire	Attachment
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Swimming in Upper Lachlan Shire

The Background

- The Crookwell and Gunning pools are both outside and ageing
- The number of drownings increase every year in Australia (291 from July 2016 to June 2017)
- A continuing growth in the ageing population (projected at 36% in the 65 + age range by 2036) means warm water exercise is becoming more important to an ever increasing proportion of our community

The advantages and benefits

- Promotion of swimming and water skills for children and adults, would help to create safer, stronger and more confident water users in Upper Lachlan
- Upper Lachlan Youth (specifically 14-17 years) are currently under catered for and the possibility of a Wi-Fi hub area at the new complex has the potential to attract the young, initially for social interaction, but equally for warm water activity
- It would encourage and enable access to warm water activities for locals of all ages, physical fitness level or disability. The aim being greater physical and mental wellbeing for everyone
- A need exists in our Shire for an all year round comfortable and pleasant water experience for all ages; not everyone can travel to the indoor facilities in Goulburn and these are becoming overcrowded and in need of renovation

The Way Forward

- For all of these reasons, we are asking that council convene a workshop, (perhaps consisting of some councillors, selected council staff and interested community members) to explore the options for the establishment of an indoor heated swimming pool, hydrotherapy pool and multi-function room facility for Crookwell; as well as the potential opportunities for funding grants for this complex

Works and Operations - 16 November 2017

ITEM 10.8 **Christmas in the Park Presentation**

FILE REFERENCE **I17/621**

AUTHOR **Director of Works & Operations**

ISSUE

Provide support to the Christmas in the Park Committee.

RECOMMENDATION That -

1. Council provide \$500.00 donation to the Committee towards the fees for the pool access;
2. Council allocate one outdoor staff member to install the decorations and remove them;
3. The Manager of Works is authorised to implement Council's decision.

BACKGROUND

During the October 2017 Council meeting, Council resolved to request a report on the feasibility of providing assistance to the Christmas event being organised by the Christmas in the Park Committee.

This report is intended to address the requirements of this resolution.

REPORT

Mrs Sandra Bill has requested that Council provide assistance towards the proposed pool party during the Christmas holiday season. The author of the report has subsequently discussed the details with Mrs Bill. Based on this consultation, it is recommended that Council provide \$500.00 donation towards the pool party to enable the payment of the entry fees for the public.

There is also a request for assistance to install decorations on 2 December 2017 and remove them on 6 January 2018. The approval for the proposed work is intended to be obtained by the Committee and Council is requested to provide manpower only. The risk of exposure is minimised as Council is undertaking this physical work on behalf the Committee. It is wise to allocate a resource for two days, one day each near the above designated dates, subject to approvals are being received from the affected businesses in Goulburn Street Crookwell.

Mrs Bill has indicated separate and additional work to put up a tree at the Uniting Church site within Goulburn Street Crookwell. Mrs Bill will make a separate request to the Council for the tree, however, she requires approval only and does not require assistance with installation.

POLICY IMPACT

Council's community role should not be confused with its service delivery role of providing services to the community. Council in its Community role can provide assistance towards community functions. Christmas in the Park is one such function and it is warranted to provide reasonable assistance during times of festivities.

OPTIONS

1. Do nothing – Goes against the community spirit.
2. Provide assistance as recommended – Consistent with Council's role as a Community organisation.

The proposed assistance is fair and reasonable and therefore it is recommended to accept Option 2.

FINANCIAL IMPACT OF RECOMMENDATIONS

An additional \$500.00 are required to fund the proposals. It is recommended that this amount is funded from ongoing operations and changes are reported in the next quarterly review.

Any additional costs are expected to be borne by the organisers of the event.

RECOMMENDATION That -

1. Council provide \$500.00 donation to the Committee towards the fees for the pool access;
2. Council allocate one outdoor staff member to install the decorations and remove them;
3. The Manager of Works is authorised to implement Council's decision.

ATTACHMENTS

Nil

Works and Operations - 16 November 2017

ITEM 10.9 **Emergency Services Access**

FILE REFERENCE **I17/644**

AUTHOR **Director of Works & Operations**

ISSUE

Telecommunications access along Goulburn to Bathurst Road (MR54).

RECOMMENDATION That -

1. Council request relevant authorities provide telecommunication services along the entire State Road (MR54).

BACKGROUND

With the imminent completion of NSW State Main Road 54 (Goulburn - Tuena Road) Reconstruction Program, which has seen gravel segments redesigned and sealed for some 10 kilometres in length at a cost of \$10 million dollars, it has been brought to Council's attention that telecommunications access to emergency services in the area between the Bigga Road intersection to the Abercrombie River Bridge and beyond is notably deficient.

As the improvements to this road bring with them increased traffic there are concerns for potentially increased motor vehicle accidents requiring emergency assistance. Telecommunications access to emergency services is considered imperative in this part of the Shire for the safety and convenience of additional vehicles that will now travel this important transport link.

Council's support via a joint resolution is therefore sought to lobby the Office of the Commonwealth Minister for Communication requesting investigation and improvement of telecommunications access to emergency services specifically between the Bigga Road intersections and the Abercrombie River Bridge.

REPORT

Telecommunications are sketchy at best in the north of the Upper Lachlan Shire Council. With the sealing of MR54, providing a major route through the Shire connecting Orange and Bathurst with Goulburn, there is an increased risk of being out of communication service areas.

The proposed improved communication services will not only improve response to emergencies but also supplement a much needed economic boost after the completion of the road network.

Works and Operations

EMERGENCY SERVICES ACCESS cont'd

This economic and emergency response is supported by a strong desire from the community for improved telecommunication services in the bush. With the relatively hilly terrain, the telecommunication is sketchy, however, it is short piece of road (less than 50km) that is currently out of coverage by all the major service providers.

With a small investment, supported by a strong economic case, the benefits will clearly outweigh the costs and fall in line with community expectations. It is reasonable to request the relevant Minister take action.

POLICY IMPACT

Lobbying on behalf of the community with other tiers of government is within standard practice.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are no additional funds required to implement Council's decision.

RECOMMENDATION That -

1. Council request relevant authorities provide telecommunication services along the entire State Road (MR54).

ATTACHMENTS

Nil

Works and Operations - 16 November 2017

ITEM 10.10 **Adoption of Engineering Plan Checking Fees**

FILE REFERENCE I17/653

AUTHOR **Director of Works & Operations**

ISSUE

Engineering Plan checking fee for infrastructure within public domain.

RECOMMENDATION That -

1. Council adopts the new fees and start charging for all requests effective 17 November 2017;
2. Director of Works and Operations is authorised to implement Council's resolution.

BACKGROUND

Earlier, Council placed on public exhibition the proposed new Engineering Plan checking fees for 28 days.

Council has not received any submission during the advertising period that ended on 6 November 2017. It is recommended that the proposed fees are now adopted as Council fees and the attached schedule is added to the Council's fees and charges schedule for 2017/18.

REPORT

The proposed fees will have impact on current road works in Woodhouselee Road and proposed works in Range Road. Any requests not decided by 17 November 2017 will be charged these fees.

Council as a matter of transparency have advised current and future development in person during planned meetings that these proposed fees are being introduced.

POLICY IMPACT

Now that the fees have been advertised in accordance with NSW Local Government Act 1993, it is recommended that these fees are adopted as an ongoing fee of the Council.

OPTIONS

1. Do nothing – Council continues to deliver services, however misses out on a potential source of revenue; or
2. Adopt the proposed engineering plan checking fees.

Works and Operations

ADOPTION OF ENGINEERING PLAN CHECKING FEES cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

It is anticipated that the proposed new engineering plan checking fees will generate additional revenue for the provision of services.

RECOMMENDATION That -

1. Council adopts the new fees and start charging for all requests effective 17 November 2017;
2. Director of Works and Operations is authorised to implement Council's resolution.

ATTACHMENTS

1. Download	Engineering Plan Checking Fees	Attachment
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Title of Fee/Charge	GST Status	Adopted Fees for 2017-2018
<u>Engineering Plan Checking Fees (Construction and Compliance Certificates)</u>		
Plan checking Fees - Minimum fee \$360.00		
Unit Rate / Lineal metre - For Public Road		
Rural	GST Incl	\$7.80
Urban	GST Incl	\$14.50
Unit Rate / Lineal metre - for Private Access Road		
Rural	GST Incl	\$2.35
Construction Supervision - Minimum fee \$260.00		
Unit Rate / Lineal metre - for Public Roads		
Rural	GST Exempt	\$12.50
Urban	GST Exempt	\$22.80
Detention Basin Checking Fee		
Per basin	GST Exempt	\$304.45
Minor Plan Checking		
Engineering Inspection Fee - Minor Projects per Inspection (eg driveway inspections)	GST Exempt	\$407.75
	GST Exempt	\$179.40

Works and Operations - 16 November 2017

ITEM 10.11 **Proposed Acquisition of Crown land for Road under the Land Acquisition (Just Terms Compensation Act 1991) on MR 248 East Laggan - Taralga Road near Commissioners Creek.**

FILE REFERENCE **I17/654**

AUTHOR **Design Engineer**

ISSUE

This report advises Council of a proposed Compulsory Acquisition of Crown land on Laggan – Taralga road, near Commissioners Creek. The former and new road alignment go through the subject land Lots 3, 4 & 5 DP 1224882 (currently being part of the land in Lot 6092 DP 1205127). The land is required, to ensure continuity of access for the Crookwell – Taralga Road as a result of the road alignment. The parcels of land are highlighted yellow on the attached diagram.

RECOMMENDATION That -

1. The acquisition proceed by way of compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991.
2. Council authorise the making of the Compulsory Acquisition application by the Minister and/or the Governor.
3. The Mayor and General Manager be authorised to sign and affix Council's seal to any transactions, as necessary.

BACKGROUND

Council realigned this section of MR 248 East Taralga Road a few years ago. The existing and former realigned road go through a Crown reserve known as Lot 6092 DP 1205127. The Department of Industry - Lands initial consent was received by Council in October 2013 for this proposed Compulsorily Acquisition of Crown Land proceeding under the Land Acquisition (Just Terms Compensation) Act 1991.

Council's solicitors has been engaged to finalise this proposed Compulsory Acquisition.

REPORT

1. An application is being completed for the Compulsory Acquisition of Land and as a requirement by the Department of Local Government, will require a Council report and recommendation that the matter proceed by way of Compulsory Acquisition.

Works and Operations

PROPOSED ACQUISITION OF CROWN LAND FOR ROAD UNDER THE LAND ACQUISITION (JUST TERMS COMPENSATION ACT 1991) ON MR 248 EAST LAGGAN - TARALGA ROAD NEAR COMMISSIONERS CREEK. cont'd

2. This Council Report and Resolution will be returned to Council's solicitor who will lodge the application with the Department of Industry - Lands on behalf of Upper Lachlan Shire Council.

POLICY IMPACT

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

OPTIONS

Nil



FINANCIAL IMPACT OF RECOMMENDATIONS

Compensation has been paid to the affected landowners in accordance with Council's policy

RECOMMENDATION That -

1. The acquisition proceed by way of compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991.
2. Council authorise the making of the Compulsory Acquisition application by the Minister and/or the Governor.
3. The Mayor and General Manager be authorised to sign and affix Council's seal to any transactions, as necessary.

ATTACHMENTS

1. 	Letter re Compulsory Acquisition Taralga Road	Attachment
2. 	Deposited Plan 1224882	Attachment

Robert J McCarthy & Co.

Solicitors

McCarthy Lawyers Pty Ltd
ABN: 52 612 991 821

88-90 Goulburn Street,
Crookwell
PO Box 6 Crookwell NSW
2583

Telephone : (02) 48321055
Fax : (02) 48322194
Email: mail@rjmac.com.au

PRINCIPAL
Tim McCarthy B Com LLB

ASSOCIATE
Dominic McCarthy LLB

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

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
31 OCT 2017
File No:

Our Ref: TM:10657

30 October 2017

Dear Sir

RE: Acquisition under Land Acquisition (Just Terms Compensation) Act NSW
Department of Industry- Lands
Property: Taralga Rd, Laggan

We refer to prior correspondence concerning the above matter and confirm that we are now in a position to proceed with the Compulsory Acquisition of the above lands. The land subject to the Application is lots 3, 4 & 5 DP 1224882 being part of the land in Lot 6092 DP1205127

We enclose herewith the **Application for Compulsory Acquisition** for Council's execution. Kindly note that when returning the enclosed Application for Compulsory Acquisition Council should provide the following:-

1. A copy of Council Minutes (with the date of the Council's Resolution) and which Resolution must address the following matters:-
 - a. That the acquisition will proceed by way of compulsory process;
 - b. That the Resolution must authorise the making of the Compulsory Acquisition Application by the Minister and/or the Governor.
2. A copy of Council's Report recommending that the matter proceed by way of Compulsory Acquisition (this is a requirement of the Department of Local Government).

We would be pleased if you would kindly provide the above information as soon as convenient together with the duly signed Compulsory Acquisition Application.

We note that we have attached to the Application the following correspondence and searches namely:-

- A. The initial consent letter from Department of Industry – Lands dated 28 October 2013.

Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by McCarthy Lawyers Pty Ltd are members of the scheme

- B. Further consent letter from Department of Industry – Lands dated 26 September 2017.
- C. Search against Identifier 6092/1205127.
- D. Copy of DP1224882.
- E. Search from the Office of the Registrar dated 16 August 2017 under the Aboriginal Land Rights Act 1983 confirming that Lot 6092 DP1205127 does not appear on the Registrar as being affected by an Aboriginal Land Claim.
- F. Search from the National Native Title Tribunal confirming that Lot 6092 DP1205127 indicating that there are no Native Title Determination Applications, Determinations of Native Title or Indigenous Land Use Agreements over the identified land.

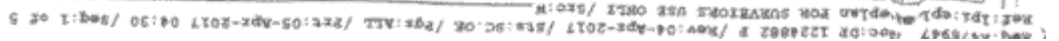
We look forward to the return of the enclosed signed Acquisition Application and supporting documentation.

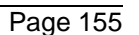
Yours faithfully

ROBERT J McCARTHY & CO



Timothy McCarthy
Enc





Works and Operations - 16 November 2017

ITEM 10.12 **Works In Progress - Technical & Managerial**

FILE REFERENCE **I17/623**

AUTHOR **Director of Works & Operations**

ISSUE

This report advises Council in regard to the technical and managerial activities of the Works and Operations Department during the previous month.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

There are various activities underway and this report is intended to provide a brief update on those activities.

REPORT

1. Fisher vs Mooney at Council – Council has received a cheque of \$7,500 as compensation towards court costs from Mr Fisher. Since the receipt of the cheque Council has received numerous correspondence including a GIPA request for information similar to what has been requested previously. Council has provided a response to Mr Fisher advising that responses to the requests have been provided before and Council will not correspond further on requests already responded to in the past.
2. East Street, Crookwell NSW – The land known as Railway Street is now held in the name of the company owned by Robert Churchill. In accordance with the strategy approved by Council during the October meeting, Council wrote to both Mr Churchill and Mrs Chamberlain seeking permission to undertake drainage pipe works as approved by Council. Robert Churchill has refused to allow Council access to construct the drainage pipes for the benefit of Mrs Chamberlain. Subsequently, Council has instructed its solicitors to advise Mrs Chamberlain that Council is not undertaking the drainage work approved by Council as Council do not have the permission to enter the property of Mr Churchill to undertake the proposed works. As there is no wider community benefit of the proposed works, it is problematic to argue compulsory works. Council has instructed its solicitor to continue to work with Mr Churchill and secure an easement of the earlier drainage works already completed by Council.

3. Summary activities – Works and Operations

- Council visited various current and future projects during its tour of the Shire on the 24 October 2017.
- On the 16 October 2017, Director of Works and Operation met representatives of the Crookwell Progress Association and appraised them on the measures that Council has taken to ensure timely responses to requests from the community.
- On the 19 October 2017, Council's Director of Works and Operation met representatives of the Garden Festival and advised them on how to improve compliance and how Council can help with current and future events.
- On the 19 October 2017 Councillors and Council's Pool staff visited the Crookwell Pool and reviewed available services and identified future opportunities. Council is installing timed hot water taps at the facility in order to make the hot water more readily available to the community. The pool was expected to open by 3 November 2017, however, this opening was delayed by a few days due to the unavailability of replacement staff to run the facility.
- The Local Traffic Committee meeting was held on 26 October 2017 and the outcomes will be reported during the December 2017 meeting.
- On the 27 October 2017 Council's Director Environment and Planning, Manager Planning and Director of Works and Operations met the representatives of Biala Wind Farm. Council has advised its readiness to undertake the road works conditioned within their Development Application.
- On the 30 October 2017, Council's Manager Works and Council's Director of Works and Operations attended a Natural Disaster Readiness workshop at Queanbeyan. The new guidelines from NDRRA propose that Councils may be required to provide additional evidence on how future damages are attributed to the Natural Disaster Event and proposes to pay book value instead of actual costs of work. Council is investigating if the timber could be auctioned off to a timber contractor from Goulburn based on the recommendation of the NSW EPA.
- On 1 November 2017 Council's staff and Council's Director of Works and Operation met the representatives of Viewhaven Lodge and discussed the proposed parking changes arising from the safety concerns at the intersection of Laggan Road at Clifton Street, Crookwell.
- On the 1 November 2017, Council's Manager Works and Council's Director of Works and Operations met representatives of Crookwell 2 Windfarm development and their contractors BMD to review progress of Woodhouselee Road and discussed the impact of the plan checking fees on their proposed works including the removal of additional trees near the bridge intended to improve safety.

Works and Operations

WORKS IN PROGRESS - TECHNICAL & MANAGERIAL cont'd

- On the 2 November 2017, Council's Overseer Maintenance and Director of Works and Operations met the representatives of the Collector Progress Association and advised them on the recent works and measures that have been put in place to improve responses to customer requests and how the community can better represent their views to the Council on future capital works by getting broader community support behind ideas before presenting it to the Council.
- On the 3 November 2017, Council's Manager Works and Director of Works and Operations met the representatives of the Grabben Gullen Progress Association. The representatives appreciated the efforts by the Parks Team and requested additional maintenance. These representatives were advised on the process to improve representing their views to Council when making requests and how their requests are considered at the Council before being actioned.
- Natural Disaster Works (2015) – Council is investigating options to lodge an application under Natural Disaster Resilience programme.
- On the 26 October 2017, a wind and hailstorm warning was issued for Upper Lachlan Shire Local Government Area. Council's Director of Works and Operations worked closely with SES to respond to this warning and Council had crews on standby for any possible call outs.
- Kerb and guttering charge 102 Laggan Road Crookwell – Council earlier resolved to offer the owner an opportunity to apply for longer period of payment. Council wrote to her in accordance with the Council's resolution. The owner decided to pay in full, instead of opting for Hardship Policy and advised that all she wanted was for Council to talk to her and that she is satisfied with level of contact received.

4. Streetscape

Council has instructed Fresh Landscape Design Architects to finalise the works contained within the brief approved by Council. These scope of works are largely aimed at theme work related to heritage plaques, basic furniture, community notice boards, waste facilities, flag banners, bike racks and entry signs. This works along with the feedback from the community (already published on the website) will form the basis for the brief for the next stage of the project, in accordance with Council resolution. The current landscape design works by Fresh Landscape Architects are expected to be completed by the end of the month before Council sends out a brief for next stage of the Streetscape project.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

11 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

11.1	Investments for the month of October 2017	162
11.2	Bank Balance and Reconciliation - 31 October 2017	166
11.3	Rates and Charges Outstanding at 31 October 2017	168
11.4	Presentation of the 2016/2017 Annual Report	170
11.5	Quarterly Budget Review Statements - 1st Quarter 2017/2018	173
11.6	Library Quarterly Report	233
11.7	Memorandum of Understanding - Southern Tablelands Arts	239

Finance and Administration - 16 November 2017

ITEM 11.1 **Investments for the month of October 2017**

FILE REFERENCE **I17/629**

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 October 2017.

RECOMMENDATION That -

1. Council receive and note the investment report as information.

BACKGROUND

The Investment Portfolio Register and summary of available cash by fund as at 31 October 2017 is provided as information to Council.

REPORT

Investments to 31 October 2017

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$900,000	1.45%	N/A	31-10-17	\$663.42
Bank of Qld	TD	\$800,000	2.35%	121	20-12-17	\$6,232.33
Bank of Qld	TD	\$600,000	2.55%	154	03-01-18	\$6,455.34
Bank of Qld	TD	\$1,000,000	2.75%	364	31-01-18	\$27,424.66
Bank of Qld	TD	\$1,200,000	2.45%	154	07-02-18	\$12,404.38
Bank of Qld	TD	\$900,000	2.60%	182	18-04-18	\$11,667.95
Bank of Qld	TD	\$800,000	2.60%	183	26-04-18	\$10,428.49
Bankwest	TD	\$800,000	2.40%	119	15-11-17	\$6,259.73
Bankwest	TD	\$900,000	2.45%	168	06-12-17	\$10,149.04
Bankwest	TD	\$1,500,000	2.40%	147	17-01-18	\$14,498.63
Bankwest	TD	\$500,000	2.60%	364	26-09-18	\$12,964.38
Bendigo Bank	TD	\$500,000	2.70%	364	29-11-17	\$13,463.01
Bendigo Bank	TD	\$1,000,000	2.40%	175	14-02-18	\$11,506.85
Bendigo Bank	TD	\$800,000	2.40%	154	21-02-18	\$8,100.82

Finance and Administration**INVESTMENTS FOR THE MONTH OF OCTOBER 2017 cont'd**

Bendigo Bank	TD	\$600,000	2.35%	119	28-02-18	\$4,596.99
Bendigo Bank	TD	\$700,000	2.50%	273	30-05-18	\$13,089.04
Bendigo Bank	TD	\$1,200,000	2.55%	364	15-08-18	\$30,516.16
CBA	TD	\$1,000,000	2.48%	181	21-03-18	\$12,298.08
CBA	TD	\$1,000,000	2.52%	245	02-05-18	\$16,915.07
CBA	TD	\$1,000,000	2.53%	307	06-06-18	\$21,279.73
CBA	TD	\$1,000,000	2.62%	362	12-09-18	\$25,984.66
IMB	TD	\$1,000,000	2.50%	126	08-11-17	\$8,630.14
IMB	TD	\$900,000	2.40%	91	13-12-17	\$5,385.21
IMB	TD	\$1,000,000	2.40%	133	10-01-18	\$8,745.21
IMB	TD	\$1,300,000	2.40%	154	24-01-18	\$13,163.84
NAB	TD	\$500,000	2.80%	366	10-11-17	\$14,038.36
NAB	TD	\$1,100,000	2.80%	364	22-11-17	\$30,715.62
NAB	TD	\$1,400,000	2.45%	126	13-12-17	\$11,840.55
NAB	TD	\$800,000	2.55%	154	14-03-18	\$8,607.12
NAB	TD	\$1,500,000	2.53%	362	06-06-18	\$37,638.08
NAB	TD	\$500,000	2.53%	364	27-06-18	\$12,615.34
Westpac	TD	\$500,000	2.51%	365	27-04-18	\$12,550.00
Westpac	TD	\$400,000	2.55%	365	21-08-18	\$10,200.00
		\$29,600,000				\$451,028.23

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 OCTOBER 2017**

Interest on Investments Received YTD	\$234,146
Annual budgeted amount for all funds	\$581,500
Percentage of Interest Received YTD	40.27%
Percentage of Year Elapsed	33.42%

BBSW COMPARISON TO 31 OCTOBER 2017

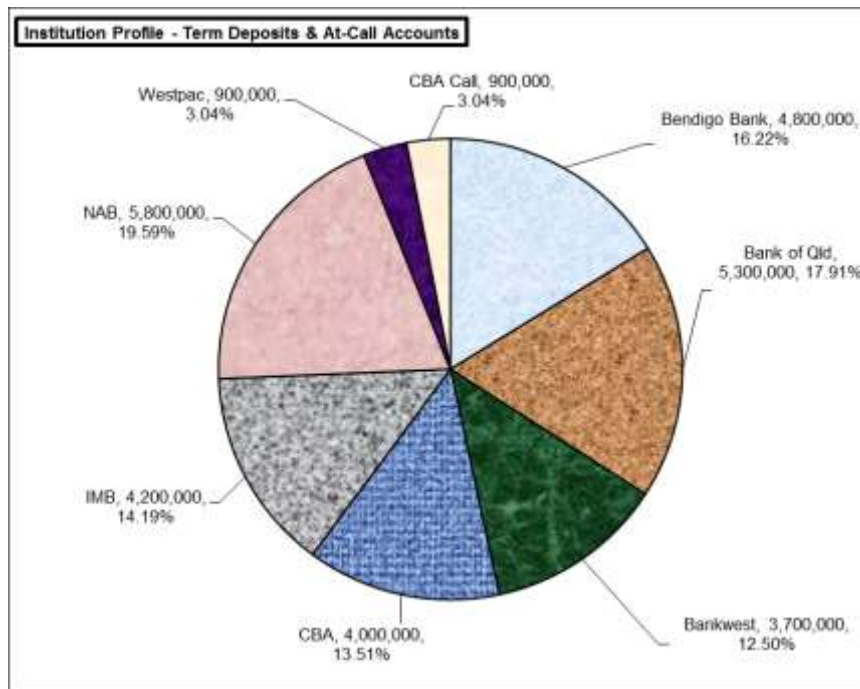
Average market interest rate (90 day BBSW)	1.73%
Average return on all investments	2.43%

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

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 OCTOBER 2017

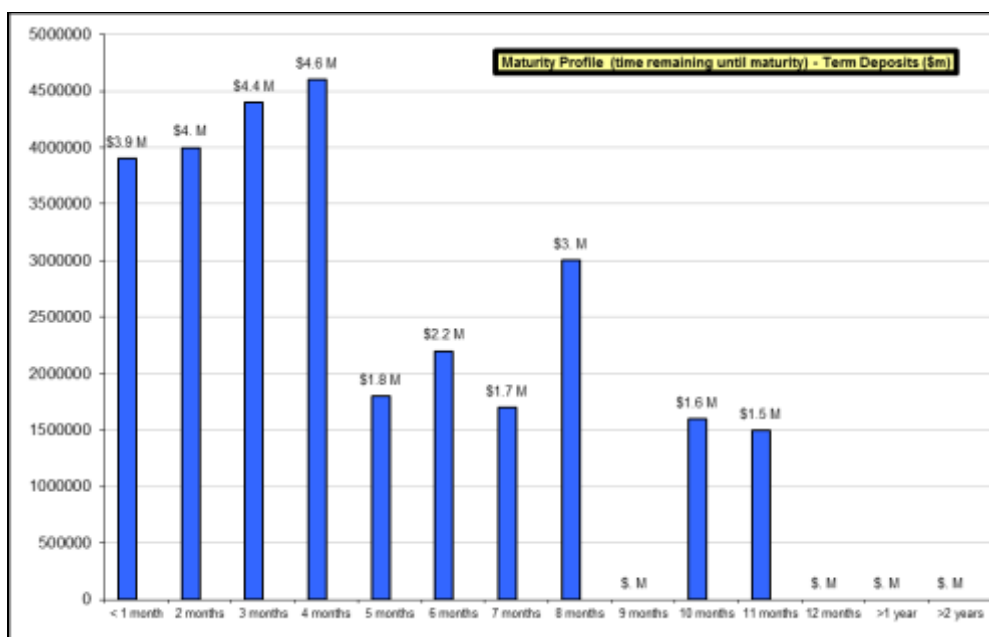
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 31 OCTOBER 2017

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



TOTAL INVESTMENTS: -

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

General Fund Reserves	\$ 21,242,815.04
Water Supply Fund Reserves	\$ 2,208,764.47
Sewerage Fund Reserves	\$ 4,132,981.98
Domestic Waste Management Fund Reserves	\$ 2,006,163.57
Trust Fund Reserves	\$ 9,274.94

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

Nil

Nil

1. Council receive and note the investment report as information.

Nil

Finance and Administration - 16 November 2017

ITEM 11.2 **Bank Balance and Reconciliation - 31 October 2017**

FILE REFERENCE I17/637

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation – 31 October 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

31 October 2017

<u>STATEMENT OF BANK BALANCE & RECONCILIATION</u>	\$
General Ledger balance brought forward 30 September 2017	415,837.59
Add: Receipts for October 2017	<u>2,965,018.59</u>
	3,380,856.18
Deduct: Payments for October 2017	<u>3,558,626.01</u>
Balance as at 31 October 2017	<u>(177,769.83)</u>
Balance as per Bank Statement 31 October 2017	736,375.16
Add: Outstanding Deposits	<u>12,771.34</u>
	749,146.50
Deduct: Unpresented Cheques / EFTs	<u>926,916.33</u>
Balance as at 31 October 2017	<u>(177,769.83)</u>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Finance and Administration - 16 November 2017

ITEM 11.3 **Rates and Charges Outstanding at 31 October 2017**

FILE REFERENCE **I17/638**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges 2017/2018 Outstanding Report as at 31 October 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 31 October 2017 is detailed.

REPORT

The 2017/2018 financial year comparison to previous financial years for the rates and charges outstanding is highlighted in the below table as at 31 October 2017:-

Description	31/10/2017	31/10/2016	31/10/2015
Total % Rates and Charges Outstanding	56.13%	56.67%	56.91%
Total \$ Amount Rates and Charges Outstanding	\$6,458,501	\$6,156,727	\$6,024,334

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection by Year - November 2017	Attachment
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Rate Collection 2018 Year

Rating Categories	Levy Raised to date	Rates Received to 31 October 2017	Rates Outstanding to 31 October 2017	% Rates Outstanding 31 October 2017
Farmland	4,779,010.12	2,045,421.53	2,733,588.59	57.20%
Residential	1,175,251.12	481,434.22	693,816.90	59.04%
Rural Residential	637,148.69	304,174.41	332,974.28	52.26%
Business	515,292.00	236,100.42	279,191.58	54.18%
Mining	1,767.10	1,767.10	-	0.00%
Water	867,725.82	371,962.23	495,763.59	57.13%
Sewerage	1,386,513.17	582,642.46	803,870.71	57.98%
Domestic & Comm Waste	1,104,070.66	479,958.74	624,111.92	56.53%
Rural Waste	596,343.00	261,168.82	335,174.18	56.20%
Storm Water	46,071.30	29,201.19	16,870.11	36.62%
**Arrears	397,399.09	254,260.11	143,138.98	36.02%
Overall Total Rates	11,506,592.07	5,048,091.23	6,458,500.84	56.13%

Prepared by P. Crowley Date 3/11/17Authorised by A. Jones G. Carr Date 3/11/2017

I:\2017-2018\Rates\Recs\%outsl_October 31 2017

Finance and Administration - 16 November 2017

ITEM 11.4 **Presentation of the 2016/2017 Annual Report**

FILE REFERENCE **I17/615**

AUTHOR **Director of Finance and Administration**

ISSUE

Presentation of the Upper Lachlan Shire Council 2016/2017 Annual Report.

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2016/2017 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005, and other applicable legislation.

BACKGROUND

Nil

REPORT

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

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

Upper Lachlan Shire Council has prepared an Annual Report relating to Council's operations and achievements with respect to the objectives and performance targets set out in Council's 2016/2017 Operational Plan.

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

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

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

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

All of the above requirements have been met and a copy of the 2016/2017 Annual Report is an Appendix to this report.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2016/2017 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005, and other applicable legislation.

ATTACHMENTS

1. ↗	2016-2017 Annual Report	Appendix
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Finance and Administration - 16 November 2017

ITEM 11.5 **Quarterly Budget Review Statements - 1st Quarter 2017/2018**

FILE REFERENCE **I17/616**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 1st Quarter Budget Review in 2017/2018.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2017/2018 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 1st Quarter Budget Review in 2017/2018.

REPORT

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

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 1st Quarter of the 2017/2018 financial year. The following is a financial summary of the data as at 30 September 2017 – see Attachment 3:-

1. Council has raised 50.83% of the operating budgeted income.
2. Council has expended 25.64% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 16.44% of the revised budgeted capital income.
4. Council has expended 21% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$673,912.

Since the original budget was adopted there are operational budget net revotes for the 1st Quarter totalling \$51,000. The revised operating budget continues to show a surplus result forecast totalling \$622,912 before capital grants and contributions.

There were a number of capital works revotes of income and expenditure that were reported to Council in the 1st Quarter, in addition there were reserve movements. The net increase in budgeted capital works expenditure is \$1,049,257; this included grant funded projects; the Black Spot Program, the rescheduled 2016/2017 Roads to Recovery projects, Regional Roads projects including MR52 Devil's Elbow rehabilitation and MR256 Abercrombie Bridge replacement and Crookwell Water Supply Treatment Plant project finalisation.

Operational Budget Analysis

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

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

Capital Budget Analysis

The total capital expenditure budget, including accounts payable commitments, is 21% 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 revised capital expenditure program is 14% completed at year to date. This includes the Roads to Recovery program on various local road gravel resheeting projects which is 37% complete year to date. The Currans Road causeway and Taralga Road Black Spot projects were completed.

The General Fund actual capital expenditure year to date is lower than anticipated due to delays in the MR256 Abercrombie Bridge replacement and the resourcing and project management of MR54 State Road reconstruction has impacted on commencement of capital works projects in the 1st Quarter. In addition, the plant and motor vehicle replacement program in the Operational Plan had not been commenced in the 1st Quarter.

The Crookwell Water Supply Treatment project is a \$7 Million project with \$6 million from the Restart NSW (Infrastructure) program. This project is expected to be completed in November 2017 and the total project cost to date is \$6.6 million.

Cash flow

Council's projected short term liquidity financial position is satisfactory, the total cash and investments held, as at 30 September 2017, totals \$30.216 million.

The total cash and investments balance remained consistent with the 30 June 2017 balance of \$30.321 million. Significant cash outflows included the final settlement of the Heffernan's Gravel Quarry purchase by Council and the Crookwell Water Supply Treatment Plant project.

The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal restrictions and external restrictions both in total and movements to 30 September 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are operational budget net revotes in the first quarter totalling \$51,000; therefore the projected operational budget surplus is \$622,912. There are capital income and expenditure revotes detailed in Attachment 5.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2017/2018 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review Statement by Function-Activity	Attachment
5. ↓	Material Variations and Revotes Budget Review Statement	Attachment
6. ↓	Cash and Investment Budget Review Statement	Attachment
7. ↓	Capital Budget Summary Review Statement	Attachment
8. ↓	Capital Expenditure (Assets) Budget Review Statement	Attachment
9. ↓	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
10. ↓	Operational Plan KPI - 1st Quarter 2017/2018	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement**

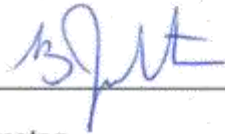
For the 1st Quarter 2017/2018, ended 30 September 2017

Report by Responsible Accounting Officer

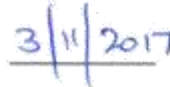
The following statement is made in accordance with Clause 202(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 30 September 2017 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2018 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: _____



Date: _____



Bruce Johnston
Manager of Finance and Administration
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2017/2018**

Budget Review for the quarter ended 30 September 2017

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)
Pikes and Verekers Lawyers, Sydney Marsdens Law Group, Campbelltown Kells The Lawyers, Wollongong Sparks Helmore Lawyers, Sydney Mc Carthy Lawyers, Crookwell	Panel for the provision of Local Legal Services	N/A	1/07/2017	3 x 2	Y
27 suppliers on various panels	Equipment and Plant Hire	N/A	1/07/2017	2 years	Y
ERM Business Energy	Electricity supplier	\$105,960	1/07/2017	6 months	Y
Goulburn Mulwaree Council	Library Service Level Agreement	\$94,179	1/07/2017	1 year	Y
Building and Environmental Services Today	Building Surveyor Services	\$78,470	25/07/2017	6 months	Y
Euro Civil	Supply & Install Ramshield Safety Barrier	\$260,119	31/08/2017	2 x 1	Y
Divall's Quarries & Earthmoving	Win and crush 20mm gravel	\$71,310	31/08/2017	1 year	Y
Roadworx	MR52 Regional Road Resealing	\$224,918	27/09/2017	1 year	Y
Roadworx	Local Sealed Rural Roads - Bitumen Resealing	\$379,955	27/09/2017	1 year	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2017/2018**

Budget Review for the quarter ended 30 September 2017

Expense	YTD (Actual + Comm \$)	2017/2018 Budget	Budgeted (Y/N)
Legal Fees	\$17,535	\$79,000	Yes
Consultancies*	\$57,346	\$17,000	Partially

* Note: Consultant fees for Acting Director of Works and Building Surveyor Services are not in the original budget

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 - 2017/2018
Budget Review for the quarter ended 30 September 2017

(Actual YTD figures include creditor commitments)

		Actual YTD				Actual YTD			
		Original Budget		1st Quarter Revoles	2nd Quarter Revoles	3rd Quarter Revoles	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Alternate Key	Operational Activities	Actual YTD	Original Budget	1st Quarter Revoles	2nd Quarter Revoles	3rd Quarter Revoles	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
1.01.01	Employee Benefits and On-Costs	2,236,578	10,971,925				10,971,925	20.38%	24.44%
1.01.02	Borrowing Costs	6,339	198,640				198,640	-3.19%	-1.38%
1.01.03	Depreciation & Amortisation #	1,512,085	6,048,341				6,048,341	25.00%	25.00%
1.01.04	Materials & Contracts	2,242,283	7,494,651				7,494,651	29.92%	21.92%
1.01.05	Other Expenses	1,046,027	2,656,485	51,000			2,707,485	38.63%	55.74%
1.01.06	Loss on Disposal of Assets	0	0						
	Total Expenses from Continuing Operations	7,030,634	27,370,042	51,000			27,421,042	25.64%	26.78%
1.02.01	Rates & Annual Charges**	10,407,312	10,314,580				10,314,580	100.90%	100.00%
1.02.02	User Charges & Fees	2,305,925	7,384,812				7,384,812	31.23%	22.00%
1.02.03	Interest and Investment Revenue	211,415	613,300				613,300	34.47%	40.67%
1.02.04	Other Revenues	149,867	527,100				527,100	28.43%	16.70%
1.02.05	Non-Capital Operating Grants and Contributions	1,180,381	9,192,749				9,192,749	12.84%	25.37%
1.02.09	Gain on Disposal of Assets	0	11,413				11,413		
	Total Income from Continuing Operations	14,254,910	28,043,954	0	0	0	28,043,954	50.63%	52.09%
	OPERATING SURPLUS BEFORE CAPITAL AMOUNTS	7,224,276	673,912	51,000	0	0	622,912		
1.02.07	Capital Grants and Contributions	985,691	3,178,700	2,818,182			5,996,882	16.44%	4.53%
1.00.00.00	NET RESULT FROM ALL ACTIVITIES	8,209,967	3,852,612	2,767,182	0	0	6,619,795	124.02%	

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 - 2017/2018
Budget Review for the quarter ended 30 September 2017

Actual YTD 25.00%

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

Function or Activity (Alternate Key 8 Report)	Expenditure to 30 Sept 2017 \$	Expenditure to 30 Sept 2017 %	Budgeted Expenses from continuing operations \$	Income to 30 Sept 2017 \$	Income to 30 Sept 2017 %	Budgeted Income from continuing operations \$	Operating Result to 30 Sept 2017 \$	Budgeted Operating Result from continuing operations \$
COMMUNITY	456,170	21.10%	2,162,117	24,041	6.32%	380,443	(432,136)	(1,781,671)
Health Services, Medical Centres, Aged, Disabled & Community Services	63,529	24.39%	260,467	13,889	23.19%	59,000	(49,640)	(200,561)
Public Halls, Cultural Services, Community Services and Museums	60,783	46.94%	129,500	6,896	18.60%	36,000	(54,086)	(69,504)
Animal Control	24,746	29.50%	83,807	1,755	25.07%	7,000	(22,990)	(76,881)
Swimming Pools	15,932	7.80%	204,170	0	0.00%	30,000	(15,932)	(174,171)
Sorting Grounds and Parks and Gardens	127,585	22.22%	574,123	819	3.27%	25,000	(126,767)	(548,122)
Public Libraries	99,802	26.34%	378,879	881	1.65%	53,543	(98,921)	(325,334)
Emergency Services and Fire Protection	63,794	12.01%	531,091	0	0.00%	169,000	(63,794)	(362,091)
WILDERNESS	383,975	25.93%	1,480,849	111,043	24.00%	462,606	(272,932)	(1,018,241)
Open Planning and Development Control	122,940	19.28%	637,700	61,735	32.75%	186,500	(61,205)	(449,204)
Wildlife Control	147,865	43.07%	343,278	41,486	32.00%	129,700	(196,368)	(213,571)
Environmental Systems and Protection	15,346	21.82%	70,341	0	0.00%	0	(15,346)	(70,341)
Vegetation Weeds Control	16,704	64.75%	25,800	4,800	20.51%	23,400	(11,904)	(2,404)
Soil Control and Inspections	80,999	20.97%	396,230	1,220	1.10%	110,500	(79,779)	(275,734)
	121	0.69%	17,500	1,790	17.05%	10,500	1,669	(7,004)
CONCOMITANT	2,263,354	29.55%	7,660,037	1,591,892	32.66%	4,889,601	(671,461)	(2,770,434)
Financial Services	129,936	17.16%	757,369	8,772	0.00%	0	(121,164)	(757,369)
Administration and Corporate Support	702,187	62.69%	1,114,736	83,888	31.09%	262,200	(618,299)	(852,534)
Information Technology	129,972	28.34%	458,601	0	0.00%	0	(129,972)	(458,601)
Police (Human Resources, Labour Orocots and WH&S)	90,305	14.09%	640,827	134	0.00%	0	(90,171)	(640,827)
Urban Parks	14,015	32.05%	43,726	10,694	21.37%	50,000	(33,311)	(6,271)
Urban and Business (RMS State Rd RMCC, Service NSW Agency and Private Works)	1,196,837	25.77%	4,544,779	1,485,414	32.52%	4,577,401	291,477	(67,371)

UPPER LACHLAN SHIRE COUNCIL

Operating Budget Review Statement by Function/Activity - 2017/2018
Budget Review for the quarter ended 30 September 2017

Actual YTD 25.00%

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

Function or Activity (Alternate Key's Report)	Expenditure to 30 Sept 2017 \$	Expenditure to 30 Sept 2017 %	Budgeted Expenses from continuing operations \$	Income to 30 Sept 2017 \$	Income to 30 Sept 2017 %	Budgeted Income from continuing operations \$	Operating Result to 30 Sept 2017 \$	Budgeted Operating Result from continuing operations \$
INFRASTRUCTURE								
roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	2,335,310	25.28%	9,245,583	4,927,487	45.98%	10,716,400	2,592,177	1,470.8
Water Supply Services	1,168,296	22.17%	5,270,058	800,134	13.89%	4,323,866	(568,161)	(946.09)
sewerage Services	326,304	26.62%	1,225,870	1,065,775	86.99%	1,870,108	739,471	644.2
stormwater and Drainage	203,001	26.41%	768,530	1,355,010	92.43%	1,470,371	1,156,009	701.8
Wastewater and Gravel Pits	674	4.21%	16,000	46,071	101.37%	45,450	45,397	29.4
Domestic Waste Management	267,014	28.45%	938,679	161,108	15.60%	1,032,500	(105,907)	93.8
Public Centres, Rubbish Tips and Street Cleaning	98,365	9.94%	989,482	1,056,807	86.25%	1,109,482	958,423	120.0
Public Conveniences and Amenities	117,029	40.68%	287,658	572,508	88.57%	646,410	455,479	358.7
Public Cemeteries	52,066	32.76%	159,000	0	0.00%	0	(52,066)	(159.00)
Engineering, Purchasing and Works Supervision	32,146	30.64%	104,900	32,546	36.69%	88,700	400	(16.20)
Plant and Equipment Operations (net excluding depreciation)	251,537	31.89%	789,011	33,528	28.41%	118,000	(218,009)	(671.01)
	(181,161)	13.90%	(1,303,805)	0	0.00%	11,413	181,161	1,315.0
MVC LEADERSHIP								
Performance and Real Estate Development	253,364	30.74%	824,115	989	16.48%	6,000	(252,375)	(816.11)
	253,364	30.74%	824,115	989	16.48%	6,000	(252,375)	(816.11)
GENERAL PURPOSE REVENUES								
General Purpose Items and Rates	0			7,773,083	67.07%	11,588,911	7,773,083	11,588.9
	0			7,773,083	67.07%	11,588,911	7,773,083	11,588.9
DEPRECIATION EXPENSE								
Depreciation Operating Expense	1,512,085	25.00%	6,048,341			0	(1,512,085)	(6,048.34)
	1,512,085	25.00%	6,048,341			0	(1,512,085)	(6,048.34)
Note: Internal Rates and Charges are allocated to each cost centre								
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	7,204,258	26.27%	27,421,042	14,428,535	51.45%	28,043,954	7,224,276	622.9

UPPER LACHLAN SHIRE COUNCIL**Material Variations and Revotes Budget Review Statement - 2017-2018**

Budget Review for the quarter ended 30 September 2017

Budget Capital Income and Expenditure - 1st Quarter Revotes

Activity	Job Description	Adopted Budget 2017/2018	Revote net amendment	Revised Budget 2017/2018	Type
01.55231.4050.002	Gunning Fish River Brigade		3,000	3,000	EXP
01.55225.4050.002	Merrill Brigade		1,300	1,300	EXP
01.55546.4050.002	Crookwell RFS Refurbishment		4,000	4,000	EXP
01.38001.4250.999	Bushfire Brigade Building Improvements- s94 fund		-6,461	-6,461	INC
01.38001.1750.483	Gurrundah Bushfire Brigade Shed		-4,160	-4,160	INC
01.55550.4103.002	Crookwell Skate Park		5,000	5,000	EXP
01.55592.4150.002	Clifton Park - Cricket Nets (Section 94 funded)		13,700	13,700	EXP
01.35301.1700.952	Clifton Park - Outdoor Gym (Cont from Crookwell Neighbourhood Centre)		-6,203	-6,203	INC
01.55270.4150.002	Playground equipment - Stronger Communities Program		8,600	8,600	EXP
01.50170.1430.002	R2R Mt Costigan Road Sealed Pavement Rehabilitation		12,000	12,000	EXP
01.50175.1430.002	R2R Golsple Road Sealed Pavement Rehabilitation		390,263	390,263	EXP
01.55570.2605.002	Black Spot Funding - Binda Street, Bigga Safety Improvements		70,000	70,000	EXP
01.30321.1700.977	Black Spot Funding - Binda Street, Bigga Safety Improvements		-94,110	-94,110	INC
01.55571.2605.002	Black Spot Funding - Coolalie Road Safety Improvements		41,000	41,000	EXP
01.30321.1700.977	Black Spot Funding - Brayton Road Safety Improvements		-75,280	-75,280	INC
01.50528.5101.002	Regional Road Rehabilitation - Devil's Elbow MR52		1,080,000	1,080,000	EXP
01.31001.1700.969	Regional Road Rehabilitation - Devil's Elbow MR52 - Blackspot		-193,500	-193,500	INC
01.31001.1700.980	Regional Road Rehabilitation - Devil's Elbow MR52 - Fixing Country Roads		-540,000	-540,000	INC
01.31001.1700	Regional Road Rehabilitation - Devil's Elbow MR52 - HVSP		-266,546	-266,546	INC
01.55573.9006.002	Black Spot Funding Taralga Rd Safety Improvements		220,000	220,000	EXP
01.30321.1700.977	Black Spot Funding Taralga Rd Safety Improvements		-175,600	-175,600	INC
01.52563.2604.002	MR 256 - Timber Bridge Replacement - Abercrombie River		1,215,000	1,215,000	EXP
01.31001.1700.976	MR 256 - Timber Bridge Replacement - Abercrombie River - BRP		-762,000	-762,000	INC
01.31001.1700.978	MR 256 - Timber Bridge Replacement - Abercrombie River - FCR		-675,000	-675,000	INC
01.50178.2604.002	R2R - Coates Creek (Reid's Flat Road) Timber Bridge Replacement		25,346	25,346	EXP
01.55595.2604.002	Kialla Creek Bridge Replacement - Gullen Flats Road (Loan Funded)		155,000	155,000	EXP
01.30811.1750.933	Kerb and Guttering - Laggan Road		-19,322	-19,322	INC
01.55539.4102.202	Stonequarry Cemetery Public Toilet Block		8,700	8,700	EXP
03.03532.4135.002	STP Motor Gearbox repair		14,530	14,530	EXP
02.02562.4200.002	Crookwell NEW DAFF Water Treatment Plant	1,000,000	600,000	1,600,000	EXP
Totals		1,000,000	1,049,257	2,049,257	

UPPER LACHLAN SHIRE COUNCIL**Budget Operating Income and Expenditure - 1st Quarter Revotes**

Activity	Job Description	Adopted Budget 2017/2018	Revote net amendment	Revised Budget 2017/2018	Type
01.10000.2404.002	Donations s356	35,000	1,000	36,000	EXP
01.41016.2420.002	Preparation of a Business & Economic Development strategic plan		50,000	50,000	EXP
Totals		35,000	51,000	86,000	

1st Quarter operational budget surplus

-673,912

51,000

-622,912

Upper Lachlan Shire Council

Cash and Investments Budget Review Statement 2017/2018

Budget review for the quarter ended 30 September 2017

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	1st Quarter Closing Balance (\$'000)
TOTAL UNRESTRICTED	(1,574)	5,666		(71)	5,595
EXTERNAL RESTRICTIONS:					
Section 94 - Development Contributions Plan	(91)	2,779	247	(28)	2,998
Section 94A - Development Contributions Plan	(250)	250		(3)	247
Specific Purpose Unexpended Grants	0	627	106		733
Water Supplies	198	2,114		(313)	1,800
Sewerage Services	544	3,798	341		4,139
Domestic Waste Management Services	369	1,597	410		2,007
Stormwater Management	(160)	236	46	(1)	282
Wind Farms CEF Program	0	210		(167)	23
Trust Fund (Fund 8)	0	7	2		9
RMS Contributions	0	0			0
TOTAL EXTERNAL RESTRICTED	610	11,619	1,152	(533)	12,238
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements	120	1,866	120		1,986
Plant and Equipment Replacement	(400)	1,157	0	0	1,157
Buildings and Infrastructure Improvements	0	2,184			2,184
Council Houses capital works	0	46			46
Cullenin Road - Local Road Transfer Funds	0	0	0	(23)	0
Information Technology and Equipment	(130)	374			352
Cemetery	0	0			0
Public Halls and Community Projects	0	51			51
Gravel Pit Restoration	20	408	20		428
Rubbish Tips Remediation	10	409	0		409
Garbage / Waste Disposal	0	37			37
Library Services Cooperative distribution	0	71		0	71
Upper Lachlan Tourist Association (ULTA)	0	32	0		32
Financial Assistance Grants Payment in Advance	(2,198)	2,198		(366)	1,832
Deposits and Retentions (subdivision bonds)	0	188	1	(7)	182
State Road MR54 works contingencies	100	829	0		829
Uncompleted Carry-over Works	(855)	3,187		(397)	2,790
TOTAL INTERNAL RESTRICTED	(1,333)	13,036	141	(794)	12,384
TOTAL RESTRICTED	(2,723)	24,655	1,293	(1,327)	24,621
TOTAL CASH AND INVESTMENTS	(4,297)	30,321	1,293	(1,398)	30,216

I:\Quarterly Reviews\Quarterly Review 2017-2018\1st Quarter\Reserves2016-30September2017

UPPER LACHLAN SHIRE COUNCIL**Capital Budget Summary Review Statement - 2017/2018**

Budget Review for the quarter ended 30 September 2017

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Reverts	2nd Quarter Net Reverts	3rd Quarter Net Reverts	Revised Budget	% YTD Actual to Revised Budget
CAPITAL FUNDING							
Rates and Other United Charges (General Fund)	558,768	6,499,077	178,250			6,677,327	8%
Operational Grants and Contributions (All Funds)	871,196	1,986,781	758,609			2,745,310	32%
Capital Grants and Contributions (All Funds)	1,263,341	2,659,790	2,308,600			4,968,300	25%
Internal Restrictions (General Fund)							
- renewals	108,381	160,000	215,800			375,800	29%
- new assets	170,015	143,000	231,000			374,000	45%
External Restrictions (excluding grants)							
- water supply	600,000		600,000			600,000	100%
- sewerage			14,530			14,530	
- domestic waste management (DWM)			80,000			80,000	
- stormwater			8,300			8,300	
- section 94	75,832	1,013,500				1,021,800	7%
Other Capital Funding Sources e.g.							
- loans		531,250	155,000			686,250	
Income from Sale of Assets							
- plant and equipment (general fund)							
- land and buildings							
TOTAL CAPITAL FUNDING	3,647,533	12,993,228	4,550,089			17,543,317	21%
CAPITAL EXPENDITURE							
New Assets							
- plant and equipment							
- land and buildings	174,480		175,300			175,300	100%
- Roads, Bridges, Footpaths							
- infrastructure	1,542,207	1,015,000	620,000			1,635,000	94%
- other new assets	85,782	320,700	45,000			365,700	23%
Renewals (Replacement)							
- plant and equipment	44,340	988,600	4,000			992,600	4%
- land and buildings	47,276	190,000	189,250			379,250	12%
- Roads, Bridges, Footpaths	1,698,841	8,029,428	3,482,609			11,512,037	15%
- infrastructure	44,072	1,950,000				1,950,000	2%
- other asset renewals	3,441	282,500	33,930			316,430	1%
Loan Repayments (Principal)							
- renewals							
- new assets	7,114	217,000				217,000	3%
TOTAL CAPITAL EXPENDITURE	3,647,533	12,993,228	4,550,089			17,543,317	21%

Cap QBRs Stat 2018

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 30 September 2017 Capital Expenditure - Acquisition/Renewal of Assets * Actual expenditure figures include creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Reverts & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
1. COMMUNITY							
GENERAL FUND							
Emergency Services and Fire Protection							
Gunning Fish River Brigade	01 563231.4050.002			\$3,000	\$3,000	76%	
RFS Murrumbidgee Fire Station Shed	01 563232.4050.002	\$988	\$6,000	\$1,100	\$1,200	137%	-\$1,473
Middle Arm Brigade - shed fund	01 56546.4000.002	\$5,473	\$25,000	\$4,000	\$4,000		
Animal Control							
Crookwell Pound - Impounding Yard Improvements (Sec. 24 Funded)	01 56183.4100.002		\$3,000		\$3,000		
Health Services, Medical Centres, Aged, Disabled and Community Services							
Public Libraries							
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings	01 56464.4100.002		\$5,000		\$5,000		
Crookwell and Gunning Libraries - Computers and Peripherals	01 56190.4130.002		\$6,000		\$6,000		
Gunning Library - Structural Repairs	01 56106.4100.002		\$25,000		\$25,000		
Public Halls, Cultural Services, Community Centres and Museums							
Birds Hall - Exterior Painting	01 56514.4100.002		\$20,000		\$20,000		
Memorial Hall - Crookwell Historical Society - Internal Painting	01 56112.4100.002		\$10,000		\$10,000		
Tony Foley Centre - Roof, Parking & Toilet Upgrade	01 56342.4100.002	\$545		\$15,000	\$15,000	1%	
Sporting Grounds and Parks and Gardens							
Kalbarri Creek/Pat Cullen Reserve/Mandlen Steel Excavate Improvements (contingent upon 50% contribution from Kalbarri Creek Landcare Group)	01 56586.4150.002		\$10,000		\$10,000		
Crookwell Park - Excavation of site - Outdoor Gym	01 56587.4150.002	\$4,676	\$5,000		\$5,000		
Crookwell Skate Park	01 56399.4150.002	\$1,658		\$5,000	\$5,000	73%	
Crookwell Park - Cricket Nets	01 56392.4150.002			\$13,700	\$13,700		
Bigga Recreation Area - Amenities Refurbishment (100% ULSC Funded)	01 56465.4100.002	\$5,869		\$5,850	\$5,650	100%	
Playground equipment - Stronger Communities Program	01 56370.4150.002	\$3,498		\$8,600	\$8,600	41%	-\$19
Swimming Pools							
Crookwell Swimming Pool Improvements 2017/18 - Toddler's Pool	01 56566.4150.002	\$8,500	\$20,000		\$20,000	85%	
Gunning Swimming Pool Improvements 2017/18 - 1st Aid and Staff Amenities	01 56588.4150.002		\$10,000		\$10,000		
Total Community Expenditure		\$33,203	\$114,600	\$108,450	\$221,050	15%	-\$1,491

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 30 September 2017 Capital Expenditure - Acquisition/Renewal of Assets <i>*Actual expenditure figures include creditor commitments</i>							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Reverts & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND							
2. ENVIRONMENT							
<i>Town Planning and Development Control</i> LEP Review and Section 94 Plan Review (\$75k Plan Administration Snc, \$4 Funded)	01.55186.2899.002		\$120,000		\$120,000		
<i>Housing</i> Staff Accommodation Improvements (3 Houses)	01.55256.4103.002		\$15,000		\$15,000		
<i>Environmental Systems and Protection</i> Noxious Weeds Control							
<i>Building Control</i> Administration Building - Asbestos Airing Replacement - (\$7718 Tindiga CSC) Administration Building - Improvements (All Offices) Crookwell Depot Staff Amenities - Air Conditioners Crookwell Depot Store - Stone Security Caps	01.55467.4103.002 01.55186.4103.002 01.55380.4103.002 01.55123.4103.002	\$1,118 	\$10,000 \$0,000 \$25,000	\$50,000	\$10,000 \$50,000 \$25,000	2% 	
Total Environment Expenditure		\$1,118	\$176,000	\$50,000	\$226,000	0%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 30 September 2017 Capital Expenditure - Acquisition/Renewal of Assets * Actual expenditure figures include creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Reverts & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND							
3. ECONOMY							
Financial Services							
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)	01 60006 4000 002		\$23,600		\$23,600		
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	01 60008 4000 002		\$93,200		\$93,200		
Administration and Corporate Support							
Information Technology							
IT - Review Customer Request Management System	01 55102 4135 002		\$41,500		\$41,500		
IT - Hardware (19 x PCs incl. MS Office)	01 55103 4135 002		\$39,900		\$39,900		
IT - Design Engineer and Trainees 1 x 64 bit Windows 7 PCs for Chivcat	01 55102 4135 002		\$4,000		\$4,000		
IT - Hatch Project	01 55429 2420 002	\$12,161		\$10,800	\$10,800	113%	-\$1,361
IT - New Server Gunning and New Exponent (Spectrum) Server	01 55520 4135 002	\$8,438	\$27,000		\$27,000	77%	
IT - Software (Acrobat and Antivirus)	01 55118 4130 002	\$828	\$1,000		\$1,000	28%	
IT - Replace (UPS) Equipment	01 55245 4135 002		\$5,000		\$5,000		
IT - Replace Printers	01 55310 4135 002		\$6,900		\$6,900		
IT - Network Improvements	01 55001 4135 002	\$3,707	\$6,900		\$6,900	54%	
IT - Smart Phones - iPhone (Senior Management & Mayor)	01 55482 4050 002	\$2,369	\$1,300		\$1,300	30%	
IT - Data Projectors Replacement	01 55181 4135 002		\$8,000		\$8,000		
IT - Servers Virtualisation Project - Additional Project Memory Replication and 10GB Ports	01 55520 4135 002		\$20,400		\$20,400		
IT - Unified Telecommunications System	01 55581 4103 002	\$31,335		\$40,000	\$40,000	78%	
Caravan Parks							
Tourism Promotion and Business							
Christmas Decorations Equipment Installation - Goulburn Street Crookwell	01 55590 4103 002		\$15,000		\$15,000		
Effluent Dump Point (RV Friendly Town) - Taralga	01 55522 4150 002		\$7,500		\$7,500		
Total Economy Expenditure		\$58,538	\$307,400	\$50,800	\$358,200	16%	-\$1,361

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Page 188

2000

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 30 September 2017 Capital Expenditure - Acquisition/Renewal of Assets * Actual expenditure figures include creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Reversals & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Other Infrastructure School - Rural Bus Stops (Transfer from Sec 94 Reserve) Towns and Village Streetscape Investigation and Program	01 35294 2605 002 01 35407 8008 002	\$46,097	\$15,000 \$200,000		\$15,000 \$200,000	27%	
Waste Centres, Rubbish Tips and Street Cleaning Cropwell Landfill Upgrade/Remediation - EPA, Remediation (1714 \$270k transfer from DVM Sec 94 Reserve and \$1.25m Council Funded) Greening Transfer Station - Gravel Pad and Skip Bins	01 35295 4103 002	\$11,020	\$1,500,000	\$20,000	\$1,500,000 \$20,000	1%	
Public Cemeteries Lawn Cemeteries Committees (Transfer from Sec 94 Reserve) Scone Cemetery Public Toilet Block	01 35175 4143 002 01 35428 4102 002	\$568	\$10,000	\$8,700	\$10,000 \$8,700	7%	
Stormwater and Drainage Riparian Lane Crookwell (Drainage Works) - Stormwater Drainage Transfer from Reserve Rabbits Creek Crookwell (behind Vet Surgery) - Stormwater Drainage (Transfer from Reserve) Church Street Collector - Stormwater Drainage (opposite Buchanagar hotel) (Transfer from Reserve)	01 35001 4159 002 01 35201 4159 002 01 35407 4159 002	\$603 \$9,820	\$100,000 \$25,000	\$80,000	\$100,000 \$25,000 \$80,000	0% 12%	
Quarries and Gravel Pits Land Purchase Hidesman's Gravel Quarry	01 35415 5403 002	\$173,492		\$171,000	\$171,000	101%	-\$2,492
Public Conveniences and Amenities Goulburn Street Crookwell - Amenities Upgrade Tulla - Amenities Block & Replacement Efficient Diapason System (Total Cost \$110K) (Total Project \$100K - \$50K Grant Funds, \$45.7K Council Funded & \$4.3K Transfer from Sec 94 Reserve) Goodfellow Park - Amenities Upgrade (Transfer from Sec 94 Reserve)	01 35410 4103 002 01 35410 4103 002 01 35407 4159 002	\$38,163 \$3,014	\$10,000 \$100,000	\$46,000	\$10,000 \$46,000 \$100,000	78% 3%	
Engineering, Purchasing and Works Supervision Survey Equipment	01 35399 4103 002	\$41,902					
Pilot and Equipment Operations Motor Vehicle Fleet Replacement Cost - (see Motor Vehicle Schedule) Heavy Plant Fleet Replacement Cost - (see Plant Schedule) Workshop Plant and Tools	01 35000 4210 004 01 35000 4210 004 01 35122 4159 002	\$1,035 \$4,000	\$181,300 \$785,000 \$4,000		\$181,300 \$785,000 \$4,000	0%	
Domestic Waste Management (DWM) DWM Plant Fleet Replacement Cost - (see Plant Schedule)	01 35000 4210 004	\$50,591					
Total Infrastructure Expenditure		\$1,957,471	\$10,446,728	\$3,778,350	\$14,615,037	13%	-\$378,626

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 30 September 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	Revised Total Budget	Actual Revised Budget %	Budget Variances
WATER SUPPLY FUND							
Crookwell Water Supply Fund Lush Precipital Production (Former Crookwell Lush 1639V - Finalised 24/4/2023) Karna Replacement - General Crookwell NEW DAF Water Treatment Plant Indrahook NEW DAF Water Treatment Plant (ILS SC contribution 12118 \$40K - Transfer from Reserve) Computer Replacement Manager of Operations (Lagoo)	01 02000 0000 000 07 02000 2194 000 02 02000 4200 000 02 02000 4200 000 02 02000 4200 000	\$1,636 \$1,542,207	\$51,500 \$150,000 \$1,000,000 \$2,000	\$600,000 \$600,000	\$572,500 \$150,000 \$1,600,000 \$2,000	1% 96%	
Gunning Water Supply Fund Karna Replacement	08 09011 2194 000	\$60,000	\$60,000		\$60,000		
Capton Water Supply Fund Karna Replacement	11 11090 2194 000	\$130,000	\$130,000		\$130,000		
Tarengo Water Supply Fund Lush Precipital Production (Lush 170 - Finalised 30/2/2023) Karna Replacement	12 12000 4300 000 12 12000 2194 000	\$5,767 \$11,735	\$11,600 \$60,000		\$11,600 \$60,000	60% 23%	
Total Water Supply Services Expenditure		\$1,261,346	\$1,356,100	\$600,000	\$1,956,100	80%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 30 September 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments							
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revores & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
SEWERAGE FUND							
Crackwell Sewerage Fund							
Loan Principal Reduction (Former Crackwell Loan #635 - Finalised 24/02/2021)	03 0560 4800 002		\$13,400		\$13,400		
Sewerage Pumping Station Upgrades	03 0560 4300 002	\$134	\$10,000		\$10,000	1%	
Sewer Main Rehabilitation / Renewal	03 0560 4000 002		\$50,000		\$50,000		
Boxer Purchase	03 5900 4210 004		\$6,300		\$6,300		
STP Motor Overhaul Repair	03 0560 4750 002	\$14,530		\$14,530	\$14,530	100%	
Gunning Sewerage Fund							
Sewer Main Rehabilitation / Renewal	03 0560 4300 002	\$19,348	\$40,000		\$40,000	48%	
Tarengo Sewerage Fund							
Loan Principal Reduction (Loan #170 - Finalised 02/20/2021)	03 1380 4800 002		\$2,700		\$2,700		
Sewer Main Rehabilitation / Renewal	03 0560 4300 002	\$1,347	\$50,000		\$50,000	90%	
Total Sewerage Services Expenditure		\$35,857	\$192,400	\$14,530	\$206,930	17%	
GENERAL FUND							
S. CIVIC LEADERSHIP							
Real Estate Development							
Total Civic Leadership Expenditure							
Total Capital Works Expenditure		\$3,647,533	\$12,993,228	\$4,550,089	\$17,543,317	21%	-\$281,477
Capital Works Funding by Fund:							
General Fund Expenditure	88%	\$2,101,222	\$11,444,728	\$3,935,559	\$15,380,287	14%	-\$281,477
DWM Fund Expenditure	10%	\$1,561,346	\$1,356,100	\$600,000	\$1,956,100	80%	
Water Supply Funds Expenditure	1%	\$35,557	\$192,400	\$14,530	\$206,930	17%	
Sewerage Funds Expenditure	100%	\$3,647,533	\$12,993,228	\$4,550,089	\$17,543,317	21%	-\$281,477

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 30 September 2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Reverts & Reserves Transfers	Revised Total Budget	Actual/Revised Budget %	Budget Variance
GENERAL FUND							
1. COMMUNITY							
Emergency Services and Fire Protection							
Burridge Brigade Building Improvements - (ask fund)	01.28001-4250.999	\$6,461		\$6,461	\$6,461	100%	
Gurindah Buverie Brigade Shed (Contribution for Solar from Gulien Range Farm)	01.38001-1750.483	\$4,160		\$4,160	\$4,160	100%	
Animal Control							
Crookwell Pound - Impounding Yard Improvements (Transfer from Sec. 94 Reserve)	01.45001-4250.999		\$3,000		\$3,000		
Health Services, Medical Centres, Aged, Disabled and Community Services							
Public Libraries							
Public Halls, Cultural Services, Community Centres and Museums							
Sporting Grounds and Parks and Gardens							
Kaurna Creek/Pat Cullen Reserve Marston Street Entrance Improvements (50% contribution from Kaurna Creek Landcare Group)	01.39301-1750.188		\$5,000		\$5,000		
Cifton Park - Outdoor Gym (Contribution from Crookwell Neighbourhood Centre)	01.39301-1700.852	\$6,203		\$6,203	\$6,203	100%	
Swimming Pools							
Total Community Income		\$16,824	\$8,000	\$16,824	\$24,824	68%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 30 September 2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revoles & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
GENERAL FUND							
2. ENVIRONMENT							
Town Planning and Development Control LEP Review & Section 94 Plan Review (\$75k Plan Administration Sec 94 Funded)							
	01.41001.1750.297		\$75,000		\$75,000		
Section 94 - Development Contributions							
Open Space	01.41001.1750.287	\$9,852	\$23,700		\$23,700	42%	
Bushfire	01.41001.1750.322	\$7,800	\$21,000		\$21,000	36%	
Community Facilities/Amenities	01.41001.1750.288	\$17,076	\$43,300		\$43,300	39%	
Roads/Traffic Construction	01.41001.1750.289	\$113,589	\$298,700		\$298,700	38%	
Extractive Industries	01.41001.1750.292	\$1,689	\$9,400		\$9,400	18%	
Plan Administration	01.41001.1750.295	\$2,136	\$5,200		\$5,200	41%	
Environmental Systems and Protection							
Housing							
Noxious Weeds Control							
Building Control							
Total Environment Income		\$152,193	\$476,900		\$476,900	32%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 30 September 2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
GENERAL FUND							
3. ECONOMY							
<i>Financial Services</i>							
<i>Administration and Corporate Support</i>							
<i>Information Technology</i>							
<i>Caravan Parks</i>							
<i>Tourism Promotion and Business</i>							
Total Economy Income							

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 30 September 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Transfers	Revised Total Budget	Actual/Revised Budget %	Budget Variance	
GENERAL FUND AND DWM FUND								
4 INFRASTRUCTURE								
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering								
Urban Local Roads								
Rural Local Roads								
Gravel Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (17/18 \$200k, 18/19 \$200k, 19/20 \$200k)	01-30201-1700,570		\$400,000		\$400,000			
Banister Lane Curve Realignment & Initial Seal (\$250k Golden Solar Farm Sec 84A & \$100k Sec 84) Gravel Resurfacing Roads (Transfer from Sec. 94 Reserve) Black Spot Funding - Tawaga Rd Safety Improvements Black Spot Funding - Bayvon Road Safety Improvements Black Spot Funding - Borda Street, Borda Safety Improvements	01-30201-1750,263 01-30201-4250,899 01-30201-1700,877 01-30201-1700,977 01-30201-1700,877	\$49,843	\$350,000 \$190,500	\$175,600 \$75,280 \$94,110	\$350,000 \$190,500 \$175,600 \$75,280 \$94,110	20%		
Regional Roads								
Regional Road Rehabilitation - Quindaro Road MR52 (50% RMA REPAIR Grant Funded) Regional Road Rehabilitation - MR206 Tawaga Road (100% Grant Funded) (New Chapman's Lane Lane 0 \$238,083 Black Spot Funding) Regional Road Rehabilitation - MR206 Wombeyan Gables Road (100% Grant Funded) Regional Road Rehabilitation - David's Elbow MR52 Regional Road Rehabilitation - Grant Funding \$540,000 Black Spot Grant Funding \$540,000 Farning Country Roads Grant - State Govt Transport for NSW \$206,546 MFSF	01-31001-1700,318 01-31001-1700,868 01-31001-1700,969 01-31001-1700,969 01-31001-1700,969 01-31001-1700,969 01-31001-1700,969 01-31001-1700,969	\$94,000	\$371,000 \$238,063 \$186,110	\$183,500 \$540,000 \$206,546	\$371,000 \$238,063 \$186,110 \$183,500 \$540,000 \$206,546	49%		
Regional Roads Timber Bridge Replacement Program								
MR 206 - Timber Bridge Replacement - Kanna Creek (50% RMA Grant & 50% Loan Funded) MR 206 - Timber Bridge Replacement - Abercrombie Bridge (Bridge Renewal Program) MR 206 - Timber Bridge Replacement - Abercrombie Bridge (Farning Country Roads NSW grant)	01-31001-1700,960 01-31001-1700,979 01-31001-1700,960	\$156,011	\$1,062,500	\$762,000 \$675,000	\$1,062,500 \$762,000 \$675,000	20%		
Local Roads Bridge Program								
Footpaths and Cycleways								
Table & Transport Cycleway Program - Last Street Collector (Collector Public School - 100% Grant Funded)	01-30801-1700,281		\$60,000		\$60,000			

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 30 September 2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Reverts & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
Kerbs and Guttering Kerb and Guttering - Corner of Basque Street and Bevan Street (50% contribution from Collector Memorial Hall) Kerb and Guttering - Laggan Road	01.30811.1790.932 01.30811.1790.893	\$0 \$19,322	\$11,277 \$19,322	\$19,322	\$11,277 \$19,322	0% 0%	
Other Infrastructure School - Rural Bus Stops (Transfer from Sec 94 Reserves)	01.32901.4280.885		\$15,000		\$15,000		
Waste Centres, Rubbish Tips and Street Cleaning							
Public Cemeteries Lawn Cemeteries Contributions (Transfer from Sec. 94 Reserve)	01.33001.4280.899		\$10,000		\$10,000		
Stormwater and Drainage Robertson Lane Crockwell - Stormwater Drainage (Davy Motors) (Transfer from Reserves)	01.28701.4280.899	\$683	\$160,000		\$160,000	0%	
Public Conveniences and Amenities Goodnow Park - Amenities Upgrade (Transfer from Sec. 94 Reserve)	01.35301.4280.898	\$3,014	\$100,000		\$100,000	3%	
Engineering, Purchasing and Works Supervision							
Plant and Equipment Operations							
Domestic Waste Management (DWM) Section 94 Contribution - Garbage Disposal and Facilities Crockwell Landfill Upgrade/Remediation - EPA Requirement (Transfer from Sec 94)	06.08511.1790.290 06.08511.1790.290	\$6,240 \$270,000	\$15,500 \$270,000		\$15,500 \$270,000	40% 0%	
Total Infrastructure Income		\$328,122	\$3,439,950	\$2,001,358	\$6,241,308	5%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 30 September 2017 Grants and Contributions Provided for Capital Purposes							
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revores & Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
WATER SUPPLY FUND							
Crookwell Water Supply Fund							
Water Section 64 Development Contributions	02.02001.1750.205		\$25,800		\$25,800		
Crookwell NEW DAFW Water Treatment Plant (Infrastructure NSW Grant)	02.02001.1750.577	\$531,356	\$857,000		\$857,000	62%	
Crookwell NEW DAFW Water Treatment Plant - Transfer from Reserve	02.02001.4250.998	\$143,000	\$143,000		\$143,000	100%	
Gunning Water Supply Fund							
Water Section 64 Development Contributions	02.02001.1750.205		\$15,200		\$15,200		
Dalton Water Supply Fund							
Water Section 64 Development Contributions	02.02001.1750.205		\$2,100		\$2,100		
Tarengo Water Supply Fund							
Water Section 64 Development Contributions	02.02001.1750.205	\$7,846	\$9,300		\$9,300	84%	
Total Water Supply Services Income		\$692,202	\$1,052,400		\$1,052,400	65%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 30 September 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revenues & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance	
SEWERAGE FUND								
<i>Crockwell Sewerage Fund</i>								
Sewerage Section 64 Development Contributions	03.00011.1750.285		\$20,000		\$20,000			
<i>Gunning Sewerage Fund</i>								
Sewerage Section 64 Development Contributions	10.10001.1750.285		\$8,200		\$8,200			
<i>Taralga Sewerage Fund</i>								
Sewerage Section 64 Development Contributions	13.13001.1750.285	\$8,360	\$5,400		\$5,400	135%	-\$2,960	
GENERAL FUND								
Total Sewerage Services Income		\$8,360	\$34,200		\$34,200	24%	-\$2,960	
5. CIVIC LEADERSHIP								
<i>Real Estate Development</i>								
Total Civic Leadership Income								
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans		\$1,188,701	\$5,011,450	\$2,818,182	\$7,829,632	15%	-\$2,960	
Total Transfers from Reserves		\$143,693	\$303,000		\$303,000	47%		
Total Section 94/64 Transfers from Reserves		\$59,317	\$1,502,500	\$6,461	\$1,508,961	4%		
Total Loans		\$905,691	\$531,250		\$531,250			
Total Capital Grants and Contributions		\$905,691	\$2,674,700	\$2,811,721	\$5,486,421	18%	-\$2,960	
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans		\$1,188,701	\$5,011,450	\$2,818,182	\$7,829,632	15%	-\$2,960	
Capital Income by Fund:-								
General Fund		\$431,889	\$2,219,600	\$2,818,182	\$5,037,782	9%		
DWM Fund		\$6,240	\$15,500		\$15,500	40%		
Water Supply Funds		\$539,202	\$909,400		\$909,400	59%		
Sewerage Funds		\$8,360	\$34,200		\$34,200	24%	-\$2,960	
Total of All Funds Capital Grants and Contributions Income		\$985,691	\$3,178,700	\$2,818,182	\$5,996,882	16%	-\$2,960	

UPPER LACHLAN SHIRE COUNCIL



1ST QUARTER REVIEW OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS **2017/2018**

30 SEPTEMBER 2017

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI)

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
COMMUNITY	
Health Services, Medical Centres, Community Services, Aged and Disabled Services	4
Public Halls, Cultural Services, Community Centres and Museums	4
Animal Control	5
Swimming Pools	6
Sporting Grounds and Parks and Gardens	7
Public Libraries	7
Emergency Services and Fire Protection	8
ENVIRONMENT	
Town Planning and Development Control	9
Building Control	9
Environmental Systems and Protection	10
Housing	10
Noxious Weeds Control	11
Food Control and Inspections	12
ECONOMY	
Financial Services	13
Administration and Corporate Support	14
General Purpose Revenue and Rates	15
Information Technology	15
Workforce (Human Resources and Work, Health and Safety)	16
Caravan Parks	18
Tourism Promotion and Business (Private Works, RMS State Road and Service NSW)	19
INFRASTRUCTURE	
Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering	20 - 21
Stormwater and Drainage	21 - 22
Quarries and Gravel Pits	22
Waste Centres, Rubbish Tips and Street Cleaning	23

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI) continued

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Maintain lease for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned building utilised for health care services in Crookwell and Gunning.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Achieved.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council adopts a Disability Inclusion Action Plan by July 2017.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - the Disability Inclusion Action Plan, adopted after public exhibition, by Council on 15 June 2017.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Being Achieved - Annual review scheduled for completion in October 2017.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
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.	Achieved.
Implement Cultural Plan for Council.	Review every two years. Complete review by December 2017.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - Cultural Plan 2017-2020 adopted by Council on 15 June 2017.

KPI	Performance Measure	Delivery Program Actions	Performance Status
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Being Achieved - Heritage grants scheduled for endorsement by Council in October 2017.
Maintenance and management of Council public facilities.	Annual AGM and audits for Committees.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being Achieved - as per budget commitments.
	Review Plan of Management for public buildings every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved - Plan of Managements are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

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

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

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

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – First meeting being organised before December 2017 and second one planned for May 2018.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every five years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending – no progress to date.
Towns and villages streetscape improvement program.	Implement main street streetscape plans.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – The current landscape work is being finalised by the end of the year. Brief is being prepared for the engineering consultant reporting to the December 2017 meeting.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities on weekends of special or community events.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – townspersons working in towns and village including, Bigga, Gunning and Taralga.

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
		maintaining public safety standards.	
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Pending – Library Return to be forwarded to NSW State Library in November 2017.
Increase membership and number of library loans.	Increase by 1% per annum.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – statistics prepared by Library Manager for the 2016/2017 Annual Report.
Design and development of the new Upper Lachlan library services website.	Operational in 2017/2018.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – new Council library website launched in August 2017.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual Audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved – Section 94 Register audit completed for 2016/2017 and provided a copy of the register to RFS in August 2017.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being Achieved – Consequences Management Guide are prepared in draft format.
Complete review of RFS Service Level Agreement.	Report to Council by June 2018.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – discussion started with RFS and yet to be finalised.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare LEP amendments and submit to Department of Planning.	LEP Amendments submitted to Department of Planning and Infrastructure for gazettal in a timely manner.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved - amended as required.
Review and implementation of Section 94 and Section 94A Development Contributions Plans.	Implement amended Section 94 Plans by December 2017; and annual audit of Section 94 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being Achieved – A brief for the review of the Section 94 Contributions Plan has been publically exhibited.
Section 355 Committees of Council commence operations to facilitate the Community Enhancement Fund (CEF).	CEF agreements signed. Funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being achieved – CEP Agreements are signed and awaiting commencement of projects for funding payments. Gullen Range Wind Farm, Cullerin Range Wind Farm and Taralga Windfarm CEP project funding has been allocated for 2017/2018.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD)	Achieved.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 30 days.	2.2 - Promote environmentally sustainable developments (ESD).	94% of CC's were determined within 30 days for the period of 1 July 2017 to 30 September 2017.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	88% of DA's were determined within 40 days for the period of 1 July 2017 to 30 September 2017.

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

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

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Works in progress – 158 property inspections have been undertaken during the period of 1 July 2017 to 30 September 2017.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved - monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being Achieved - regular government and non-government meetings attended. Weed control information included in Councils information page and newsletters.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not Achieved – inspections are scheduled for April 2018.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - None identified for the period of the 1 July 2017 to 30 September 2017.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Achieved – Investment Policy was reviewed and adopted by Audit, Risk and Improvement Committee on 21 June 2017.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Minimum 35% cash reserve of total ELE expense.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 45% of total ELE expense as at 30 June 2017 based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Pending – Grant Thornton internal audit contractor will conduct internal audit program. A contract management and procurement internal audit will be conducted by December 2017.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Being achieved – water supply and sewerage asset classes were revalued at "fair value" on 30 June 2017. Buildings and operational land asset classes will be re-valued by 30 June 2018.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan was reviewed and adopted by Council on 15 June 2017.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Councils Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Being achieved – 88% of tax invoices were paid by Council in accordance with credit terms in the first quarter of 2017/2018.
Manage Councils Accounts Receivable system.	90% of payments recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – 91.60% of sundry debtor invoices were recovered within 60 days of tax invoice date in the first quarter of 2017/2018.
Council electronic document records management system complies with State Records requirements.	Monthly records task assignee action report to management.	3.1 - Ensure financial viability of Council.	Achieved – all legal files, personnel files and grants have been scanned and stored in TRIM. Software Version update of EDM to HP Content management installed in March 2017.
Participate in CBRJO advocacy and resource sharing projects.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in on-line training services program, internal audit, electricity program and water supply best practice programs.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved – 3.35% rates and charges outstanding percentage as at 30 June 2017.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 94.45% completed within timeframe for the first quarter of 2017/2018. 90 Section 603 Certificate applications processed in first Quarter 2017/2018.
Completion and audit of Special Schedule 8 - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – audit completed by the statutory deadline of 30 October 2017.
Process land revaluations and supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in first quarter of 2017/2018.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Not achieved – IT Strategic Plan and Disaster Recovery Plan review is to be completed by March 2018.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Being achieved – computer replacement program commenced.

Review, upgrade and update Council's Website and FaceBook page information.	Updated on a weekly basis.	3.1 - Ensure financial viability of Council.	Being achieved – Council website and FaceBook page updated each week and timely media releases.
Implementation of new servers, software and databases, including telecommunication systems and Customer Request Management System upgrade.	Complete each year within budget estimate.	3.1 - Ensure financial viability of Council.	Not achieved – unified telecommunications system project and CRM project implementation are pending.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Council Succession Plan.	Review biennially.	3.4 - Assist facilitation of employment opportunities.	Not achieved – Succession Plan to be reviewed and adopted by Council in December 2017.
Proportion of Council employee turnover per year.	Less than 10%.	5.4 - Ensure the retention and attraction of quality staff.	Achieved – 9% employee turnover rate in 2016/2017.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.4 - Assist facilitation of employment opportunities.	Not achieved – 2017/2018 performance reviews are pending and will commence in February 2018.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – the reviewed Workforce Plan was adopted by Council at June 2017 meeting.
Conduct on-site work safety inspections of works sites and offices. Information provided to Council WH&S Committee and management.	80% of worksites are audited each year by WH&S Committee.	3.4 - Assist facilitation of employment opportunities.	Not achieved - currently worksite inspection rate at 50% each year.

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

TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:

PRINCIPAL ACTIVITY - CARAVAN PARKS

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Achieved – in 2016/2017 Council operated the facility with a minor profit, also an increase in overnight visitation and bookings each year for the past 5 years.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Not achieved – review of the Plan is pending.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Being achieved – Crookwell caravan park promotion ongoing and toilet amenities upgrade completed.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Upper Lachlan Tourist Association Review Tourism Strategic Plan and implement actions.	Review annually.	3.5 - Encourage and support viable local businesses.	Achieved – Action Plan and projects identified, review of the 2020 Strategic Plan completed by the Tourist Association in August 2017.
Coordinate the Crookwell Potato Festival event.	Provide annual event summary.	3.6 - Promote tourism opportunities and community events.	Pending – the event is scheduled for May 2018.
Presentation of tourism function statistics each quarter.	Present to Tourist Association.	3.6 - Promote tourism opportunities and community events.	Pending – audited Financial Statements are to be presented to Tourist Association AGM in December 2017.
In conjunction with CBRJO prepare the Destination Management Plan for Southern NSW RTO to Destination NSW.	Development commences in 2017/2018.	3.5 - Encourage and support viable local businesses.	Being achieved – in conjunction with Southern NSW RTO the Destination Management Plan consultation meeting being held with Councils in October 2017.
Annually coordinate the tourism grants, events and cultural funding programs.	Increase visitation and \$ spend in the Shire each year.	3.6 - Promote tourism opportunities and community events.	Achieved – the 2016/2017 Cultural Funding Program and Events Funding program have been completed.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Being achieved – media publications are ongoing and the new Upper Lachlan Destination Guide was completed in 2017.
Business activity of the State Road MR54 RMCC contract and work orders to retain RMS accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being Achieved - RMS works orders and new road construction and sealing works of unsealed sections well underway “The Willows” section of road. Satisfactory contractor performance report issued by RMS.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy has been developed.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 80% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – 13% of Infrastructure General Fund capital works program completed in 1st Quarter of 2017/2018.
Reconstruction and upgrade of Grabine Road as part of the Special Grant program with RMS and Transport for NSW (8 year program commenced 2013).	Complete Stages 4 and 5 within budget allocation in 2017/2018.	4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Pending – Stage 4 of program commenced. Stage 5 yet to commence. Reconstruction scheduled in April 2018.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – tenders called and completed for Truck and Plant Hire. Bitumen Sealing Contract extended to June 2018. Tenders for pavement rehabilitation projects are undergoing assessment at the moment.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – the gravel resheeting program adopted by Council. 37% of Roads to Recovery gravel resheet & 26% of Section 94 gravel resheet program completed.
Number of kilometres per year cost per kilometre for road maintenance, dissecting bitumen and gravel roads.	Provide cost report to Council annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Council started to use age and condition together to develop the 10 years program.

Continuation of footpath replacement program in accordance with Footpath Policy.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - ongoing projects being completed regularly.
Bridge Replacement and maintenance program update and review.	To review program every two years.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – priority program has been prepared and included in 4 year Delivery Program. Plan to utilise borrowings to assist in funding bridge replacement program.
Complete the replacement of the Abercrombie River timber bridge on MR256 Taralga to Oberon Road.	Complete by June 2018.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – funding contract signed, review of environment effects completed. Aboriginal Heritage Impact Permit (AHIP) application is with OEH for approval. Manufacture of the precast concrete components is complete. Request for Quotation in the 2nd Quarter for construction of the bridge and approach works.
Regional road repair and pavement reconstruction program on MR52 Gundaroo to Gunning Road.	Complete within budget by June 2018 and finalisation report completed to RMS.	4.14 – Progressively bitumen seal all classified roads.	Being achieved - Stage 3 of MR52 Gundaroo Road reconstruction project will commence in November 2017.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Stormwater Levy for all towns to assist in funding capital 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 Management Study and Plans.	Completion of Study and Plan by January 2018.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Achieved.
Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved - gravel management system is in place and working well. Gravel stocks have been reduced to target value and approval of Council's auditors.
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	Achieved – internal gravel charge reviewed and updated 28 July 2017.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		renewal and upgrades covering a 10 year period.	
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements.	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.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Crookwell Waste Centre landfill upgrade project including detailed design and construction activities over 2 year period.	Remediation works project in accordance with EPA requirement and consultants design.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – consultant currently completing design plans for Crookwell Landfill Upgrade.
Waste transfer station design development and construction over 4 years. Upgraded waste transfer stations for Taralga and Collector, new waste transfer stations for Tuena and Bigga, including closure plans for existing landfills.	Remediation works project in accordance with EPA requirement. Transfer stations constructed to service standard.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Some upgrade works have been carried out at Taralga Transfer Station and Transfer Stations have been established at Collector and Gunning. Collector landfill was closed in November 2016. All waste from these facilities is transferred to Crookwell Landfill. Advice being prepared to establish transfer stations at Bigga and Tuena.
Review and re-measurement of remediation and restoration provisions and determine of the useful lives of Councils waste centres.	To be completed by 30 June 2018.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved - Crookwell landfill upgrade includes a significant remediation component and will also define future requirements. Remediation of small sites to be undertaken in conjunction with conversion to transfer stations.
Ensure compliance with DECCW licence for rubbish tips (landfill).	No non-compliance incidents.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DECCW annual return for Crookwell landfill completed on time and submitted.

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - pending
Gunning cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owner.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - negotiations are underway to purchase additional land for the expansion of Gunning Cemetery.
Stonequarry Cemetery in Taralga has new public toilet amenities constructed.	Complete project by September 2017.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved, building is completed. Awaiting final inspection prior to opening to general public
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – maintenance activities according to annual program and budget allocation.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Special Schedule 7 audit compliance. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved - Finance Statements are reporting asset condition in Special Schedule 7. Reviewed setup for Regional Road to trial of electronic inspection and maintenance system. Works and Operations to review capability for asset condition survey using camera data capture.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending - general stores re-organisation ongoing. Stores stocktakes are conducted in December and June each year.
Implementation of 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.	Being Achieved – RAMP for 2016/2017 - 26 of 55 item closed out. In 2017/2018 drafted RAMP with benchmarking of 4 liability infrastructure risk and two improvement items.
Implement Risk Management Assessment Plan and Risk Management Policy.	Review and update.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not Achieved - strategic risk register not updated after internal audits. Works and Operations to develop risk framework to control infrastructure liability risks.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowsers.	No environmental impact.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - testing indicates that losses from the system are minimal. UPS tank outside Crookwell office to be removed.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – plant 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.	Not achieved - plant replacements for 2017/18 are pending.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Achieved – Plant Hire rates were reviewed and were not increased for 2017/2018.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Being achieved – leaseback program and lease fees are reviewed annually completed in July 2017.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
DWM service charge includes a disposal cost as a costed entity.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – experienced staff and reliable trucks have assisted in a significant reduction in missed bin complaints.
Complete the DWM reasonable cost calculation.	Externally audited annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – calculation and methodology was included in the 2017/2018 Operational Plan.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council's Waste and Recycle collection fleet consisting of two side loading compactor trucks being replaced on a staggered rotation. Council purchased a new truck in June 2017. The second truck is due to be replaced 2018/2019.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – user pay water charges implemented. Greater than 50% of total water revenue is from water usage consumption charges.
Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Complete IWCM strategy by 30 June 2018.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending.
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 upgrade project per Restart NSW - Water Security for Regions Program.	Project initiation in 2016/2017. Completion of project in 2017/2018.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved - \$6M secured from Restart NSW towards the \$7M Water Treatment Plant project (\$1M balance from Council). Construction commenced October 2016, new system commissioned by November 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 2016/2017 had an operating surplus to fund infrastructure replacement requirements.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – problem sewer main areas in Crookwell and Gunning have been relined as part of the CEEP program.
Implement Trade Waste Charges.	Consider charges for 2018/2019.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Integrated Water Cycle Management (IWCM) Plan is completed. Strategic Business Plan also completed.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – operating result surplus in 2016/2017 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 EPA.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – EPA Annual Return completed on time. NSW Office of Water regional inspector provided satisfactory report for Crookwell, Gunning and Taralga Sewerage Treatment Plants.

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all seven Fit for the Future benchmarks.	3.1 Ensure financial viability of Council.	Being achieved - in 2016/2017 six benchmarks achieved.

Finance and Administration - 16 November 2017

ITEM 11.6 **Library Quarterly Report**

FILE REFERENCE **I17/603**

AUTHOR **Director of Finance and Administration**

ISSUE

A summary of the activities in the Upper Lachlan Shire Council libraries for the 1st Quarter 2017/2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

Upper Lachlan Shire Library Services Quarterly Report: July - September 2017

LIBRARY USAGE:

	Crookwell	Gunning	Taralga
Loans*	7,398	3,160	61
New Members	31	40	5
Internet Sessions	857	847	N/A
Visitors	6,538	3,138	N/A
Hours open per week	31.5	19	N/A**

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

**Taralga Mobile Library Service operates at Taralga once every three weeks.

Overview:

The libraries experienced a busy quarter with consistent usage across all areas. This quarter the number of new members and loans increased at the Gunning Library compared to the same quarter last year. The library usage at Crookwell Library was lower compared to the same quarter last year. The Crookwell Library was closed for carpet installation in September for five days and this has affected the library usage.

This quarter saw the launch of the Goulburn Mulwaree Council's Big Read Bus mobile library service at Taralga. On the first visit there five new library members. This quarter also saw the opening of the Gunning library on Saturday mornings. Borrowers have been enthusiastic about the new Gunning library hours of operation.

Finance and Administration

LIBRARY QUARTERLY REPORT cont'd

During the quarter a number of promotional events were held in our libraries attracting a number of attendees who also used the library services. These events included a bus trip to Lanyon Homestead; Cars 3 workshop; Father's Day card making; Threatened Species Day special Storytime; announcement of the Streetscape competition and mosaic craft workshop at the Crookwell Library. Whilst at the Gunning Library events included researching the history of your house workshop; balloon car and race track school holiday activity; Leap Online at your library and a Bird Watching school holiday workshop.

Events and Promotion:

Crookwell and Gunning Libraries:

- Promotional articles and promotion were published in the Crookwell Gazette, the Gunning Lions Newsletter, Goulburn's 2GN, Goulburn Post, school newsletters, Crookwell Library Facebook site, Council Website, and the Voice. These included "Big Read Bus coming to Taralga"; start your engines! Cars 3 School Holiday Activities'; Mobile Library has First Visit to Taralga'; Friends Bus Trip'; Website New for Library Service'; Do you have your Father's Day Card'; "New Book Launch brings another author back home to Crookwell"; 'Library Closure' and Gunning Library Activities' regular column in the Gunning Lions Newsletter.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from all branches of the Library Co-operative 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 breath of items in the collections. The Crookwell Library displayed items on the theme of animation; winter warmers; Scandinavia; family history; country life and adult fiction. Gunning library displayed items on sustainable living biography; Australian romance; large print mystery; craft; youth fiction; DVD's; land care new books; Australian Birds and electronic books.

Gunning:

- This quarter the knitting circle was well attended. In total there were twenty five people who attended across the quarter.
- Gunning Library commenced opening on Saturday mornings in July 2017. Free face painting was offered to children on the 1st and 2nd Saturday of the month. In total eighteen children had their faces painted.
- Science Week Brain Break morning tea, with fun quizzes and activities was held on 11 August 2017.
- Researching the history of your house workshop with Michael De Percy was held on 22 August 2017. This workshop was well attended by fourteen people.
- Leap Online at your library, a free workshop on social media, email and life online was held on 1-2 September 2017 and 8-9 September 2017.
- Author Jane Carter visited the Gunning Library on 29 September 2017. Fourteen people attended the event.

Crookwell:

Finance and Administration

LIBRARY QUARTERLY REPORT cont'd

- Council's Media Officer and Library Manager attended the launch of the mobile library at Taralga on 7 July 2017.
- This quarter the monthly scrabble afternoons were well attended with a total of twenty eight people attending across two sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- Crookwell Friends of the Library visited Lanyon Homestead on 30 August 2017. Nineteen people attended this event.
- Author Jane Carter visited the Crookwell Library on 26 September 2017. Thirty people attended this event.

Children and Young People:

Gunning:

- Gunning Library held a make a balloon car and race track school holiday activity on 14 July 2017 and in total nineteen children attended this event.
- Rosemary Thomas from Children's Book Council presented a talk on 'Visual literacy' at the Gunning Library on 21 July 2017 and in total fourteen people attended this event.
- Fortnightly Storytime continues to be popular, with the Gunning Early Child Centre joining the Storytime sessions. In this quarter there were a total of one hundred and seventeen children who attended Storytime.
- School children from Gunning Primary School continue with their weekly visits to Gunning Library. In this quarter there were a total of one hundred and seventeen children who attended the library.
- Gunning and District Before and After School Care – OOSH continue to have a permanent booking of computers after school every when computers are available.
- The Gunning Library held a bird watching school holiday workshop in conjunction then Gunning Landcare. Fifteen people attended this event.

Crookwell:

- Weekly Storytime continues to be popular. In this quarter there were total of two hundred and fifty children who attended Storytime. This figure included a Storytime session for the Crookwell children centre on 22 August 2017, with twenty three people attending. There has also been some new families attending the Crookwell Library Storytime in August.
- As part of the Big Read Bus launch at Taralga on 7 July 2017 the Cars 3 craft activity was also held with three children participating in this event.
- Crookwell Library held a Cars 3 craft workshop in the school holidays on 13 July 2017 and in total fourteen children attended this event.

Finance and Administration

LIBRARY QUARTERLY REPORT cont'd

- SDN participated in book week activities at the library during Storytime on 24 August 2017. The children came dressed up as their favourite book character. The book and craft activity were based in the book theme week 'Escape to everywhere'. Thirty people attended this event.
- Crookwell Library held a Father's Day card making activity on 29 August 2017 with twelve people attending the event.
- HSC students have been using the Crookwell Library for their study throughout this quarter.
- St Mary's School visited the Crookwell Library on 4 September 2017 to look at the streetscape entries, with twenty one people in attendance.
- On 7 September 2017 fifty six people attended the special animal Storytime for Threatened Species Day at the Crookwell Library. A local resident dressed up in koala, possum and platypus costumes. Library staff read stories on each type of animal and following the stories there was a craft activity.
- Upper Lachlan Shire schools, Councillors, Council staff and other guests attended the announcement of the streetscape competition at the Crookwell Library on 21 September 2017 with thirty one people attending this event.
- A mosaic craft workshop was held at the library on 28 September 2017 with fourteen people attending this event.

Collections, Resources and Facilities:

Collections:

- Crookwell library staff catalogued donated books.
- In this quarter library staff weeded the adult fiction, youth fiction, DVD's and non-fiction collections at the Crookwell library.
- Due to the space issues with the DVD's at Crookwell library some DVD's were transferred to Gunning Library to refresh their collection.
- Volunteers at Crookwell Library sorted the donated DVD's for quality and whether the library already holds a copy.
- Volunteers sorted the remaining books that were affected from the May 2017 storm damage in the Crookwell library. None of these items were damaged. These items were moved back to their original shelves.
- Staff at Crookwell and Gunning Libraries catalogued the children's books donated by Rosemary Thomas to the Gunning Library.
- The Gunning and District Landcare Group donated \$1,000 worth of landcare books to the Gunning Library. Two copies of each title has been purchased, one copy will go into the lending collection and the other into the reference collection.

Finance and Administration

LIBRARY QUARTERLY REPORT cont'd

- Library staff have returned the books that were deemed ok after the storm in February 2017 back to the shelves items are packed for the carpet installation.
- The stored damaged library books have been taken to the Council rubbish tip.
- Thank you letters were sent to the Gunning Lions Club and the Children's Book Council for their generous donations to the Gunning Library.

Resources:

- This quarter staff completed/attended:-
 - Council's online training modules;
 - An online tutorial on the new RP Digital service;
 - Council induction training;
 - A talk on 'Visual literacy' by Rosemary Thomas from the Children's Book Council
 - Manual Handling Course
 - Library Manager attended a video conference at Yass on 28 July 2017 for the SE Zone meeting in Bigga.
- The Library Manager created the new Library website on Council's website, which replaces the former Southern Tablelands Cooperative (STLC) website. The STLC website became obsolete with the dissolution of the STLC on 30 June 2017. The new website includes a page for children and teens, with news, updates and resources relevant to our young library users.
- The Library Manager updated the donations flyer, the suggestions for purchase form, Library membership, inter library loans, Privacy Consent (for children's activities), and Home Library Service and the Read and Connect Book Group forms removing references to STLC and adding the Upper Lachlan Shire Logo.
- This quarter, volunteers completed eighty two and a half hours of work in the Crookwell Library and thirty seven hours at the Gunning library.

Facilities:

- The libraries computers and Wi-Fi facilities continue to be well used by patrons and people passing through. The CWA Day Branch has a computer booking at the Crookwell Library on 12 September 2017 and seven people used the computers to complete an online training program.
- A contractor inspected the outside pipes and building at the Gunning library in July 2017
- The furniture to replace the items damaged by storms (two cupboards and display cubes) and children's rug arrived at the Crookwell Library this quarter.
- The air conditioning units were serviced at Crookwell and Gunning Library in August and September 2017.
- Rentokill conducted pest control at Gunning Library on 7 August 2017 and Crookwell Library and Memorial Hall Complex on 9 August 2017.

Finance and Administration

LIBRARY QUARTERLY REPORT cont'd

- Council building staff reinstalled the ceiling panels in the Crookwell library on 30 August 2017.
- Carpet Court installed new carpet on 16-17 September 2017 at the Crookwell library the remaining carpet will be installed in October 2017.
- The new cabinet for the computer modem and cords was fitted in the Crookwell library office on 14 September 2017.
- Shane Gann completed the electrical work at the Crookwell library in September in preparation for the carpet installation and the new computer cabinet.
- Council's IT staff and the Library Manager commenced the changeover of the internet connectivity with NSW.Net, a service through the NSW State Library.
- The Crookwell Archives and District Historical Society held an afternoon tea after their AGM on 10 August 2017 in the Crookwell library. At the afternoon tea the group launched two historical books and twenty two people attended the event.
- The Library Manager attended the Hall Committee AGM and general meeting on 31 August 2017 at the Crookwell library.
- Gunning Youth Group met at the Gunning library on 29 September 2017 and four people attended this meeting.

Michaela Olde
Library Manager

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Finance and Administration - 16 November 2017

ITEM 11.7 **Memorandum of Understanding - Southern Tablelands Arts**

FILE REFERENCE **I17/642**

AUTHOR **Director of Finance and Administration**

ISSUE

The purpose of this report is to recommend that Upper Lachlan Shire Council enter into a Memorandum of Understanding with Southern Tablelands Arts.

RECOMMENDATION That -

1. The Memorandum of Understanding between the Upper Lachlan Shire Council and Southern Tablelands Arts be amended to commence 1 July 2018 and that the General Manager sign and execute on behalf of the Council.

BACKGROUND

Southern Tablelands Arts (STARTS) is a partnership between Creative NSW (formerly Arts NSW) and Upper Lachlan Shire Council, Hilltops Council, Goulburn Mulwaree, Queanbeyan Palerang Regional Council, Wingecarribee Shire, Wollondilly Shire and Yass Valley Councils.

Council Tourism Manager, Andrew Warren is the nominated Council representative and is a member of the STARTS board.

REPORT

STARTS works with local governments to actively promote arts and culture through the provisions of arts and cultural programs. They also work with Councils and local communities to provide advice and support for the development of arts, culture and the creative industries.

STARTS have already run seminars in the region including web-site design training and also business skills for creatives. Professional portfolio development for visual artists. A two step program to increase opportunities for visual artists to get their work into exhibition/sale. In the pipeline is the Bee Aware Program which combines arts and environment.

STARTS is also a funding agency for State Government programs. Being a part of a regional arts group enables access to these funding streams.

POLICY IMPACT

Continuing with membership of one organisation provides consistency of approach and acknowledges the importance that Council places on arts and culture and is in accordance with Council's Cultural Plan 2017-2020.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The amount budgeted for and paid annually is \$2,515. In 2017/2018 membership of Southern Tablelands Arts under the new Memorandum of Understanding is \$0.60 per head of population or approximately \$4,670 for Upper Lachlan Shire Council.

RECOMMENDATION That -

1. The Memorandum of Understanding between the Upper Lachlan Shire Council and Southern Tablelands Arts be amended to commence 1 July 2018 and that the General Manager sign and execute on behalf of the Council.

ATTACHMENTS

1. ↓	Draft Memorandum of Understanding	Attachment
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Memorandum of Understanding

Southern Tablelands Arts Inc.

and

Upper Lachlan Shire Council

2017 – 2020

1. Introduction

Southern Tablelands Arts has been operating for 21 years (2017) across a region that now comprises seven local government areas (LGAs) including Goulburn Mulwarree, Upper Lachlan Shire, Hilltops, Queanbeyan Palerang, Wingecarribee, Wollondilly and Yass Valley Councils.

Southern Tablelands Arts (STA) is managed by a skills based Board. The Constitution allows for a maximum of 10 Board members. The AGM is held annually in April. Skills the organisation values for nominating Board members include: local government, project/events planning and management, marketing and promotions, arts practice, management and advocacy, history and heritage, education, disability, financial, legal, human resources, small business, philanthropy, tourism and economic development. STA is committed to community engagement in the arts and access for all in the regional communities it serves

Seven member Councils contribute to and support Southern Tablelands Arts in recognition that the organisation is a catalyst and vehicle for the enhancement of regional arts and cultural development for the social and economic benefit of local communities.

The Councils recognise that effective cultural development to be achieved through the strategic planning and management of cultural services, facilities and programs that contribute to local identity, sense of place and quality of life.

The Councils acknowledge that Southern Tablelands Arts receives core funding support and commitment from the NSW State Government through Create NSW. The on-going viability of Southern Tablelands Arts and its aims and objectives are contingent upon continuing support of this mix of contributions of State and Local governments. The current NSW Government triennial commitment to South Tablelands Arts runs from January 2016 until 30 December 2018. Southern Tablelands Arts is now commencing its planning processes for the next triennial period.

Create NSW (then Arts NSW) undertook a review of Regional Arts Development organisation in 2014-15. As a result of the review a number of actions were identified. These include:

- That the Regional Arts Development Officer position title be renamed Executive Director.
- That the regional organisations will be renamed as Regional Arts Development Organisation (RADO).
- That it is recommended that each RADO enter into a Memorandum of Understanding (MOU) with each Contributing Council.

2. Southern Tablelands Arts Strategic Plan 2016 - 2018

Vision

Our vision is that Southern Tablelands Arts is the peak arts and cultural agency for the region through its investment in and development of meaningful cultural development programs and services.

Business Plan goals

- Stimulation of local economies through arts and cultural development across the Southern Tablelands Arts region.
- Capacity building through the delivery of arts and cultural expertise, services and relevant programs to the communities in the region.
- Sound strategic and collaborative partnership arrangements with the Contributing Councils.
- Collection and analysis of data on our programs and services and where possible emerging trends in the arts and cultural sector in the region.
- Accountable, transparent and responsible management of the organisation to ensure strategic, financial and operational success.

Cultural Development Principles

Southern Tablelands Arts:

- Commits to human and social rights.
- Recognises that communities are dynamic, evolving and unique.
- Values the appreciation and celebration of diversity.
- Welcomes and fosters participation and partnership.
- Commits to access and equity.
- Acknowledges the past and present in moving to the future.
- Values creativity, originality and relevance in creative making, production and presentation.

Organisational Structure



3. Commencement and Term

The Memorandum of Understanding (MOU) will commence in 2017 and operate on a four-year term, in line with the NSW local government election cycle. It is acknowledged that local governments in NSW are still transitioning through an NSW Government amalgamation process for local governments so that while the majority of Councils in this region participated in elections in 2016, two Councils will be going to election in 2017.

The MOU will be reviewed by Southern Tablelands Arts and each of the Contributing Councils between July and December 2020 to ensure a smooth transition to a new MOU with each Council in 2021.

4. Purpose of the Agreement

The purpose of this Memorandum of Understanding is to:

- Clarify expectations, roles and accountabilities for Southern Tablelands Arts and the member Councils
- Define the scope and standards of services to be provided
- Define the basis of funding contributions
- Support improved management and service performance

By clarifying the roles, accountabilities and supporting improved management and service performance, the MOU will help to:

- Enhance existing arts and cultural services and activities within the region.
- Identify and assist the development of new and existing arts and cultural programs and activities in the region.
- Integrate cultural considerations as an integral part of the management and development of the region's social, arts, cultural, natural, built and economic environments.
- Foster an informed, literate and skilled community as the basis of an involved, productive and creative community.

- Establish partnerships for arts and cultural development with the Contributing Councils, community, other local and regional organisations, government agencies and the private sector.
- Conserve and enhance the region's cultural heritage in its built and natural physical and social manifestations.
- Demonstrate the current and potential economic benefits of cultural development to the region's economy.

5. Southern Tablelands Arts Undertakings

1. Southern Tablelands Arts will actively work with the LGAs, the local arts and wider community and other relevant stakeholders to create a significant contribution to the arts and cultural development through strategic regional activity.
2. Southern Tablelands Arts will work to strengthen local and regional relationships and is a partner of choice for arts and cultural development with Contributing Councils and the arts community within the region.
3. Southern Tablelands Arts is a creator of arts and cultural programs and activities, an advocate, adviser as well as a service provider to our seven member Councils and their communities. We will work with each Council and their communities to provide advice and support for the development of arts, culture and the creative industries in accordance with the core services outlined below.
4. Southern Tablelands Arts will focus on providing programs with a regional perspective or localised projects/initiatives where they establish a precedent or benchmark able to be used by other communities.
5. Southern Tablelands Arts will offer professional development opportunities across the region.
6. Southern Tablelands Arts will be a resolute and committed advocate for increasing State and Federal government resources for the cultural development of the region and encouraging State and Federal policies to reflect the circumstances and needs of regional communities.
7. Southern Tablelands Arts will deliver outcomes as defined by the Southern Tablelands Arts Strategic Plan.
8. Southern Tablelands Arts undertakes to engage with the LGAs to take into account common needs and priorities to ensure Southern Tablelands Arts strategic regional planning is complementary to and supportive of local needs and priorities.
9. Southern Tablelands Arts will supply Contributing Councils with its Annual Report and audited financial statements.
10. Southern Tablelands Arts will also provide Contributing Councils with a 6 monthly infographic report on programs and services twice a year. The 6 monthly report will be issued to the General Manager and Executive team, the Mayor and Council delegate/s.
11. Southern Tablelands Arts will acknowledge the partnership agreement with the LGAS on all major promotional and marketing material in a clear and concise manner.
12. Southern Tablelands Arts will provide formal presentations to Councils within the region as required.
13. Southern Tablelands Arts will liaise with the arts and wider communities in the region and provide relevant information on arts and cultural issues, activities and events for inclusion in Southern Tablelands Arts marketing and communications.
14. Southern Tablelands Arts will ensure that delivery of core services is not compromised when additional contracts are negotiated on a fee for service basis.

6. Ongoing core services provided by Southern Tablelands Arts to Contributing Councils

- Provide arts and cultural development expertise and advice to the Contributing Councils.
- Support Contributing Councils to develop, produce, implement and review Cultural Plans as required.
- Develop and implement strategic regional initiatives to strengthen activity at a local level
- Provide arts and cultural development expertise, advice, support and training to the communities and artists of the Contributing Councils.
- Contribute to the development and review of strategic planning for arts and cultural services in Contributing Councils as required.
- Assist Contributing Councils and their communities to secure grants for arts, cultural and history and heritage initiatives.
- Provide training and capacity building for artists, cultural workers as well as arts, cultural and community organisations.
- Assist Contributing Councils in the development of cultural infrastructure.
- Administer the Country Arts Support Program (CASP) for arts and wider community organisations in the region to undertake local arts activities and programs.
- Actively promote and market the arts and culture of the region through the Contributing Councils, the Region and beyond.
- Assist with and encourage the development of creative industries and cultural tourism in the region.
- Encourage and support regional touring initiatives.
- Maintain, update and distribute relevant information to the arts and cultural sector including research and cultural data.
- Develop and participate in networks within the region and the cultural sector at a state and national level.
- Build audiences for and increase participation in arts and cultural activities in the Southern Tablelands Arts region.
- Advocate and lobby for arts and cultural development of the Southern Tablelands Arts region on behalf of Contributing Councils and their communities.
- Support sponsorship, patronage and philanthropic initiatives for arts and cultural development in the region.

7. Council Undertakings

1. Each Council recognises that arts, culture and the creative industries add value to the social and economic capital of communities and contribute to diversification of local employment and economies.
2. Each Council will promote Southern Tablelands Arts for making a significant contribution to arts and cultural development of the region through its Community Strategic Plans, regional strategic activity and localised projects/ initiatives.
3. Each Council undertakes to formally invite Southern Tablelands Arts to participate in all arts and cultural policy, planning and review processes. This can include Southern Tablelands Arts representation on Council arts and culture committees, co-developed arts and cultural development projects and, attendance at arts and cultural events.
4. Each Council will provide support to Southern Tablelands Arts in order to achieve their goals as per the Southern Tablelands Arts Strategic Plan (2016-2018). This will include sharing promotions,

providing/offering free venues for arts and cultural programs, meetings and professional development.

5. Each Council recognises that investment by each member Council plus the triennial State government funding is essential for the core operations of Southern Tablelands Arts and its sustainable future.
6. Each Contributing Council recognises that it has the opportunity to nominate 1 – 2 delegates on an annual basis to Southern Tablelands Arts. This will usually occur in September as part of each Contributing Council's consideration of representation on local and regional committees. Each Council acknowledges that the Board delegate/s act as a representative and conduit for information and advice between Southern Tablelands Arts and Council. The delegate is welcome to attend Board meetings.
7. Each Contributing Council will actively encourage individuals, groups and organisations in their local areas to access the Southern Tablelands Arts services and initiatives.
8. Each Contributing Council will communicate and engage with Southern Tablelands Arts with regards to any proposed events, programs, projects or planning initiatives arising in their LGA that may be given value by further arts and cultural input by Southern Tablelands Arts.
9. Each Contributing Council will nominate a member of their respective staff for necessary and direct liaison with the Executive Director of Southern Tablelands Arts.
10. Each Council and Southern Tablelands Arts will share information on arts and cultural matters including the linking of community data bases, directories and websites. It is envisaged this means sharing web links to **public access** data bases between Southern Tablelands Arts and the respective Contributing Council.

8. Financial Contribution

Upper Lachlan Shire Council will allocate its co-contribution funding to Southern Tablelands Arts in each financial year of the MOU. Southern Tablelands Arts operates on a calendar year due to triennial funding arrangements with Create NSW. Southern Tablelands Arts will issue an invoice to Upper Lachlan Shire Council in February annually. The co-contribution is to be paid within 30 days upon receipt of an appropriate Tax Invoice.

From 2017, Upper Lachlan Shire Council agrees to provide funding support for Southern Tablelands Arts on the basis of .60c per head of population based on census data. An annual increase will be linked to the rate established by rate pegging applied to the Council.

9. Review of Memorandum of Understanding (MOU)

Upper Lachlan Shire Council and Southern Tablelands Arts agree to review the terms of this Memorandum of Understanding between July – November 2020.

10. Memorandum Agreement

This agreement covers the period of 2017 – 2020.

John Bell General Manager (print) Upper Lachlan Shire Council	Susan Brindle President (print) Southern Tablelands Arts
Signature	Signature
Date	Date

12 GENERAL MANAGER

The following items are submitted for consideration -

12.1	Staffing Matters	248
12.2	Working Together to Deliver – LGNSW Program for Council Leaders	249
12.3	Goodhew Park - Taralga Land Purchase	257
12.4	Property Aquisition: 106-108 Goulburn St, Crookwell	259
12.5	Performance Management Policy - General Manager	261
12.6	Action Summary - Council Decisions	269
12.7	Growing Local Economies Fund Applications	273

General Manager - 16 November 2017

ITEM 12.1 **Staffing Matters**

FILE REFERENCE I17/606

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

Council have engaged the services of Daris Olsauskas, from Building and Environmental Services Today (BEST), as a contracted Town Planner for 3 days per week, he commenced duties on Monday, 23 October 2017.

Performance reviews for all staff members for 2016/2017 have commenced with 100% of staff completed as at 3 November 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

General Manager - 16 November 2017

ITEM 12.2 **Working Together to Deliver – LGNSW Program for Council Leaders**

FILE REFERENCE I17/630

AUTHOR **General Manager**

ISSUE

Providing details with respect to a continuing professional development program for Councillors and senior staff members.

RECOMMENDATION That -

1. Council engages Local Government NSW to facilitate the 'Working Together to Deliver' (2 day) Program, in-house, on Tuesday, 6 February and Wednesday, 7 February 2018.

BACKGROUND

Local Government Learning Solutions is offering a new program to strengthen collaboration between elected members and senior staff.

REPORT

'Working Together to Deliver' is a two-day workshop designed to strengthen understanding between elected members and executive staff to ensure the goals of the community are achieved over the term of the Council.

While the purpose, content and structure of the workshop will vary according to the specific issues and needs of the Council, the program can be used to:

- Build better understanding between councillors and staff, by focusing on their 'why';
- More fully explore the vision for the Council over the next four years;
- Explore perceptions of the Council – what they are now and what the leadership group would like them to be (and therefore what needs to be worked on);
- Develop expectations and responsibilities of councillors and staff;
- Develop an understanding of leadership and communication styles and preferences (for the purpose of becoming more aware and effective as a leadership group);
- Develop joint agreements on how to work together more effectively.

LGNSW promotes the 'Working Together to Deliver' program as an ideal platform to bring together elected representatives and senior executives in the early stages of the Council term and it can further improve working relationships mid-way through a Council's cycle.

General Manager

WORKING TOGETHER TO DELIVER – LGNSW PROGRAM FOR COUNCIL LEADERS cont'd

Should Council concur with the proposed 'Working Together to Deliver' program then Councillors will need to concur with the scheduled dates for the two-day workshop to be held.

The proposal to facilitate the 'Working Together to Deliver' Program onsite for Council consists of a two day workshop with up to 20 participants and includes the presentation, travel/accommodation and comprehensive training manuals. A copy of the LGNSW proposal is attached for Councillors information only.

The participants at the proposed workshop should include all the Councillors, the General Manager and all Directors, Managers (specifically including Works; Operations; Planning; Finance); Executive Assistant and the Media Officer.

POLICY IMPACT

The program complies with Council's Councillor Training and Development Plan Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Total cost of \$12,400.00 (inclusive of GST) for the two day program.

RECOMMENDATION That -

1. Council engages Local Government NSW to facilitate the 'Working Together to Deliver' (2 day) Program, in-house, on Tuesday, 6 February and Wednesday, 7 February 2018.

ATTACHMENTS

1. ↓	Upper Lachlan Shire - Working together to deliver.docx	Attachment
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COMMERCIAL IN CONFIDENCE

Proposal to facilitate the Working together to Deliver (2 day) program onsite for Upper Lachlan Shire Council

20 October 2017

John Bell
General Manager
C/- Helen Peterson
Executive Assistant
Upper Lachlan Shire Council
P O Box 42 Gunning 2581
44 Spring Street
Crookwell NSW 2581

T: 02 4830 1007

E: hpeterson@upperlachlan.nsw.gov.au

Dear John,

Thank you for your enquiry and interest in Local Government Learning Solutions providing tailored training to meet the needs of your Council.

Learning Solutions endeavours at all times to provide relevant and cost effective training to NSW councils and associated bodies. Our case studies and materials are developed using the experience gained from working with NSW councils and other organisations over many years. We are delighted to provide you with the following proposal.

Overview

I understand you are looking to gain information on the *Working Together to Deliver* program to run this training onsite at Upper Lachlan Shire Council.

The Working Together to Deliver (WTTD) workshops offer Councillors and Executives (Senior Managers) an opportunity to explore their range of views and jointly plan how to deliver better outcomes for their communities over the next four years.

By the end of the workshops, Councillors and Senior Managers will have:

- A shared understanding of what will be achieved over the next four years in order to contribute to the community's desired future
- Agreement on how to work together even when there are deep differences in opinion

The general program outlined is designed to cover all aspect of working together to deliver. Our facilitators, Susan and Ruth will work with each Council to appropriately design the sessions and ensure the session flows to best suit the context and circumstances for your organisation.

LGNSW believe that this training will provide excellent value and will meet your needs. An outline of the program is appended as well as testimonials from councils who have undertaken this training in recent years. Once the proposal is accepted in principle, the facilitator will call you to discuss the program and to explore any other local issues which may benefit council by being addressed in the workshop.

Your Investment

We can provide the *Working Together to Deliver* program, two day workshop with up to 20 participants for a total cost of \$12,400 (inclusive of GST). The total cost includes the presentation, travel/accommodation and comprehensive training manuals.

If Council has 20 participants attend the workshop the investment would equate to \$570 per participant for the program and \$285 per participant per day for the program.

LGNSW Facilitators

Susan Benedyka has an extensive background in rural and regional development, as well as professional qualifications in adult education (training and development) and experience in regional community services, and economic strategic planning and delivery. She is highly experienced, and very well regarded for her ability to facilitate workshops and engage with regional communities and organisations.

Susan's great strength is the way in which she uses her highly developed communication and facilitation skills to enable other people's visions to become reality. Often dealing with highly controversial and potentially inflammatory issues, Susan designs forums that allow people to engage and react in a constructive manner. With a broad background in rural and regional development, Susan has created a solid foundation for bringing government and non-government agencies and regional communities together, to work productively towards common goals.

Susan has high level strategic planning and project management skills, extensive government and non-government networks, an extensive network within rural and regional organisations and experience in partnership facilitation.

Susan has worked with MAV and a team of consultants to develop and facilitate training programs for Councillors and Senior Executive teams entitled *Working Together to Deliver*. She has personally delivered this program over 40 times, with The Regional Development Company team having delivered the program to over 60 councils.

Susan has also worked with councils in 4 states to develop 30-year visionary statements, 10 year Community Strategic Plans, 4 year Council Plans, as well as specific Health and Wellbeing Plans and Economic Development Strategies.

Susan is currently Acting Chair of Hume RDA (Regional Development Australia committee), board member of the Ovens Murray Partnership, a Director of the Telstra Foundation (philanthropic organisation granting over \$5m targeting the wellbeing of young people up to 25 years), as well as Chair of the Telstra Kids Fund. Susan's qualifications include Graduate Diploma in Business, and a Certificate IV in Assessment and Workplace Training. She has been recognised by the International Association of Facilitators as a Certified Professional Facilitator (CPF) and is a Fellow of the Australian Institute of Professional Facilitators. She is also a member of the International Association of Public Participation and using IAP2 materials in her community consultation work. Susan is a graduate of the Australian Rural Leadership Program (course 4).

OR

Ruth McGowan OAM

Ruth is a trainer, facilitator, speaker and leadership coach. She is a successful community leader with a passion for advancing women's equality and leadership in the local government and community sectors. Her current focus is researching ways local government can implement best practice in gender equality. Capturing examples of organisations that have been successful at building workplace inclusion and achieving equality, and documenting tools for councils to increase engagement and build an inclusive workplace culture and developing best practice guidelines."

For two decades, Ruth enjoyed a successful career as scientist, manager and adviser in the Victorian Government and was a Councillor & Mayor. She has a Degree and Masters in Agricultural Science, qualifications in governance & coaching.

Ruth is a champion of encouraging greater participation of women in local government and promoting public recognition of outstanding women. In addition to coaching councillors, she also delivers innovative training & facilitation programs throughout the local government sector and for community programs.

What you supply

Council would supply the venue and refreshments and also provide training equipment such as a data projector, screen, DVD player and whiteboard or flip chart needed for the course.

Conditions

Please keep in mind that once the quote is confirmed, a cancellation fee of 25% of the contracted fee must be paid if the council cancels the course without a month's notice.

If less than 7 days notice is given, the full fee will be charged.

To Book

The quote is available until 20 February 2018. If you wish to accept this quote, please let us know your preferred training date(s).

We are happy to answer any questions about the quote (call 02 9242 4004) and look forward to hearing from you about this proposal.

Yours sincerely



Vanessa Bourke

Learning & Development Consultant

Learning Solutions Unit

Local Government NSW

T: 02 92424004

M: 0437 629432

E: vanessa.bourke@lgnsw.org.au

TESTIMONIALS

"I wish to offer my Council's genuine appreciation for the professional working together to deliver" programme that Susan and her team delivered to our Council earlier this year. This program greatly assisted Councillors in unpacking and understanding their personal and collective roles in delivering productive outcomes for our community. As Mayor, I can attest that the positive change in attitudes of long term Councillors, combined with the fresh exuberance of new Councillors, has clearly resulted in a more cohesive, collegiate and focused group. Thanks Susan."

Dinny Adem
General Manager
Shepparton, Victoria

I am delighted to provide a testimonial for Susan Benedyka and the MAV program. Susan has played a key role in our induction program for Councillors. She has delivered three programs for me at both Monash and Yarra Councils. Susan is a highly skilled facilitator and her work has enabled collaborative and frank conversation between councillors and the administration and has been crucial to the establishment of strong working relationships. Susan also delivers a mid term session to review and reflect on where we are and how well we are working together.

Susan understands the local government context and skilfully enables a constructive discussion that we would not achieve without her facilitation.

Andi Diamond
Chief Executive Officer
City of Monash

Very early in their term as Councillors, elected members and senior staff of the organisation need to develop a shared vision, and determine how they will work together. This is often tricky. Our Induction program is designed to cover this ground as quickly, and deeply, as possible. We introduced the MAV Working Together to Deliver program as a key element of the induction program 8 years ago because it is incredibly effective in helping Council shape its four year future, and enable us to work out how best to understand and work with each other. ‘

Susan is a highly skilled facilitator and communicator who has a depth of practical local government knowledge. We have been able to rapidly accelerate our ‘getting to know you’ time, and set clear, agreed directions. Susan has also helped us steer through the very necessary frank and fearless conversations that build strong foundations.

Noelene Duff
Chief Executive Officer
City of Whitehorse

WORKING TOGETHER TO DELIVER

Overview

The Working Together to Deliver program offers councillors and executives (senior managers) an opportunity to explore a range of viewpoints and jointly plan how they will work together to deliver better outcomes for their communities over the next four years.

Who should attend

All councillors and executives (senior managers) for each council. This is a joint program.

Content

The program is designed to cover all aspects of councillors and executives working together. The facilitators will work with each council to appropriately design the sessions and ensure the session flows to best suit the context and circumstances for each council.

The workshop topics will include:

- Working Together to Deliver – rationale
- Getting to know and understand each other better
- What is your WHY?
- What do you want for council?
- Building an effective team
- How will you work together?
- Leadership and self-awareness: temperaments and leadership styles
- Stakeholders' expectations of you

- You as community leaders
- Vision and strategy setting
- Separate and joint leadership roles
- Building an effective leadership group
- Working relationships and agreements
- Community engagement
- Performance management

Process

These workshops will focus on:

- Learning to know and understand each other, including agreement on 'how to work together'
- Being clearer about the separate and joint leadership roles and responsibilities
- A commitment to a process to reflect and review on how the working relationships are proceeding, including performance and behaviour
- Agreeing how the three key processes of strategy priority setting, community engagement, and performance management are jointly developed
- Strengthening the working relationships between councillors and senior managers

Benefits

By the end of the workshops, councillors and senior management teams will have:

- A shared understanding of what will be achieved over the next four years in order to contribute to the community's desired future
- Agreement on how to work together even when there are deep differences in opinion

General Manager - 16 November 2017

ITEM 12.3 **Goodhew Park - Taralga Land Purchase**

FILE REFERENCE **I17/631**

AUTHOR **General Manager**

ISSUE

Providing details with respect to the purchase by Council of vacant land beside Goodhew Park at Taralga.

RECOMMENDATION That –

1. Council endorses the offer of \$50,000.00 to Maree Hopkins, the owner of Parish of Guineacor, part Lot 1 DP 743457 (being approximately 1349m²), as the total purchase price for the required area and further, that Council meets all associated costs with the land transfer.

BACKGROUND

At the Council Meeting held on Thursday, 19 October 2017 the General Manager placed a report before Council noting that staff have been examining the enlargement of Goodhew Park at Taralga, including purchasing and landscaping of an area adjoining to and immediately south of Goodhew Park with emphasis on alleviating the drainage issues in Goodhew Park.

REPORT

Council had previously resolved at the Council Meeting held on 17 August 2017 under resolution no. 274/17, to seek a current market valuation for the land in question, being Parish of Guineacor, part Lot 1 DP 743457 (of approximately 1349m²).

Council received a current market valuation which was provided by the Opteon Property Group for the allotment in question, which totalled \$30,000.00.

At the Council Meeting held on Thursday, 19 October 2017 Council resolved under resolution no. 360/17 that “Council makes an offer and negotiates with the owner of Parish of Guineacor, part Lot 1 DP 743457 (being approximately 1349m²), and further, that Council meets all subdivision and development costs, should the offer be accepted”.

In accordance with the direction of Council the General Manager agreed to purchase Parish of Guineacor, part Lot 1 DP 743457 (of approximately 1349m²) from the current owner, Ms Maree Hopkins for a purchase price of \$50,000.

General Manager

GOODHEW PARK - TARALGA LAND PURCHASE cont'd

Further, in agreement with Council resolution no. 360/17 Council advised Ms Hopkins that Council will meet all subdivision and development costs, all legal costs and will fence the area out accordingly.

Following a number of telephone conversations Ms Maree Hopkins accepted the terms of the offer by Council via email on Friday, 27 October 2017. The acceptance of Council's offer will now permit Council to direct its Design Staff to create the appropriate subdivision.

Council noted that it would utilise Tim McCarthy from Robert J McCarthy & Co, Lawyers and Solicitors from Crookwell to provide the legal services to finalise the title and to transfer of the land from Ms Hopkins to Council, at Council's cost at the applicable point in time.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Purchase price of \$50,000 and associated costs to be funded from Council reserves.

RECOMMENDATION That –

1. Council endorses the offer of \$50,000.00 to Maree Hopkins, the owner of Parish of Guineacor, part Lot 1 DP 743457 (being approximately 1349m²), as the total purchase price for the required area and further, that Council meets all associated costs with the land transfer.

ATTACHMENTS

Nil

General Manager - 16 November 2017

ITEM 12.4 **Property Aquisition: 106-108 Goulburn St, Crookwell**

FILE REFERENCE **I17/632**

AUTHOR **General Manager**

ISSUE

Providing details regarding the purchase at auction of the former Bank House, 106-108 Goulburn Street, Crookwell by Upper Lachlan Shire Council.

RECOMMENDATION That -

1. Council endorses the purchase at auction of the former "Bank House", 106-108 Goulburn Street, being Parish of Crookwell, Lot 1 DP 314755, for a purchase price of \$880,000.00 (GST inclusive).

BACKGROUND

The former "Bank House" 106-108 Goulburn Street, Crookwell being Lot 1 in Deposited Plan 314755, was auctioned online commencing on 19 October 2017 and closing on 23 October 2017.

REPORT

At the fall of the virtual hammer Upper Lachlan Shire Council was the highest bidder in the online auction. The final bid did not reach the reserve sale price and as such Council were able to negotiate a sale price of \$880,000.00 (GST inclusive).

Contracts for the purchase of the property were exchanged on 24 October 2017 and settlement is due on 5 December 2017. The purchase price of the property is \$880,000.00, and a deposit of \$88,000.00 was payable on exchange of the Contract, and as such the deposit has been paid by Council. The balance of the purchase price is payable within 42 days of the date of exchange.

The contract was drafted on the basis that the purchase by Council is a GST inclusive that GST is payable in full by Council as purchaser. Council will claim the GST back in due course. Further, Council is a Local Government Authority, therefore Upper Lachlan Shire Council is exempt from the payment of stamp duty on the purchase of the subject property.

Please note, there is one Commercial Lease arrangement between the Vendor (J & P Pittard Holdings Pty Ltd) and Goulburn Financial Services Pty Limited. The Lease has been registered with NSW Land and Property Information and is reflected on the Title search which was attached to the Contract. The Lease provides a termination date of 30 September 2019, however, the Lease also provides for an option to renew for a further period of 3 years relating to the period 1 October 2019 to 30 September 2022.

General Manager

PROPERTY AQUISITION: 106-108 GOULBURN ST, CROOKWELL cont'd

A second unregistered yearly lease under the Rural Counselling Service tenancy is on a monthly holdover basis.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Property acquisition costs will be funded from Council's internal restricted buildings reserves.

RECOMMENDATION That -

1. Council endorses the purchase at auction of the former "Bank House", 106-108 Goulburn Street, being Parish of Crookwell, Lot 1 DP 314755, for a purchase price of \$880,000.00 (GST inclusive).

ATTACHMENTS

Nil

General Manager - 16 November 2017

ITEM 12.5 **Performance Management Policy - General Manager**

FILE REFERENCE I17/639

AUTHOR **Mayor**

ISSUE

Providing details regarding the development of a Performance Management Policy – General Manager.

RECOMMENDATION That -

1. Council adopt the Performance Management Policy – General Manager.

BACKGROUND

Establishment of a Performance Management Policy – General Manager.

REPORT

At the Council Meeting held on 19 October 2017 the Mayor undertook to develop a Performance Management Policy – General Manager.

The draft policy was forwarded to Christian Morris, Senior Management Consultant at Local Government Management Solutions on 30 October 2017.

Council received an email reply from Christian Morris on 31 October 2017 noting that the Performance Management Policy – General Manager, has the endorsement of Local Government Management Solutions.

A copy of the Performance Management Policy – General Manager is attached for Councillors information only.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

General Manager

PERFORMANCE MANAGEMENT POLICY - GENERAL MANAGER cont'd

RECOMMENDATION That -

1. Council adopt the Performance Management Policy – General Manager.

ATTACHMENTS

1. 	Performance Management Policy - General Manager	Attachment
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POLICY:-	
Policy Title:	Performance Management Policy - General Manager
File reference:	
Date Policy was adopted by Council initially:	16 November 2017
Resolution Number:	xxx/17
Other Review Dates:	
Resolution Numbers:	
Current Policy adopted by Council:	16 November 2017
Resolution Number:	xxx/17
Next Policy Review Date:	2021

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

RESPONSIBILITY:-	
Draft Policy Developed by:	Mayor
Committee/s (if any) consulted in the development of this policy:	Performance Review Committee – General Manager
Responsibility for implementation:	Mayor
Responsibility for review of Policy:	General Manager

1. PURPOSE

This policy outlines Council's intention in preparing and reviewing the Performance Management Plan for the General Manager of the organisation.

The guiding principle for developing this policy is to provide a consistent approach to preparing and reviewing the Performance Management Plan that forms the basis of Contract of Employment between Council and the General Manager.

2. BACKGROUND

Council delegates to the Mayor the role of day-to-day oversight of, and liaison with, the General Manager.

This policy has been developed to provide clarity for Councillors and the General Manager in describing the process whereby expectations and evaluation of the performance of the General Manager can be agreed.

Guidelines for the Appointment and Oversight of General Managers were released on 8 July 2011 in the Director General's Guidelines, Division of Local Government, Circular 11-14. The Guidelines were issued under section 23A of the Local Government Act 1993 to assist Councillors to be aware of their obligations under the Local Government Act 1993, the Local Government (General) Regulation 2005 and the Standard Contract of Employment for General Managers when recruiting, appointing, reappointing and managing the performance of General Managers.

3. SCOPE

This policy will apply to all elected Councillors and the General Manager.

4. REFERENCES

- Local Government Act 1993;
- Local Government (General) Regulation 2005; and
- Guidelines for the Appointment and Oversight of General Managers - Division of Local Government Circular 11-14.

5. DEFINITIONS

GM	General Manager
Council	Elected body of the Upper Lachlan Shire Council
DLG	Division of Local Government
LGNSW	Local Government NSW
LGPA	Local Government Professionals Australia

6. COUNCIL POLICY

6.1 Roles and responsibilities

The Council has responsibility for the General Manager's performance management. It is a requirement of the General Manager's Employment Contract that the General Manager has an annual performance review.

The General Manager has responsibility for the performance management policies, procedures and systems of the organisation as they apply to their staff. Performance Management is an essential part of good management practice as it provides a means to monitor organisational performance by linking and aligning individual and organisational objectives and results and will therefore be undertaken at least annually.

At the General Manager level, performance management is the means by which a Council and General Manager can reach a mutual understanding of expectations. It is a process through which an assessment can be made as to whether the expectations have been met, exceeded, or remain unmet.

As one of the General Manager's key responsibilities is to oversee the implementation of Council's strategic direction, it is important to align the General Manager's performance criteria to the goals contained in the Council's Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan. The General Manager has overall accountability for the leadership and effective management of the Council's human, non-financial and financial resources.

In addition, the General Manager should ensure as far as possible, the highest levels of probity and corporate governance are adhered to across the organisation. The General Manager is accountable for two aspects inherent in their responsibilities, firstly, overall performance of the organisation and secondly, the individual performance of the General Manager.

6.2 Principles of Performance Management:

- Allows a Council to monitor and respond as to how a General Manager delivers against the goals and the outcomes required by the Council.
- Engenders a mutual understanding of what is expected of a General Manager by the Council.
- Links a General Manager's personal performance objectives with the Council's organisational goals as identified in Council's strategic and management plans.
- Should reflect organisational values as well as measurable outcomes.
- Should be a constructive and collaborative process between the parties.
- Promotes communication and provides feedback on performance between the General Manager and the Council.
- Addresses the leadership qualities of the General Manager that are set out in the agreement.

6.3 Establishing the framework for performance management

The Council is to establish, by resolution, a GM Performance Review Panel and delegate the task of performance reviews of the General Manager to this panel. The whole process of performance management is delegated to the Performance Review Panel, including discussions about performance, any actions that should be taken and the determination of any new performance agreement.

The Performance Review Panel comprises the Mayor, the Deputy Mayor, a Councillor nominated by Council and a Councillor nominated by the General Manager. Panel members must be trained in the performance management of General Managers.

In undertaking any performance review, care must be taken to ensure that the review is conducted fairly and in accordance with the principles of natural justice and that the laws and principles of anti-discrimination are complied with. The appointment by Council, in agreement with the General Manager, of an External Facilitator (see above) to advise on the process should assist Council in complying with these laws and principles.

The Council and the General Manager may agree on the involvement of an External Facilitator to assist with the process of performance appraisal and the development of new performance plans. This person should be selected by the Performance Review Panel. The LGNSW and the LGPA can be contacted for assistance to identify suitable independent facilitators to assist in the performance management process.

All Councillors not on the Performance Review Panel can contribute to the process by providing feedback to the Mayor on the General Manager's performance. All Councillors should be notified by the Mayor of relevant dates in the performance review cycle and be kept advised of the Performance Review Panel's findings and recommendations.

The Performance Review Panel should report back Council in a closed session the findings and recommendations of its performance review as soon as practicable following any performance review. This should not be an opportunity to debate the results or re-enact the performance review of the General Manager. The General Manager should not be present when the matter is considered.

The performance management report of the General Manager will not be released to the public and will be retained on the appropriate confidential Council employment file. Release of such personal information to other than the Performance Review Panel, the General Manager and the Councillors in confidence will be a breach of privacy legislation.

6.4 Performance Management Timelines

Timeline	Activity	Responsibility
At commencement of each new Council	Provide induction training on performance management of the General Manager	Council

Within 3 months of the commencement date of the contract	A performance agreement setting out agreed performance criteria must be signed between the General Manager and the Council	Council Panel and General Manager
Within 2 months of the signing of the performance agreement	The General Manager must prepare and submit to Council an action plan which sets out how the performance criteria are to be met	General Manager
21 days notice (before annual review)	The General Manager gives the Council written notice that an annual performance review is due	General Manager
At least 10 days notice	The Council must give the General Manager written notice that any performance review is to be conducted	Council Panel
After 6 months	The Council may also decide, with the agreement of the General Manager, to provide interim feedback to the General Manager midway through the annual review period	Council Panel and General Manager
Prior to the annual review	Ensure all Councillors on the Review Panel have been trained in Performance Management of General Managers	Council
Prior to the annual performance review	The General Manager may submit to Council a self-assessment of his/her performance	General Manager
Annually	The General Manager's performance must be reviewed having regard to the performance criteria in the agreement	Council Panel and General Manager
Annually	The performance agreement must be reviewed and varied by agreement	Council Panel and General Manager
Within 6 weeks of the conclusion of the performance review	Council will prepare and send to the General Manager a written statement with Council's conclusions on the General Manager's performance during the performance review period	Council
As soon as possible after receipt of the statement	The General Manager and the Council will agree on any variation to the performance agreement for the next period of review	Council Panel and General Manager

6.5 Function of the Performance Review Committee - General Manager

The functions of the Performance Review Committee - General Manager are:

- To assess the performance of the General Manager against agreed objectives and performance criteria.

- Ensure Council is in compliance with Circular 11-14 from the Director General of the Division of Local Government directing that the whole process of performance management be delegated to a Performance Review Panel, including decisions about performance, any actions that should be taken, and the determination of the new performance agreement.
- Be aware that whilst the Council can undertake the performance management of its General Manager, it delegates the task to the Performance Review Panel.
- Note that it is Council practice to enable Councillors not on the Performance Review Panel to provide feedback to the Mayor in the week prior to each performance review.
- The Performance Review Panel provides a superior forum for constructive discussion and feedback.
- The result of the Performance Review will be reported to a closed meeting of Council.
- As per the Division of Local Government Circular 11-14 direction, the report in the closed meeting of Council is not to be an opportunity to debate the results or re-enact the performance management of the General Manager.

7. RELATED DOCUMENTS

The panel is to utilise the:

- Local Government Act 1993;
- Local Government (General) Regulation 2005; and
- Guidelines for the Appointment and Oversight of General Managers - Division of Local Government Circular 11-14.

as the basis of structuring the process of establishing and reviewing the Performance Management Plan of the General Manager.

8. VARIATION

Council reserves the right to vary or revoke this policy.

General Manager - 16 November 2017

ITEM 12.6 Action Summary - Council Decisions

FILE REFERENCE I17/607

AUTHOR General Manager

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Summary sheet from the:-

Council Meeting: 18 May 2017

153/17	Council offers for sale, at the current market valuation, approximately 0.8 of a hectare of the available land that abuts the Crookwell Airstrip (being part Lot 421 DP 257517) to Icarus Air International Pty Ltd.	GM	Email correspondence forwarded on 13 October 2017.
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Council Meeting: 17 August 2017

264/17	Council engages the services of a consultant who can prepare a business and economic development strategic plan specifically for the Upper Lachlan LGA and has the necessary contacts in both State and Federal Governments to be able to lobby on Councils behalf with a budget of approximately \$50,000.	DEP	Awaiting the release by the NSW Government, of the Regional Economic Development Strategy (REDS), for the Functional Economic Region (FER), which includes the Goulburn-Mulwaree, Yass Valley and Upper Lachlan LGA's.
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Council Meeting: 21 September 2017

298/17	Crookwell Landfill Upgrade - Request for Compensation: following further consultation between senior management and the two adjoining landowners, a report to be brought back to Council on the outcome of that consultation.	DOW	Report to be placed before Council at the Council Meeting held on 16 November 2017.
312/17	The Mayor and Deputy Mayor present separate reports to Council on their experiences and involvement at the Annual Conference of LGNSW.	Mayor & Deputy Mayor	Reports to be presented to 15 February 2018 Council Meeting.
324/17	Crookwell Landfill Upgrade Compensation - Council receive and consider the documents related to the request for compensation following further commercial consultation between senior management and the two adjoining landowners with a report to be brought back to Council on the outcome.	DOW	Report placed before Council at the Council Meeting held on 16 November 2017.

Council Meeting: 19 October 2017

Pres.	Hydrotherapy Pool presentation.	DOW	Report to 16 November 2017 Council Meeting.
Pres.	Christmas in the Park presentation.	DOW	Report to 16 November 2017 Council Meeting.
329/18	The submission from the Crookwell Taralga Aged Care be referred to the Building Review Committee to be taken into consideration as part of its Terms of Reference.	GM	Included on the agenda for the Building Review Committee meeting to be held in 27 November 2017.
330/17	Council nominate Clr Pam Kensit as the Upper Lachlan Shire Council Representative on the Country University Centre Committee – Goulburn Board.	GM	Correspondence forwarded on 24 October 2017.

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

333/17	2017–2018 Local Heritage Places Grant Program allocation of funding - letters of offer be sent to all successful applicants.	DEP	Correspondence forwarded on 23 October 2017.
335/17	Council places the Outdoor Dining Policy on public exhibition for a minimum period of 28 days to seek public comment / submissions.	DEP	Advertisement and media release issued seeking public comment on 2 November 2017.
336/17	Council places the Draft Keeping of Companion Animals Policy on public exhibition for a minimum period of 28 days to seek public comment / submissions.	DEP	Advertisement and media release issued seeking public comment on 2 November 2017.
341/17	Council requests the NSW State Government to reclassify the Goulburn to Oberon Road as a State Highway.	DOW	Correspondence forwarded on 27 October 2017.
345/17	Council adopts the reviewed Rates and Charges Hardship Assistance Policy.	EA	Placed in Policy Register and on the Website on 31 October 2017.
348/17	Council resolve that the staff Christmas function be held on Friday, 22 December 2017 commencing at 12.30pm at the Crookwell Golf Club and finishing at 3.30pm.	GM	Memorandum issued to all staff on 1 November 2017.
352/17	Ms Sandy Martin be accepted as a member of the 2018 Crookwell Potato Festival Organising Committee.	GM	Correspondence forwarded on 25 October 2017.
354/17	The Access Committee Charter be updated in accordance with the changes discussed at the meeting.	EA	Placed in Policy Register and on the Website on 31 October 2017.
355/17	Upper Lachlan Shire Council make a submission to the Regional Hockey Working Group (GMC) prioritising the upgrade of the canteen and the provision of lighting at Todkill Park.	GM	Correspondence forwarded on 24 October 2017.
358/17	Request for reduced payment on kerb and guttering costs - Council offers the owner the option of making an application under the Rates and Charges Hardship Policy.	DOW	Correspondence forwarded on 2 November 2017.

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

359/17	Streetscape Project - Council engages an external consultant to develop concept designs based on the existing landscape works.	DOW	Brief to be prepared and distributed to all Councillors by 9 November 2017.
360/17	Council makes an offer and negotiates with the owner of Parish of Guineacor, part Lot 1 DP 743457 (being approximately 1349m ²), and further, that Council meets all subdivision and development costs, should the offer be accepted.	GM	Correspondence forwarded on 25 October 2017.
361/17	Council delegate the General Manager to make an offer at auction to purchase Parish of Crookwell, Lot 1 DP 314755.	GM	Council purchased the Bank House at auction on 23 October 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

General Manager - 16 November 2017

ITEM 12.7 Growing Local Economies Fund Applications

FILE REFERENCE I17/640

AUTHOR General Manager

ISSUE

Providing details regarding applications for funding from the NSW Growing Local Economies Fund.

RECOMMENDATION That -

1. Council makes two applications to the NSW Growing Local Economies Fund: for the reconstruction and sealing of an additional 3.532km of Main Road 258 Wombeyan Caves Road (\$3.5M project); and for the reconstruction and sealing of 10km of the unsealed sections of the first 17km of Grabine Road (\$3.5M project).

BACKGROUND

Growing Local Economies is part of the four year \$1.3 billion Regional Growth Fund - with \$1 billion available across a range of programs to develop the enabling infrastructure to grow regional centres.

The Growing Local Economies Fund targets regionally significant projects that leverage funds from Restart NSW, which enables the delivery of high-priority infrastructure projects to generate the maximum benefit for regional communities.

REPORT

The Growing Local Economies Fund is open to projects that:

- have the capacity to deliver jobs and economic growth;
- help regional communities capitalise on their strengths or broaden and reposition their industry base;
- demonstrate benefits beyond one organisation;
- have a minimum project size of \$1 million;
- align with state and regional priorities and achieve a Benefit to Cost Ratio greater than 1.0.

The General Manager and the Grants Officer initially met with Nigel McKinnon, Regional Director - Illawarra/South East, Office of Regional Development and Rhonda Lawrie, Business Development Manager, Office of Regional Development on Friday 20 October 2017 to receive information on the Growing Local Economies Fund.

General Manager**GROWING LOCAL ECONOMIES FUND APPLICATIONS cont'd**

Councillors and staff attended a workshop on Wednesday, 25 October 2017 to be briefed on the Growing Local Economies Fund and to discuss possible projects that would meet the criteria for an application.

The two projects that Councillors viewed as having merit and the best opportunity for successful funding applications based on the guidelines supplied by the NSW Government were:

- Reconstruction and sealing of part of Main Road 258 Wombeyan Caves Road – provides access to Wombeyan Caves State Recreation Areas and National Park. The Wombeyan Caves facility is located at the end of 24.4kms of very winding road. Only 6.9kms of the total is sealed. It is proposed to continue sealing this road and provide a viable and practical access to this World Heritage site. The project proposal is intended to seal an additional 3.532km of unsealed road and provide safer access to the Mares Forest Road. The strategic estimate for this project is \$3.5M.
- Reconstruction and sealing of part of Grabine Road – Grabine State Recreation Area facility is located at the end of 22.97km of Council maintained road. The NSW Government has been very generous in supplying a special grant (Rural and Regional Roads Special Grant) to cover some of the work (funding which Council has matched on a 1:1 basis). Approximately 2.2kms of the road has been sealed already with approximately another 5.1kms to be sealed using the currently negotiated grant funds. To seal the remaining 15.7kms of the road completely would cost an estimated additional \$7M. The proposed \$3.5M project is intended to seal the “gaps” to ensure the first 17km of this road is sealed, leaving approximately 5.7kms at the Grabine Park end of the road yet to be reconstructed and sealed. The proposed project does not include raising existing causeways.

Both of these facilities have access problems associated with them as each attracts some 30,000 visitors each year. Management of both facilities see benefits in increasing visitation by up to 50% in the short term (they also consider that the access roads are the largest restricting factor in increasing visitation to each operation).

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council makes two applications to the NSW Growing Local Economies Fund: for the reconstruction and sealing of an additional 3.532km of Main Road 258 Wombeyan Caves Road (\$3.5M project); and for the reconstruction and sealing of 10km of the unsealed sections of the first 17km of Grabine Road (\$3.5M project).

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 November 2017	278
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Reports from Other Committees, Section 355 Committees and Delegates - 16 November 2017

ITEM 14.1

Reports for the month of November 2017

RECOMMENDATION:

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

1. Upper Lachlan Shire Tourist Association – Minutes from meeting held 10 October 2017.
2. Upper Lachlan Traffic Committee – Minutes from meeting held 26 October 2017.
3. Country Mayors Association – Minutes from Annual General meeting held 3 November 2017.
4. Country Mayors Association – Minutes from meeting held 3 November 2017.

ATTACHMENTS

1. ↓	Upper Lachlan Shire Tourist Association - Minutes from meeting held 10 October 2017	Attachment
2. ↓	Traffic Committee - 2017-10-26 - Minutes - Attachments	Attachment
3. ↓	Country Mayors Association - Minutes from Annual General Meeting held 3 November 2017	Attachment
4. ↓	Country Mayors Association - Minutes from meeting held 3 November 2017	Attachment

Upper Lachlan Shire Council

MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING HELD ON TUESDAY, 10th OCTOBER 2017, AT CROOKWELL VISITOR INFORMATION CENTRE.

Meeting commenced at 1.12pm

Present: Clr John Searl, Clr John Stafford, Clr Pam Kensit, Lucy Lindner, Judith Basile, Wentworth Hill, Andrew Warren

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

2. APOLOGIES

Apologies were received from Clr Ric Opie, Leslie Bush and Andrew Croke
Moved: J.Searle, J.Basile

3. DECLARATIONS OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETING

Committee confirmed minutes as accurate without correction.
Moved: J.Searl, J.Basile

5. BUSINESS ARISING

NIL

6. CORRESPONDENCE

Correspondence Items (a) – (b) accepted as read.
Moved: J.Searl, J.Basile

- a. ULSC – RV Friendly Crookwell
- b. ULSC – Councillor Delegates

7. TOURISM ACTIVITY REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.
Moved: J.Basile, J.Searl

8. MEMBERSHIP REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.
Moved: J.Basile, J.Searl

9. STATISTICS REPORT

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

10. PHOTO COMPETITION

The Upper Lachlan Tourist Association awards prizes as follows –

- 1st Prize – Sheep Crossing by @markdalestation
- 2nd Prize – Railway in the Mist by @mummastork
- 3rd Prize – View through the Glass by @taraapplinario

13. GENERAL BUSINESS

- Clr Kensit raised the proposal of branding the Upper Lachlan as Echidna Country. Some discussion ensued however due to the potential size and ramifications of the project it was determined to call a special meeting on 18/11/17 at 10am at the Visitor Information Centre to discuss the concept in further detail.

TASK - AW to issue a meeting invitation.

Meeting closed 2.15pm

Next meeting will be on Tuesday 5 December at 1pm at Crookwell Visitor Information Centre.

PRESENT: Mursaleen Shah (ULSC), The Mayor Clr McCormack, Senior Constable Scott Hunter (NSW Police) Jayde Marsh (RMS), Graham Croker, Ellie McGeechan (ULSC), Susan Ducksbury (ULSC)

THE MAYOR DECLARED THE MEETING OPEN AT 10:07am

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies from Phil Downes who nominated Scott Hunter to attend on his behalf.

SECTION 2: DECLARATIONS OF INTEREST

DOW confirmed that all outstanding items from previous meeting have either been completed or are being undertaken by the appropriate works teams.

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 RESOLVED by Clr McCormack and G Croker

1. That the minutes of the Traffic Committee Meeting held on 3 August 2017 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 CYCLE CLUB EVENTS APPROVAL

RESOLVED by S Hunter and G Croker

1. The Traffic Committee recommends to Council that the proposed event is approved.

- CARRIED

Record of this resolution and Council resolution to be emailed to Phil Downes after the meeting/approval, to allow further processing of Goulburn Cycle Club Police approval.

ITEM 4.2 GURRUNDAAH ROAD - SIGNAGE

RESOLVED by Cllr McCormack and G Croker

1. The Traffic Committee recommends to Council the approval and installation of the new road safety signs in Gurrundah Road.

- CARRIED

Following discussion of the report for Item 4.3 the committee left the chambers 10:40am for inspection of relevant local sites.

The committee returned to the chambers at 11:20am

**ITEM 4.3 CLIFTON STREET INTERSECTION
RECOMMENDATION That -**

1. The Traffic Committee recommends to Council the approval and installation of the new road safety measures including line marking and give away signs at the intersection of Clifton Street and Laggan Road.

Following site inspection the above recommendation lapsed for want of a seconder

The following foreshadowed motion was put to the meeting.

1. That Council consider “no stopping” restrictions along Viewhaven side of Laggan road, based on swept paths and consider “no stopping” restrictions for 30 metres along Laggan Road on the eastern side of the Clifton Street intersection subject to consultation with Viewhaven Lodge.
2. Install holding line, 20 metre BB line and Give Way Sign at the intersection of Clifton Street and Laggan Road in accordance with applicable standards.

RESOLVED by G Croker and J Marsh

1. That Council consider “no stopping” restrictions along Viewhaven side of Laggan road, based on swept paths and consider “no stopping” restrictions for 30 metres along Laggan Road on the eastern side of the Clifton Street intersection subject to consultation with Viewhaven Lodge.

2. Install holding line, 20 metre BB line and Give Way Sign at the intersection of Clifton Street and Laggan Road in accordance with applicable standards.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 11.44

Minutes confirmed 26 OCTOBER 2017

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Mayor



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

AGM MINUTES

ANNUAL GENERAL MEETING

FRIDAY, 3 NOVEMBER 2017, JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.02 a.m.

1. ATTENDANCE:

Albury City Council, Mr Frank Zaknich, General Manager
Armidale Regional Council, Cr Simon Murray, Mayor
Armidale Regional Council, Mr Peter Dennis, CEO
Bathurst Regional Council, Cr Graeme Hanger, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bega Valley Shire Council, Ms Leanne Barnes, General Manager
Bellingen Shire Council, Cr Dominic King, Mayor
Bland Shire Council, Cr Tony Lord, Mayor
Broken Hill City Council, Cr Darriea Turley, Mayor
Carrathool Shire Council, Cr Peter Laird, Mayor
Carrathool Shire Council, Ms Joanne Treacy, General Manager
Coffs Harbour City Council, Cr Denise Knight, Mayor
Coonamble Shire Council, Cr Michael Webb, Mayor
Dubbo Regional Council, Cr Ben Shields, Mayor
Dubbo Regional Council, Mr Mark Riley, General Manager
Dungog Shire Council, Cr Tracey Norman, Mayor
Federation Council, Cr Patrick Bourke, Mayor
Federation Council, Mr Peter Gall, Acting General Manager
Forbes Shire Council, Cr Graeme Miller, Mayor
Forbes Shire Council, Mr Max Kershaw, Acting General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Steve Toms, Mayor
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Groth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor

Gwydir Shire Council, Mr Max Eastcott, General Manager
Inverell Shire Council, Cr Paul Harmon, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kempsey Shire Council, Mr Daryl Hagger, Acting General Manager
Leeton Shire Council, Cr Paul Maytom, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Stephen Lesslie, Mayor
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Ms Libby Carter, Acting General Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Des Bilske, General Manager
Murrumbidgee Council, Mr Craig Moffitt, General Manager
Narrabri Shire Council, Cr Catherine Redding, Mayor
Narrandera Shire Council, Cr Neville Kschenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Shire Council, Cr Kathy Sajowitz, Mayor
Oberon Shire Council, Mr Garry Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Parkes Shire Council, Mr Kent Boyd, General Manager
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Administrator
Shellharbour City Council, Cr John Murray
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Russell Pigg, General Manager
Singleton Council, Cr Sue Moore, Mayor
Snowy Monaro Regional Council, Cr John Rooney, Mayor
Snowy Monaro Regional Council, Mr Peter Cannizzaro, Acting General Manager
Snowy Valleys Council, Cr James Hayes, Mayor
Tamworth Regional Council, Cr Col Murray, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr Brian McCormack, Mayor
Upper Lachlan Shire Council, Mr John Bell, General Manager
Uralla Shire Council, Cr Michael Pearce, Mayor
Wagga Wagga City Council, Cr Greg Conkey, Mayor
Wagga Wagga City Council, Mr James Bolton, General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Jack O'Hara, General Manager
Warren Shire Council, Cr Rex Wilson, Mayor
Warren Shire Council, Mr Glen Wilcox, General Manager
Warrumbungle Shire Council, Ms Leeanne Ryan, Acting General Manager
Yass Valley Council, Mr David Rowe, General Manager
LGNSW, Cr Lindsay Brown, Vice President
Australian Stock and Property, Mr Steve Loane

APOLOGIES:

As read

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the Annual General Meeting held on 4 November 2016 be accepted as a true and accurate record (Tenterfield Shire Council / Coonamble Shire Council).

3. Chairman's Report

RESOLVED That the Chairman's report be received and noted (Moree Plains Shire Council / Uralla Shire Council)

4. FINANCIAL REPORT

RESOLVED That the financial reports for the 2016/17 year as tabled be accepted (Leeton Shire Council / Parkes Shire Council)

5. Election of Office Bearers

5.1 Returning Officer

RESOLVED That the returning Officer for the conduct of the elections be Mr Allan Burgess (Temora Shire Council / Singleton Council)

The Chairperson Cr Katrina Humphries Vacated the chair

5.2 Chairman

The Returning Officer advised that he had received only one nominations in writing. Cr Katrina Humphries, Mayor, Moree Plains Shire Council, was nominated by Narrabri Shire Council and Lithgow CityCouncil. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Katrina Humphries elected Chairperson for the 2018/19 year

5.5 Vice Chairman

The Returning Officer advised that he had received one nomination in writing. Cr Michael Pearce, Mayor, Uralla Shire Council was nominated by Moree Plains Shire Council and Narrabri Shire Council. The Returning Officer called for any further nominations for the position of Vice Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Michael Pearce elected Vice Chairman for the 2018/19 year.

5.4 Executive

Nominations for the six positions on the Executive were called for. Nominations were received for Cr Kirsty McBain, Bega Valley Shire Council, Cr John Seymour,

Coolamon Shire Council, Cr Jamie Chaffey, Gunnedah Shire Council, Cr Liz Campbell, Kempsey Shire Council, Cr Catherine Redding, Narrabri Shire Council, Cr Kathy Sajowitz, Oberon Council and Cr Peter Petty, Tenterfield Shire Council. As there were more nominations than positions an election was required

RESOLVED That the election be by Ordinary Ballot (Temora Shire Council / Inverell Shire Council

As a result of the ballot the following delegates were elected to the executive for the 2018/19 year

- Cr Kirsty McBain, Bega Valley Shire Council
- Cr Jamie Chaffey, Gunnedah Shire Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr Catherine Redding, Narrabri Shire Council
- Cr Kathy Sajowitz, Oberon Council
- Cr Peter Petty, Tenterfield Shire Council.

The Chairperson Cr Katrina Humphries resumed the chairpersonship

6. Secretary/Public Officer

RESOLVED That Mr Lester Rodgers General Manager, Moree Plains Shire Council, be appointed Secretary/Public Officer (Oberon Council / Uralla Shire Council)

7. SETTING OF ANNUAL MEMBERSHIP FEES

RESOLVED That the fees for the 2017/18 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Upper Lachlan Shire Council / Gunnedah Shire Council)

8. Secretariat

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Gilgandra Shire Council / Narrabri Shire Council)

9. Meeting dates for 2018

RESOLVED that the meeting dates for 2018 be 2 March, 1 June, 3 August and 2 November (Parkes Shire Council / Temora Shire Council)

There being no further business the meeting closed at 9.35 am.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 3 NOVEMBER 2017 JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.35 a.m.

1. ATTENDANCE:

Albury City Council, Mr Frank Zaknich, General Manager
Armidale Regional Council, Cr Simon Murray, Mayor
Armidale Regional Council, Mr Peter Dennis, CEO
Bathurst Regional Council, Cr Graeme Hanger, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bega Valley Shire Council, Ms Leanne Barnes, General Manager
Bellingen Shire Council, Cr Dominic King, Mayor
Bland Shire Council, Cr Tony Lord, Mayor
Broken Hill City Council, Cr Darriea Turley, Mayor
Carrathool Shire Council, Cr Peter Laird, Mayor
Carrathool Shire Council, Ms Joanne Treacy, General Manager
Coffs Harbour City Council, Cr Denise Knight, Mayor
Coonamble Shire Council, Cr Michael Webb, Mayor
Dubbo Regional Council, Cr Ben Shields, Mayor
Dubbo Regional Council, Mr Mark Riley, General Manager
Dungog Shire Council, Cr Tracey Norman, Mayor
Federation Council, Cr Patrick Bourke, Mayor
Federation Council, Mr Peter Gall, Acting General Manager
Forbes Shire Council, Cr Graeme Miller, Mayor
Forbes Shire Council, Mr Max Kershaw, Acting General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Steve Toms, Mayor
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Groth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager

Inverell Shire Council, Cr Paul Harmon, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kempsey Shire Council, Mr Daryl Hagger, Acting General Manager
Leeton Shire Council, Cr Paul Maytom, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Stephen Lesslie, Mayor
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Ms Libby Carter, Acting General Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Des Bilske, General Manager
Murrumbidgee Council, Mr Craig Moffitt, General Manager
Narrabri Shire Council, Cr Catherine Redding, Mayor
Narrandera Shire Council, Cr Neville Kschenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Shire Council, Cr Kathy Sajowitz, Mayor
Oberon Shire Council, Mr Garry Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Parkes Shire Council, Mr Kent Boyd, General Manager
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Administrator
Shellharbour City Council, Cr John Murray
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Russell Pigg, General Manager
Singleton Council, Cr Sue Moore, Mayor
Snowy Monaro Regional Council, Cr John Rooney, Mayor
Snowy Monaro Regional Council, Mr Peter Cannizzaro, Acting General Manager
Snowy Valleys Council, Cr James Hayes, Mayor
Tamworth Regional Council, Cr Col Murray, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
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Wagga Wagga City Council, Mr James Bolton, General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Jack O'Hara, General Manager
Warren Shire Council, Cr Rex Wilson, Mayor
Warren Shire Council, Mr Glen Wilcox, General Manager
Warrumbungle Shire Council, Ms Leeanne Ryan, Acting General Manager
Yass Valley Council, Mr David Rowe, General Manager
LGNSW, Cr Lindsay Brown, Vice President
Australian Stock and Property, Mr Steve Loane

APOLOGIES:

As submitted

SPECIAL GUESTS:

- Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business
- Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight
- A Team from The Auditor General's Office - Margaret Crawford, Auditor-General of NSW, Rod Longford, Principal Analyst Performance Audit, Caroline Karakatsanis-Director, Financial Audit
- Commissioner Mark Smethurst, NSW State Emergency Service

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 11 August 2017 be accepted as a true and accurate record (Uralla Shire Council / Gilgandra Shire Council).

3. Matters Arising from the Minutes

NIL

4. Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business

Wants to settle down the relationship between the State Government and Local Government and have a vibrant stronger sector in Local Government. A new funding formula is required which will require a change in the constitution. The State Government is investing heavily in infrastructure with \$73 billion over 4 years. Business confidence is at an all time high. Hospitals are recipients of major funding, as is safe and secure water which has been allocated over \$500 million. Councils re identifying projects under the Regional Growth Funds Social Amenities. Everybody shares not just the larger regional centres. \$50 million has been allocated to Councils affected by mining and a further \$50 million is being spent on telco blackspots. There will be an announcement shortly on Joint Organisational Structures allowing Councils voluntary membership as well as associate membership of an organization if they are a full member of another Joint Organisation Structure

5. Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight

The relationship between the RMS and Local Government can be improved. It needs to work more corroboratory with local government to get work done. There will be an announcement at the end of November. 65% of increase in road funds goes to regional areas. The State Government is concentrating on east/west road improvements as well as the traditional major highways

6. A Team from The Auditor General's Office - Margaret Crawford, Auditor-General of NSW, Rod Longford, Principal Analyst Performance Audit, Caroline Karakatsanis- Director, Financial Audit

Margaret has been Auditor General for 18 months and has worked in all three levels of Government. Her term of appointment is 8 years from 1 October 2016 and she reports directly to the Parliament of NSW. The Audit Office undertakes financial and performance audits as well as special reviews and compliance engagements.

The Auditor General does not comment on the merits of council or government policy or develop policy or guidelines for state or local government agencies. Its local government mandate is to financial audit NSW councils, perform performance audits and to report to parliament on the results of the audits. This will provide greater consistency in financial reporting and auditing, value assets, and have an increased focus on IT controls. The performance audits will examine efficiency, effectiveness, economy and compliance and will be funded by the NSW Government

7. Commissioner Mark Smethurst, NSW State Emergency Service

The current emphasis is to go from the old vision to the new vision. The old vision had 17 regions, antiquated training, individual budgets, and a short sighted approach. There is now an organizational transformation, individual management model, program budget approach and a training overhaul. Currently there are 8,300 volunteers with 200 staff. The SES is working towards 20,000 volunteers to include corporate volunteers, spontaneous volunteers and community volunteers. The SES state headquarters has enhanced operational surge capacity, operational improvement (radio replacement, improved warning systems etc) with opportunities of command and control review, greater cooperation between councils, SES, RFS and less duplication, community engagement and a flood data access program

8. Membership

RESOLVED That Narrandera Shire Council and Narromine Shire Council be admitted as members of the Association (Inverell Shire Council / Uralla Shire Council)

9. CORRESPONDENCE

Outward

- (a) Local Government NSW regarding the distribution of Local Government Procurements management fee income
- (b) Local Government Procurement regarding the distribution of Local Government Procurements management fee income
- (c) Shellharbour City Council advising that the Council has been admitted as a member of the Association
- (d) The Hon Troy Grant MP, Minister for Police and Minister for Emergency Services thanking him for his presentation to the 11 August meeting
- (e) Mr Richard Colbran, Chief Executive Officer, NSW rural Doctors Network thanking him for his presentation to the 11 August meeting
- (f) Mr Duncan Taylor, Chief Executive Officer, Country Universities Centre thanking him for his presentation to the 11 August meeting
- (g) The Hon Adam Marshall MP, Minister for Tourism and Major Events and Assistant Minister for Skills thanking him for his presentation to the 11 August meeting
- (h) Local Government NSW expressing disappointment that this years conference dinner is scheduled to be held on the last night of the conference
- (i) The Hon Brad Hazzard MP, Minister for Health and Minister for Medical Research expressing concern of a perceived trend towards the downgrading of services in regional hospitals

NOTED

10. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Moree Plains Shire Council / Lithgow City Council)

11. General Business

(a) Minister for Local Government

RESOLVED That the Premier be requested to recognize Local Government through the appointment of a Minister for Local Government that only has Local Government responsibilities (Yass Valley Council / Singleton Council)

(b) National Parks and Wildlife

RESOLVED That the Association write to the Minister for Regional New South Wales outlining the unnecessary practice of the NPWS to purchase whole properties of large productive lands that contains some ecologically important land considered for purchase and the Minister be asked to reinforce the Upper House Enquiry into the use of Productive Land and the issue of buyer security offsets of mining land (Carrathool Shire Council / Tenterfield Shire Council)

(c) Truck Washes

RESOLVED That the Country Mayors Association of NSW requests the State Government to provide additional funding to fund Truck wash facilities around the State of NSW that will allow these much needed developments to occur in the best interest of bio-security, the environment and traffic safety (Goulburn Mulwaree Council / Yass Valley Council)

(d) Red Gum Forestry Industry

That NSW Country Mayors Association lobby the State and Federal Governments to make the legislative and regulatory amendments as are necessary to enable the re-establishment of a sustainable red gum forestry industry in the recently proclaimed National Park forests especially in the Murray River Council and adjacent Council areas. (Murray River Council / Carrathool Shire Council)

(e) Recycling

RESOLVED That the Association seek urgent advice from the Minister for Local Government to the suggested emerging market crisis for the recycling industry that China is not an option for buying recycled products and the issues for NSW (Singleton Council / Gilgandra Shire Council)

(f) Transport Strategy 2056

RESOLVED That the Association request the Minister for Transport and Infrastructure to extend to February 18 2018 the closing date for the Transport Strategy 2056 as there has been minimal consultation and there is a need for input from associated plans such as the Ports Plan and Tourism Plan (Yass Valley Council / Parkes Shire Council)

(g) FAG Grants

Lithgow City Council would like listed at the next meeting the reduction in the per capita component of the grant being reduced from 30% to 14%

(h) Forestry Corp Unrateable Land

A meeting of rural mayors are meeting in collaboration with LGNSW with the State Government this afternoon Oberon Shire Council will report back to the next meeting

There being no further business the meeting closed at 12.50pm

Cr Katrina Humphries

Chair – Country Mayor's Association of NSW

16 NOTICES OF MOTION

The following items are submitted for consideration -

16.1	Crookwell Swimming Pool	296
16.2	Kerb and Gutter in fill	297
16.3	Natural Gas Mains and Pipeline	298

Notices of Motion - 16 November 2017

ITEM 16.1

Crookwell Swimming Pool

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“That Council establishes a Crookwell Swimming Pool Review Committee to investigate the feasibility, options and potential for the expansion and improvements to the existing Crookwell Swimming Pool Complex.

The Review Committee to comprise of Councillors, Senior Staff and members of the community.

The Review Committee to be established as soon as possible.”

GENERAL MANAGER’S COMMENT

Please see Hydrotherapy Pool Presentation report within the Works and Operations section of this Business Paper.

ATTACHMENTS

Nil

Notices of Motion - 16 November 2017

ITEM 16.2

Kerb and Gutter in fill

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“Council reviews its current requirement for residents to be charged up to 50% of the construction cost for the provision of in-fill kerb and gutter across the frontage of their property. A report to be submitted to Councils next Ordinary Meeting in December 2017, detailing the reasons why Council is imposing this fee and the implications if Council changes the requirements for imposing this fee.”

BACKGROUND

“Following recent discussions by Councillors in relation to charging residents up to 50% of the construction cost for the provision of in-fill kerb and gutter across the frontage of their properties:-

- Council currently has no policy in relation to this matter.
- Council currently imposes the fee as a line item in its Fees and Charges: - Contribution to Works (Section 217, Roads Act 1993) Kerb and Guttering – min \$120/m or 50% Cost.
- Section 217 Roads Act – States: (2) The amount of the contribution is to be such amount (not more than half of the cost) as the roads authority MAY determine. As such, there is no legislative requirement that Council has to charge a contribution fee at all.
- Council recently approved an industrial type development in a low residential zone without imposing a condition requiring kerb and gutter across the frontage of that property. This decision seems to be incongruous to that imposed onto existing home owners.

ATTACHMENTS

Nil

Notices of Motion - 16 November 2017

ITEM 16.3

Natural Gas Mains and Pipeline

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“Council commences investigations as to what information would be required to submit an application to any future Growing Local Economies Fund or similar grant for the construction of a natural gas mains and pipeline infrastructure to service the townships of Crookwell and Gunning”

BACKGROUND

Nil

ATTACHMENTS

Nil

17 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

17.1	Lot Averaging	300
17.2	Crookwell Air Strip	301
17.3	Crookwell Waste Depot	304

Questions With Notice - 16 November 2017

ITEM 17.1

Lot Averaging

AUTHOR

Councillor James Wheelwright

We have been informed by Council Staff that the NSW Government is allowing some Shires to introduce lot averaging in their new LEP's.

With the constant demand for the small parcels of rural land, particularly in the south of the Shire, I see this as an essential for the growth and prosperity of our Shire with the added advantage of having a greater population to share our rate burden.

I believe it would be of great detriment to this shire to let this opportunity pass.

My question to the Director of Environment and Planning is how is it possible to incorporate this in our revised LEP and approximately at what cost?

RESPONSE

The current resolution of Council is "242/17 - that Council commences the review of the current LEP but only in relation to:-

- Amendments to the heritage schedule;
- Amendments to the flood planning clause;
- Amendments to anomalies in the land use tables".

The proposal of a rural lot averaging planning proposal would require a Council resolution.

Council would also require a budget allocation of approximately \$230,000 to \$250,000 to engage a consultant to undertake a rural residential strategy for the whole Shire, with an approximate time frame of 18 months to two years to complete the strategy.

ATTACHMENTS

Nil

Questions With Notice - 16 November 2017

ITEM 17.2 **Crookwell Air Strip**
AUTHOR **Councillor Richard Opie**

Crookwell Airport

- 1) Can you please advise the current status of negotiations with the Crookwell airport associated land?
- 2) Can you please provide the plan detailing the balance of land that would be available to be leased of as individual hangar space?
- 3) Do you see any issues with the proposed leasing of individual hangar spaces?
- 4) Can you please detail the process that would be required for Council to be able to offer these proposed sites for lease?

GENERAL MANAGER'S COMMENT

Council has forwarded several items of correspondence to Icarus Air International Pty Ltd regarding their proposed purchase of part of the land at the Crookwell Airstrip and their proposed lease of the Crookwell Airstrip over the past 12 months.

Council ultimately received a reply via email on 4 August 2017 noting that the principal's had been away in New Zealand, Western Australia, Queensland but they had scheduled a meeting with their solicitor on 11 August 2017 to advise them of the intended purchase.

Council corresponded back to Icarus Air International Pty Ltd on 13 August 2017 noting that Council looked forward to hearing from their solicitor regarding the land purchase and the lease agreement and further provided Council's solicitors details.

Over the months of September and October 2017 Council rang the principals of Icarus Air International Pty Ltd querying the progress of the proposed purchase, leaving several messages. All the messages have remained unanswered.

On 2 November 2017 Council again corresponded back to Icarus Air International Pty Ltd stating that it had been over two months since they last corresponded regarding their proposed purchase and lease of part of the Crookwell Airstrip and surrounds. The correspondence noted that Council would need to subdivide the 8,000 square metres that was requested but that Council cannot commence the subdivision process until Icarus Air International Pty Ltd have committed to the purchase with their deposit. Council has had no reply to its correspondence.


The proposed plan detailing the balance of land that would be available to be leased of as individual hangar space is enclosed as an attachment for Councillors information.

Hangar spaces can be leased to interested parties should Council so decide. Council's solicitors can provide a suitable lease agreement that would meet appropriate probity and governance requirements.

Questions With Notice**CROOKWELL AIR STRIP** cont'd

Council's design team would need to peg out the proposed sites for lease prior to the lessees constructing their hangars on the sites. Normal planning and building procedures would apply to the hangar approvals.

ATTACHMENTS

1. 	Crookwell airstrip - proposed hangaring design	Attachment
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Questions With Notice - 16 November 2017

ITEM 17.3 **Crookwell Waste Depot**
AUTHOR **Councillor Richard Opie**

Crookwell Waste and Rubbish Disposal

As some time has past since the presentation to Council outlining the procedure and process for the upgrading of the dump can you please outline the following:

1) Has the processes or planning been put in place to find a new dump site as was committed at the council meeting?

Response: There is no process in place to find a new landfill facility for Crookwell. Council has resolved to fund the upgrade of the existing facility instead of investigating the location for a new facility.

2) What is the status of the GHD plan?

Response: GHD is currently working on preparing concept plans to enable community consultation. This work is being undertaken in consultation with EPA to ensure the guidelines are met before consultation can start with the community.

3) It appears we may be delaying the upgrading of the dump, (which may not be our fault) as we were advised by the EPA at a council meeting that any further delay was going to jeopardise our responsibility with EPA Licence requirements have we received and extension or advised the EPA and if so what is their response?

Response: Council is keeping the EPA informed during the development of concept design for the proposed upgrade to the Crookwell Landfill facility. This consultation reduces the risk of both non-compliance and of fines.

4) Will a revised plan add to the cost or shorten the life span of the current tip site?

Response: The concept plan is not available to Council. As such the proposed design life is not known, however, any design life will be consistent with industry practice and meet EPA requirements. Submission regarding the design life will be made to the GHD for consideration.

For additional information, please refer to the General Manager's comments provided in response to the Question With Notice (item 17.3) during the 17 August 2017 Council Meeting.

ATTACHMENTS

Nil

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 18.1/18.2 in confidential session for the reasons indicated:

Item 18.1 Categorisation of Group Terms and Land Use Definitions

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 Landfill Upgrade - request for compensation

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.

18 CONFIDENTIAL SESSION

The following items are submitted for consideration -

- 18.1 Categorisation of Group Terms and Land Use Definitions
- 18.2 Crookwell Landfill Upgrade - request for compensation