

BUSINESS PAPER

ORDINARY MEETING

Thursday 17 October 2019 6:00PM Council Chambers

TABLELANDS REGIONAL COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

10 October 2019

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 17 October 2019** in the **Council Chambers** commencing at **6:00PM**.

Your presence is requested.

Yours faithfully

Andrew Croke

Airen G. Croke

Acting General Manager

Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

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

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UPPER LACHLAN SHIRE COUNCIL LEAVE OF ABSENCE

General Manager Upper Lachlan Shire Council Spring Street CROOKWELL NSW 2583

Dear Sir

I wish to apply for leave of absence from the Council Meeting to be held on
Date:
I will be absent for the following reason/s:
Yours faithfully
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

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

To the General Manager	
I,	
Declare a Conflict of Interest, being a PEC	UNIARY Interest.
Name of Meeting: Ordinary Meeting of C	ouncil
Date of Meeting:	
Page Number: Item Number:	
Special disclosure of pecuniary in	nterests by [full name of councillor]
in the matter of [insert name of environmental plann	ing instrument]
which is to be considered at an Ordinary Meeting of the committee (as the case requires)]	ne Council [name of council or council
to be held on the day of 20 .	
Pecuniary interest	
Address of the affected principal place of resider company or body (the identified land)	nce of the councillor or an associated person,
Relationship of identified land to councillor	☐ The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).
[Tick or cross one box.]	 An associated person of the councillor has an interest in the land.
	 An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	iana.
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ²	☐ The identified land.
[Tick or cross one box]	 Land that adjoins or is adjacent to or is in proximity to the identified land.

Current zone/planning control
Proposed change of zone/planning control
Effect of proposed change of zone/planning control on councillor or associated person (tick box that applies)
□ Appreciable financial gain □ Appreciable financial loss
[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]
Councillor's Signature:
Date:

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the General M	lanager		
l,			
Declare a Conflic	t of Interest, beir	ng a NON-PECUNIARY Interest.	
	Significant	Non Significant	
		COUNCIL MEETINGS	
Name of Meeting			
Date of Meeting			
Page Number		Item Number	
Subject			
Reason for Intere	st		
·			
·			
As a result of my	non-pecuniary ir	nterest, my involvement in the me	eting will be as follows:
Option A – N	Make a declaration	on, stay in the Chamber, participa	ate in the debate, and vote
Option B – N	Make a declaration	on, stay in the Chamber, participa	ate in the debate, but not
Option C – M the Chamber		on, stay in the Chamber, participa	ate in the debate, but leave
Option D – N vote.	Make a declaration	on, stay in the Chamber, not part	cipate in the debate, but
Option E – N not vote.	Make a declaration	on, stay in the Chamber, not parti	cipate in the debate and
		on, do not participate in the debat and not return until the matter is	
Si	gnature		Date

5	CONFIRMATION OF MINUTES
The	e following minutes are submitted for confirmation -
5.1	Minutes of the Ordinary Meeting of Council of 19 September 201912

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

PRESENT: Mayor J Staffo

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

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

Mayor Stafford advised that the Council Meeting is being webcast and audio recorded in accordance with Council Code of Meeting Practice.

Mayor Stafford read a statement and observed a minutes silence to commemorate the passing of Phillip Delaney a Council employee.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

An apology and Leave of Absence form was received from Clr Kensit.

231/19 RESOLVED by Clr Searl and Clr McCormack that the apology from

Clr Kensit be received and the leave of absence granted.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

SECTION 3: CITIZENSHIP CEREMONY

Nil

ON 19 SEPTEMBER 2019

SECTION 4: DECLARATIONS OF INTEREST

Clr Searl declared a Pecuniary Interest in Item 11.5 - LEP 2010 Land Use Table Review related to his principal place of residence as he is an owner of property within the Upper Lachlan Local Government Area and will make the declaration, stay in the Chamber, participate in the debate, and vote.

Clr McCormack declared a Pecuniary Interest in Item 11.5 - LEP 2010 Land Use Table Review related to his principal place of residence as he is an owner of property within the Upper Lachlan Local Government Area and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Clr McCormack declared a Pecuniary Interest in Item 12.2 Bridge Maintenance Works in 2019/2020 Operational Plan, as he is an owner of a Transport Company and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Clr McCormack declared a Pecuniary Interest in Item 19.5 Procurement for Bridge Replacement – Design and Construction Quotations, as he is an owner of a Transport Company and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Clr O'Brien declared a Pecuniary Interest in Item 19.5 Procurement for Bridge Replacement – Design and Construction Quotations, as he is an employee of a company and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Mr Croke declared a Pecuniary Interest in Item 11.5 - LEP 2010 Land Use Table Review as he has relatives/family members that are owners of property within the Upper Lachlan Local Government Area.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

SECTION 5: CONFIRMATION OF MINUTES

232/19 RESOLVED by Clr Searl and Clr O'Brien

That the minutes of the Ordinary Council Meeting held on 15 August 2019 be adopted.

- CARRIED

Councillors who voted for:- CIrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J

Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

233/19 <u>RESOLVED</u> by Clr Searl and Clr O'Brien

That the minutes of the Extraordinary Council Meeting held on 29 August 2019 be adopted.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

SECTION 6: MAYORAL MINUTES

ITEM 6.1 MAYORAL MINUTE

234/19 RESOLVED by Mayor Stafford and Clr Searl

That Council receive and note the activities attended by the Mayor for August 2019 and September 2019.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl. J Stafford and J

Wheelwright

Councillors who voted against:- Nil

SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF SEPTEMBER

2019

235/19 **RESOLVED** by Clr Searl and Clr Wheelwright

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

- 1. Sally Galland Thank you for sporting donation.
- 2. Local Government NSW Emergency Services Levy.
- 3. Local Government NSW Reverses its Emergency Services Levy Price.
- 4. Premier of NSW Gladys Berejiklian Emergency Services Levy correspondence.
- 5. Office of Local Government One year reprieve on Emergency Services Levy.
- 6. Wendy Tuckerman Media Release Emergency Services Levy.

MINUTES OF THE

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ON 19 SEPTEMBER 2019

- 7. Wendy Tuckerman - Response from Minister Toole - Local Bridges Load Limits.
- Canberra Airport Preliminary Draft 2020 Master Plan. 8.
- Hon Shelley Hancock MP Joint Organisation Funding 9. Guidelines.
- 10. Office of Local Government Circular 19 -17 The appointment and dismissal of senior staff.
- 11. Office of Local Government Revised Property Acquisition Standards.
- 12. Dame Mary Gilmore Society Youth Showcase Invitation.
- 13. Malcolm Barlow Pat Cullen Reserve Naming suggestion.

A motion was moved by Clr Cummins and Clr Opie that

1. Council reconsiders the report titled Public Submissions for naming the footbridge in Pat Cullen Reserve - Kiamma Creek Crookwell (File Ref 119/475) and make a determination on the submissions.

On being put to the meeting the motion was carried.

236/19

RESOLVED by Clr Cummins and Clr Opie that

1. Council reconsiders the report titled Public Submissions for naming the footbridge in Pat Cullen Reserve - Kiamma Creek Crookwell (File Ref 119/475) and make a determination on the submissions.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:-Nil

A foreshadowed motion was moved by Clr Wheelwright and Clr McCormack that:

1. Council name the new footbridge in the Pat Cullen Reserve as the Dame Mary Gilmore Footbridge.

On being put to the meeting the motion was carried.

237/19

RESOLVED by Clr Wheelwright and Clr McCormack that:

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

1. Council name the new footbridge in the Pat Cullen Reserve as the Dame Mary Gilmore Footbridge.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

14. Sandra Bill – Request for remaining monies from Christmas in the Park Committee to be forwarded to Crookwell Community Trust.

A motion was moved by Clr O'Brien and Clr Wheelwright that:

1. The remaining monies from the Christmas in the Park Committee be vested in Council.

On being put to the meeting the motion was carried.

238/19 RESOLVED by Clr O'Brien and Clr Wheelwright that:

1. The remaining monies from the Christmas in the Park Committee be vested in Council.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

MINUTES OF THE

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HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

ITEM 10.1, 10.2, INFORMATION ONLY ITEMS

10.5 – 10.10

239/19

RESOLVED by Clr Searl and Clr McCormack

1. Items 10.1, 10.2, 10.5 - 10.10, be received and noted.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

ITEM 10.3 FOOTPATH ALONG COLLECTOR ROAD GUNNING

240/19 RESOLVED by Clr Opie and Clr Wheelwright

1. Council considers the Collector Road footpath in Gunning as part of the 2020/2021 Operational Plan Budget.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

ITEM 10.4 ACCESS COMMITTEE RECOMMENDATIONS - SEPTEMBER 2018

- PRESENT

241/19 RESOLVED by Clr Opie and Clr Cummins

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

 Council receives and notes the report as information and a further report be provided to Council with respect to costings on the access ramp at the Health Care Centre, Crookwell.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 NSW OUTDOOR DINING POLICY

242/19 RESOLVED by Clr Searl and Clr O'Brien

- 1. Council resolve to endorse the NSW Outdoor Dining Policy for the entire Local Government Area.
- 2. Council delegate to the General Manager the power to amend the Policy to align it with any subsequent modification of the model policy updated by the NSW Small Business Council.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

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

 Council submits a report to the Traffic Committee requesting consideration of the current parking in the main street of Crookwell and its impact on its feasibility of providing outdoor seating in the main street.

243/19

On being put to the meeting the motion was carried.

RESOLVED by CIr Cummins and CIr Opie that:

 Council submits a report to the Traffic Committee requesting consideration of the current parking in the main street of Crookwell and its impact on its feasibility of providing outdoor seating in the main street.

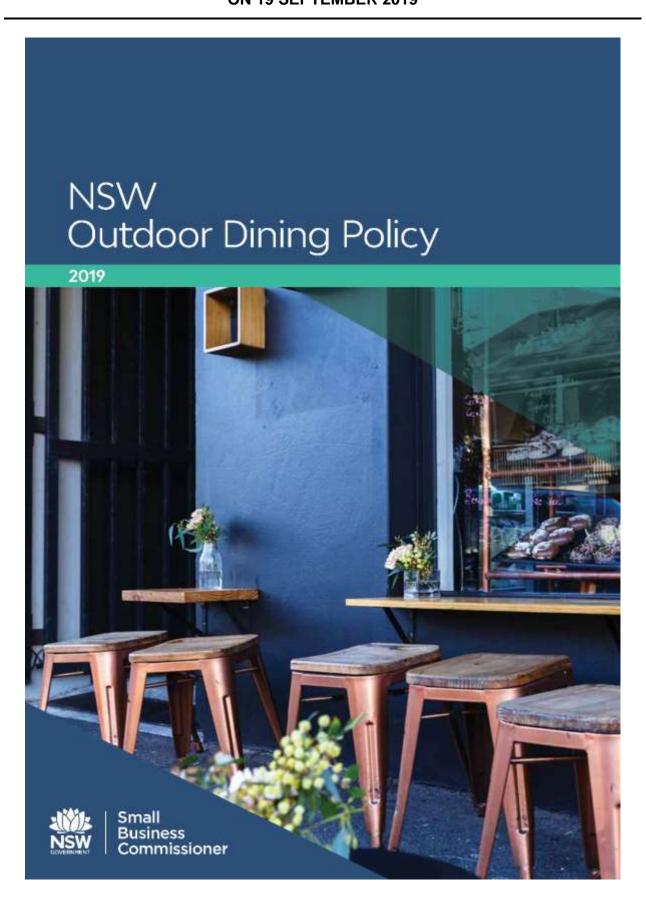
- CARRIED

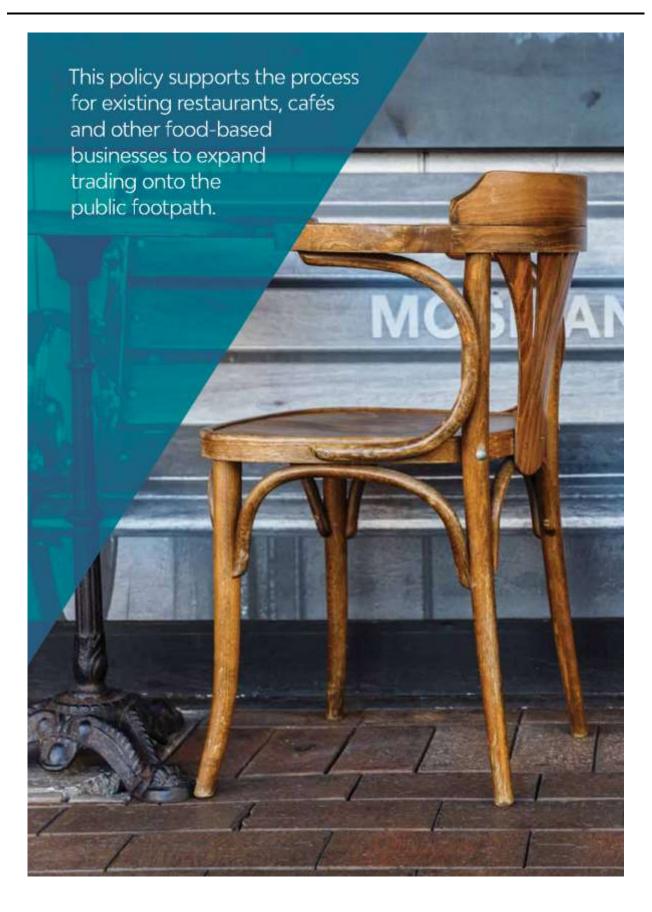
Councillors who voted for:- Clrs P Culhane, R Cummins,

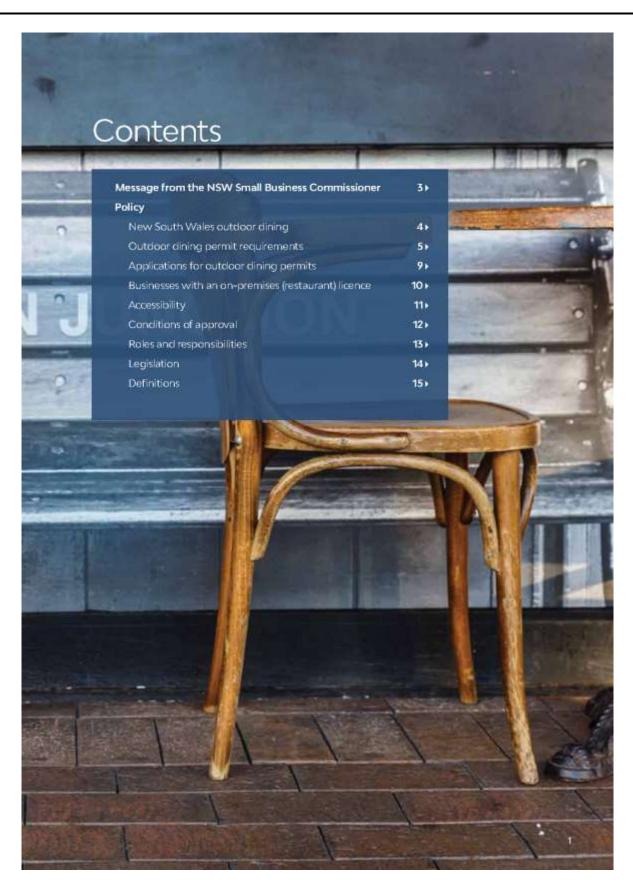
R Opie, D O'Brien and J Stafford

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

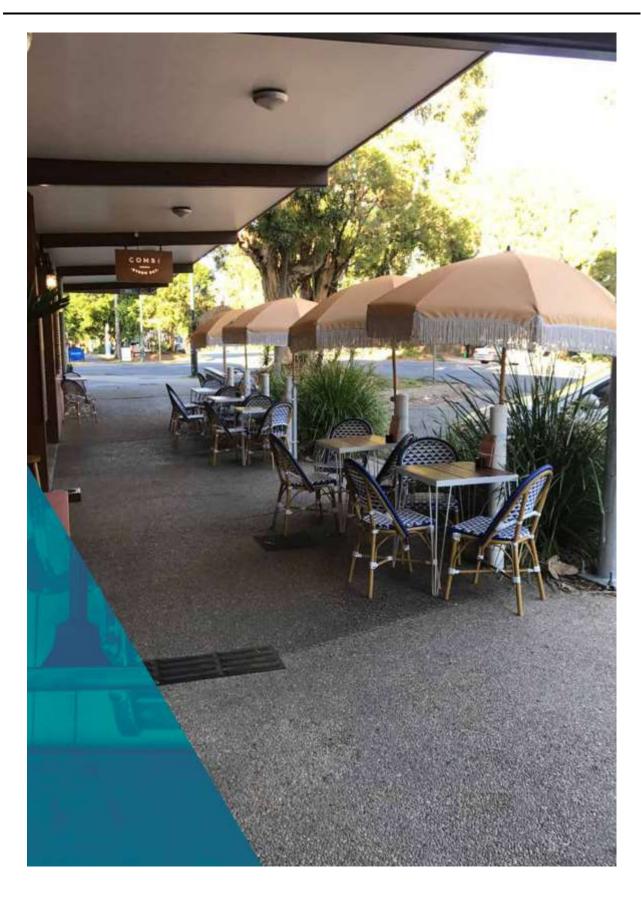
Wheelwright







MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON 19 SEPTEMBER 2019



MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON 19 SEPTEMBER 2019



Message from the NSW Small Business Commissioner



As the NSW Small Business Commissioner, my job is to make it easier for small businesses to get on with doing business.

My office works with small businesses to reduce burdens on their operations and strengthen local economies through regulatory reform and policy harmonisation.

The NSW Outdoor Dining Policy 2019 builds on the successful Easy to do Business program, run in partnership with Service NSW, to make it easy for retail food businesses to expand into outdoor dining activities.

Key benefits include:

- a streamlined and simplified approach for outdoor dining approvals
- cutting red tape for small businesses and local Councils
- · user-friendly, online assessment and approval
- lower costs and compliance burdens on small businesses.

In developing this policy, we have consulted with many small businesses and Councils, and worked closely with our policy trial participants, the City of Parrametta, Canterbury-Bankstown, Snowy Valleys, Liverpool Plains Shire, Queanbeyan-Palerang Regional, Maitland City and Port Stephens Councils.

I thank these Councils for their willingness to be involved, their leadership and their commitment to improving the operating environment for our small business operators.

We look forward to seeing our small business sector thrive and our communities enjoy the wonderful social benefits of a vibrant outdoor dining culture.



Robyn Hobbs CAM NSW Small Business Commissioner

ON 19 SEPTEMBER 2019

NSW Small Business Commissioner NSW Outdoor Dining Policy 2019

The policy New South Wales outdoor dining

1. Purpose of this policy

The alm of the NSW Outdoor Dining Policy 2019 is to establish a framework to make it easy for foodbased businesses to expand their existing dining activities outdoors onto public land adjacent to their existing premises.

The policy is designed to:

- provide a framework for establishing and operating an outdoor dining area, including:
 - determining the suitability of a site
 - managing public safety including road safety
 - ensuring operations do not detract from the visual appeal of an area
 - meeting ongoing operational requirements
 - meeting all necessary state and federal legislative requirements
- reduce the time and complexity of the approval process for businesses by outlining the steps a business must take to be granted an outdoor dining permit
- encourage the use of public places for outdoor dining as a means of stimulating business growth and development in NSW
- ensure any outdoor dining activities have minimal disruption to neighbours, pedestriens and other street users
- promote vibrancy, culture, vitality, amenity and ambience in the street environment of commercial areas while also protecting the existing local character of an area.

2. Scope

This policy only applies to existing, approved, foodbased businesses located within the identified outdoor dining locations in participating local government areas that:

- have seating inside. A business cannot solely rely on outdoor seating on a public footway
- do not currently offer outdoor dining and would like to expand their existing dining activities outdoors and may increase their overall capacity by doing so
- meet all five permit requirements outlined within this policy
- meet the figuor requirements outlined within this policy (if required)
- do not require approval for any permanent structure
- meet the sanitary facilities requirements under the Building Code of Australia
- will not have their outdoor dining areas located on Crown land.
- the dining area does not cause any impediment to road safety or traffic network efficiency
- If the dining area is adjacent to a state-managed road, the road has a speed zone (limit) of 50 km/h or less and has a defined kerb and guttering or other suitable delineation.

Where a permit is issued under this policy to a business operating on a state-managed road with a speed limit of 50 km/h or less, the permit is issued with the concurrence of Roads and Maritime Services or Transport for NSW, which has been delegated to Councils for outdoor dining applications made on the Easy to do Business platform. Businesses operating on state-managed roads with a speed limit in excess of 60 km/h should contact their Council to discuss the possibility of outdoor dining.



MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON 19 SEPTEMBER 2019



The policy Outdoor dining permit requirements

Table 1. Overview of permit requirements

tegory	Key considerations
Location/site suitability Facilitate the appropriate use of footpaths and public places for outdoor dining activities.	Minimum distances Neighbours
Safety Maintain an equitable and safe thoroughfare around outdoor dining areas for all users.	Public safety, including road safety Accessibility Une of sight Management of animals Engagement with public
Amenity Eacilitate improvement to the local character, street vitality and economic viability.	Local character Attractiveness Local vitality
Function Ensure the design, furniture, fixtures and day-to-day requirements of the outdoor dining space reflect the local area.	Design of space Furniture Fixtures Daily operations
Legal and compliance Ensure that the management of outdoor dining activities avoids nuisance, endangerment or inconvenience to neighbours and the general public. Address public liability and manage risks, and ensure compliance with state legislation including liquor laws.	Noise Waste Operational conditions Council inspections Insurance Compliance with legislation

MINUTES OF THE ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS ON 19 SEPTEMBER 2019

NSW Small Business Commissioner NSW Outdoor Dining Policy 2019

3. Important information

Before making an application under this policy, businesses should read the *Outdoor Dining User Guide 2019*, referred to throughout this policy as the *User Guide*.

All businesses undertaking outdoor dining activities must have a valid permit. The relevant local Council will issue the permit once the outdoor dining application has been processed through the Easy to do Business online platform.

To be granted a permit for outdoor dining activities under this policy, a business must self-assess its proposed outdoor dining area against the five requirement areas outlined in Table 1 and ensure it meets all of the prerequisites detailed in the subsequent sections.

Once granted a permit, a business must maintain compliance with these requirements and the permit terms.

4. Permit requirements

1: Location/site suitability

When using footpaths and other public places for outdoor dining activities, reasonable consideration should be given to the suitability of the site and all users of the location.

An outdoor dining area is only permitted where:

- a. the outdoor dining area is directly related to the operation of an existing food business and operates on the same basis as the existing food business.
- b. the applicant is the owner or proprietor of that business premises
- c. the ground surface of the outdoor dining area has additional clearance widths to allow for easy movement by staff and customers. Pedestrians must not be forced onto the road by the outdoor dining area or other non-permanent items on the footpath
- d. the ground surface of the outdoor dining area is suitably constructed and sufficiently level to accommodate outdoor dining furniture and enable the area to be used safely and without inconvenience to pedestrians or vehicles
- e. the outdoor dining area presents no hazard to pedestrians, diners or vehicular traffic.
- f. the outdoor dining operator calculates clearance widths of the outdoor dining area, taking into account pedestrian volumes and any existing or proposed landscaping, vegetation, garden beds or street furniture that may impact on the clearance
- g. the location and operation of the outdoor dining area has taken into consideration the amenity of neighbours and other users of the public space



MINUTES OF THE

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HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019



- the service of alcohol is limited to the applicant's business frontage only
- i. the outdoor diving area is contained within the frontage of the business premises, with an allowable expansion of up to 50% of the adjoining businesses' frontages, subject to revocable Outdoor Diving Adjoining Business Permission from the adjoining business owner, it is a requirement that this permission can be revoked at any time without notice and any approval will automatically lapse on change of ownership of the adjoining businesses or the applicant business
- any relevant Local Street Guide issued by the appropriate local Council for the locality where the outdoor dining will take place is taken into consideration.
- k. the outdoor dining area complies with AUSTROADS Guide to Road Design Part 6A – Paths for Walking and Cycling (Section 5 Design Criteria) and Australian Standard AS2890

Permanent structures: Separate local Council approval is needed to erect permanent structures in a public space, including awnings that are not defined as temporary. This policy does not cover approval for permanent structures.

For guidance, see the User Guide.

2: Safety

A food business expanding their premises to an outdoor dining area must ensure that an equitable and safe environment is maintained for all users.

An outdoor dining area is only permitted where:

- a. a suitable risk assessment has been undertaken to ensure the safety of diners, and that other vulnerable road users are appropriately considered and there is no detrimental import for road safety. If the dining area is adjacent to a state-managed road, the road's speed zone must be 50 km/h or less the area must have defined kerb and guttering, or other suitable delineation to separate diners from vehicles
- b. an equitable, clear and safe throughway is maintained on footpeths for all pedestrians including those using mobility aids, prams and motorised scotters
- c. the outdoor dining area is integrated with existing streetscape, pedestrian circulation and traffic safety by maintaining adequate clearances. This is further outlined in the User Guide
- cl. the safety and convenience of road users and cycleway users is not compromised. The line of sight at intersections must be maintained, so outdoor dining must be set back at a 45-degree angle from the corner of the building, equating to a three to five metre clearance from the corner to the edge of the outdoor dining area.
- e, the number of tables and chairs in the outdoor dining area allows unobstructed access and circulation for patrons and staff
- If the business owner agrees that dogs are permitted, dogs are kept on leashes, suitably restrained and remain on the floor
- g. a high standard of public safety and amenity, including cleanliness, is established and maintained
- h. all furniture, including temporary bollards, is stored inside after hours

For further guidance see the User Guide.

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3: Amenity

Improve the local character, street vitality, amenity and economic viability of the local/surrounding area/locality.

An outdoor dining area is only permitted where:

- a. it is attractive, inviting and contributes to the amenity of the locality
- b. It is compliant with any relevant Local Street
 Guide prepared by the Council
- c. the business owner has regard to the existing urban character, cultural significance and street quality, and whether other existing outdoor dining is located along the building line or kerbside.

A Council may specify whether outdoor dining should be placed kerbside or along the building line. An applicant should check if there is a local street guide provided for their area. If there is no specified requirement, any clining should be aligned with the placement of other existing outdoor dining in neighbouring areas, so that the thoroughfare is not obstructed. If the site adjoins reverse angle parking, any clining must meet clearance requirements specified in the *User Guide*. The kerbside parking lane may be included as part of the minimum clear zone where parking is permitted, provided that tables and chairs located kerbside are set back a minimum of one metre from the kerb.

Local Street Guide

A Council may develop a Local Street Guide to ensure outdoor dining activities reflect the local character, heritage, and environment of a particular commercial area or precinct in a local government area. Outdoor dining activities approved under this policy must comply with any Local Street Guide that is in effect at the time of their application. If a Council introduces a local street guide, businesses that already have an approved permit will be notified by the Council and have 12 months to comply with any new requirements.

For further guidance see the User Guide.

4: Function

A food business expanding their premises to an outdoor dining area must ensure that the design of the outdoor dining space, furniture, fixtures and day-to-day requirements reflect the local area, and that the outdoor dining area is kept clean.

An outdoor dining area is only permitted where:

- a. the outdoor dining area is compliant with the User Guide and relevant Local Street Guide in respect to the use of umbrellas, screens, planter boxes and gas heaters
- b. furniture and fixtures are easy to clean and maintain
- the outdoor dining operator is satisfied that furniture used is suitable and safe for outdoor dining
- d. the business owner ensures that their outdoor dining area is cleaned and maintained on a regular basis. This includes ensuring tables are promptly cleared, and that all waste generated by the business and its customers is picked up and disposed of regularly.

For further guidance see the User Guide.



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A food business expanding their premises to an outdoor dining area must ensure management of outdoor dining activities avoids nuisance, endangerment or inconvenience and there is compliance with all requirements.

An outdoor dining area will only be considered where:

- a, outdoor dining activities operate no later than midnight Monday to Saturoley and 10pm on Sunday
- noise and music are appropriately managed to not be a nuisance to patrons, surrounding businesses, pedestrians and motorists and follow the state noise pollution requirements
- the business meets the waste management requirements of the local Council
- d. the business owner complies with the conditions in this policy, and all other relevant local, state and federal requirements for food-based businesses
- a. the business owner has public liability insurance required by their local Council, usually \$20 million.

For restaurants and cafés provisionally approved to serve liquor, the sale of liquor in the outdoor area and the operation of that area must comply with the licence conditions under the *Liquor Act 2007* that apply in relation to a licensed restaurant.

For further guidance see the User Guide.

The policy Applications for outdoor dining permits

5. How to apply

Businesses can apply for a permit through the Service NSW Easy to do Business Concierge Service at mybusiness.service.nsw.gov.au/crsb/od

6. Application fees

Council and state government agency fees will be waived for businesses that obtain a permit under this policy.

NSW Small Business Commissioner NSW Outdoor Dining Policy 2019

The policy Businesses with an on-premises (restaurant) licence

Criteria for change of boundary for on-premises liquor licence

Restaurants and cafés that have an existing onpremises liquor licence will need to meet the following criteria for their on-premises licence to extend their boundary to include the outdoor dining area:

- The restaurant or café has standard trading hours and is only authorised to serve liquor with meals,
 Le. no extended trading authorisation (ETA) or primary service authorisation (PSA).
- b. Within the past 12 months, the premises has not been listed under Schedule 4 of the Liquor Act 2007 as a violent venue, or has not incurred a strike under the Three Strikes scheme.
- c. The business provides consent for Service NSW to notify Liquor & Gaming NSW and the relevant local Council of its application to change liquor licence boundary.
- d. Where the above criteria are met, the restaurant or café will be provisionally approved to extend the licenced boundary to the outdoor dining area.
- Liquor & Gaming NSW will continue to assess the change of boundary application as per existing arrangements for expansion of liquor licence boundary.

- f. If no valid objections are received during consultation, Liquor & Gaming NSW will approve the change of boundary application. If Liquor & Gaming NSW refuses the application in accordance with its existing policies for change of liquor boundary, no alcohol may be consumed in the restaurant's or cafe's outdoor dining area.
- Any outdoor dining areas that fall within a designated alcohol-free zone must be cordoned off.
- h. Venues other than restaurants and cafes that have liquor licences that are not standard onpremises licences (including, on-premises with PSA or ETA, small bar or hotel) will still be able to apply for an outdoor dining permit under this policy. However, if/when approved, these businesses will not automatically be able to serve liquor on the footpath. They will need to apply to Liquor & Gaming NSW separately to extend their liquor licence boundary to include the footpath (please refer to the Liquor & Gaming NSW wabsita (www.liquorandgaming.nsw.gov.au) for instructions on how to extend a licence boundary).

10



The policy Accessibility

Over 4 million people in Australia experience disability. That's around 1 in 5 Australians. People with disability, as well as their friends, relations and colleagues, constitute a significant group of consumers.

- Consider how people with a disability may enter and maneuver around your outdoor dining area and ensure there is enough space for someone to sit comfortably at a table in a wheelchair or mobility scooter.
- Uneven pavers can create a trip hazard for those less abla, You should contact your local Council have the issue fixed.
- Ensure you provide adequate lighting for those with vision impairment.
- · Consider using large font sizes on menus.

Following these tips will not only reduce the likelihood of discrimination complaints against your business, but will also increase your access to the market, and benefit the community, through greater economic participation of people with disability.







Australian Bureau of Statistics, Disability, Ageing and Carers, Australia: Summary of Findings, 2012 ABS cat no 4450 0 (2013)

NSW Small Business Commissioner NSW Outdoor Dining Policy 2019

The policy Conditions of approval

8. The outdoor dining permit

A permit will be issued to each applicant if they satisfy the requirements of this policy. The permit will detail the conditions of approval that apply to the business, its location and the outdoor dining activities.

The permit holder will be responsible for ensuring the outdoor dining area is operated in accordance with the requirements outlined in this policy and the *User Guide* and compiles with details submitted as part of the application.

The permit must be displayed at the business to which the permit refers, or produced on request.

The application may be revoked or suspended at any time during the approval period if a government agency:

- determines that an unacceptable safety risk is created by the outdoor dining operation
- the agency's contractors
 - undertake works in the approved footway area, or
 - undertakes or propose to undertake works or an event that otherwise impacts access to adjoining footways, roadways, transport infrastructure, parks or public places.

Footway seating or structures are not to cover or impede access to public utilities and drainage pits. Access is to be made available at any time and at no cost, # required.

Commencement of a permit

The applicant will undertake a self-assessment to determine if their proposed outdoor dining activities meet the five permit requirements outlined in this policy, the *User Guide* and any Local Street Guide if the applicant determines that all requirements are met and expected conditions of operations will be fulfilled, then they will provide a signed declaration, and a permit will be issued.

The permit holder can then operate the outdoor dining area in accordance with the conditions of the outdoor dining permit.

10. Permit period

The term of a permit will be seven years from the date of approval.

The permit is not transferrable. Outdoor dining approvals are given to the operator of a premises, not a business or location.

11. Compliance

Compliance is undertaken by the Council in the local government area where the business is conducting outdoor dining activities, in accordance with the relevant Council's compliance policies and processes.

Running an outdoor clining area without a permit or not in accordance with a permit is an offence and may result in the Issue of an infringement notice or other regulatory action by the local Council including cancellation of the business' permit.

The policy Roles and responsibilities

12. Dispute resolution

Any dispute about an outdoor dining area, except for disputes about liquor licences, will be handled by the relevant local council in accordance with its policies and processes. Disputes about liquor licences will be handled by Liquor & Gaming NSW through its policies and procedures.

13. Failing to remove and reinstate

In the event of the permit holder failing to remove furniture or other property from the outdoor dining area following the lapsing or cancellation of their permit, the Council may remove and dispose of such property at its discretion, if not claimed within 28 days of notification to the permit holder.

In the event of the permit holder failing to remove furniture and/or to reinstate the footpath to its original condition within 14 days from the date of expiration or cancellation of the permit, the Council may carry out the works at the permit holder's expense.

14. Terrorism

Applicants must comply with Australia's Strategy for Protecting Crowded Places from Terrorism', released in August 2017. This strategy and the supporting guidelines address a number of specific security risks for crowded places, including in relation to hostile vehicles. Documents are available at www.nationalsecurity.gov.au

15. Who is responsible for what

- Food-based businesses, including restaurants and cafes, provide a significant contribution to the vibrancy and economy of local communities. Businesses are responsible for meeting permit approval and operating requirements during the term of an approved permit.
- NSW Small Business Commission has co-ordinated development of the policy in consultation with Councils, small businesses, and other government agencies.
- Local Councils have a key role in promoting economic development and the vibrancy of their local community. Under the policy, Councils retain responsibility for final approval and issuance of the outdoor dining permit, in accordance with section 125 of the Roads Act 1993. They are responsible for ensuring compliance with outdoor dining permit requirements, all relevant legislation and heritage restrictions, and for defining any Local Street Guide for cafes and restaurants within their local government area.
- Service NSW is an integral part of the state's
 Easy to do Business initiative. Service NSW is
 responsible for administering the approval
 process for permits using its Concierge Service,
 it is developing an online digital platform for
 outdoor dining applications.
- Liquor & Gaming NSW administers liquor licencing in NSW, it is responsible for issuing licences and ensuring compliance with license requirements.

NSW Small Business Commissioner NSW Outdoor Dining Policy 2019

The policy Legislation

Compliance with legislation and regulations

This policy will be endorsed as an approved local policy by each participating local Council under section 68 and Part 3 of the Local Government Act 1993.

In so doing, permitting any outdoor dining activity, that is an exampt development does not require development consent under the Environmental Planning and Assessment Act 1979.

The State Environment Planning Policy (Exempt and Complying Codes) 2008 makes footpath dining an exempt development if it is:

- not associated with a pub or a small bar, and is carried out in accordance with an approval granted under section 125 of the Roads Act 1995, including any hours of operation to which the approval is subject.
- carried out in accordance with any approval granted under section 68 of the Local Government Act 1993.

The State Environment Planning Policy (Exempt and Complying Codes) 2008 also makes the installation of bollards 'exempt development' If a business has a liquor licence and is located within an alcohol-free zone. See subdivision 8A Bollards of the State Environment Planning Policy (Exempt and Complying Codes) 2008 for development standards.

Where a permit is issued under this policy to a business operating on a state-managed road with a speed limit of 50 km/h or less, the permit is issued with the concurrence of Transport for NSW, which has been delegated to Councils for autdoor dining applications made on the Easy to do Business platform. Businesses operating on state-managed roads with a speed limit in excess of 60 km/h should contact their Council to discuss the possibility of outdoor dining.

This policy does not apply to the following land types:

- Outdoor dining on Crown Land requires approval under the Crown Lands Management Act 2016.
- Outdoor dining that is located on private land (i.e. land that is not on the public footpath) will require the approval of the local Council that administers the land on which the activity is proposed.



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Policy Definitions

The following definitions apply to this policy document.

- Outdoor dining area: is limited to public footpaths, nature strips and
 any other council-managed public speces used by an adjacent,
 approved restaurant, cafe or food-based business for temporary
 commercial dining activities. These activities include the serving of
 food or beverages, and the erection of associated temporary
 furniture and signs.
- Outdoor dining operator: the permit holder that exercises management and control over an outdoor dining area.
- Outdoor dining activities: the provision of suitable seating and tables and the performance of other activities directed at the consumption of food and beverages in an outdoor dining area.
- Outdoor dining permit: a permit issued under this policy authorising outdoor dining in a particular area.
- Outdoor furniture; items such as tables and chairs to accommodate outdoor dining patrons.
- Permanent structure: any outdoor structure not intended to be moved around frequently and that would be difficult to move without mechanical or other assistance within a 24 hour period.
- State-managed road: any road classified as "State Road" by Roads and Maritime Services, under the Roads Act 1993 S163 (4). State Roads are managed and financed by Roads & Maritime Services.
- Temporary structure: any outdoor structure intended to be removed from an outdoor dining area or pecked away when the area is not in use, including removable umbrellas, sign boards and other decorative features such as storage units.

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ITEM 11.2 REVIEW OF COUNCIL'S KEEPING POULTRY (RESIDENTIAL AREA) POLICY

244/19 RESOLVED by Clr Searl and Clr McCormack

1. Council adopts the reviewed Keeping Poultry (Residential Area) Policy.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

POLICY:-		
Policy Title:	Keeping of Poultry (Residential Areas)	
File reference:	F10/618-04	
Date Policy was adopted by Council initially:	21 April 2011	
Resolution Number:	120/11	
Other Review Dates:	21 April 2011	
Resolution Number:	120/11	
Current Policy adopted by Council:	19 September 2019	
Resolution Number:	244/19	
Next Policy Review Date:	2022	

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

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Procedure/guideline reference	
number:	
RESPONSIBILITY:-	
Draft Policy Developed by:	Director Environment and Planning
Committee/s (if any) consulted in the development of this policy::	
Responsibility for implementation:	Director Environment and Planning
Responsibility for review of Policy:	Director Environment and Planning

OBJECTIVE

The objective of this Policy is to maintain residential amenity and minimise the nuisance affects associated with the keeping of poultry in urban areas.

GENERAL

The keeping of poultry, specifically in relation to the manner in which they are kept, can be subject of Orders pursuant to Section 124 of the Local Government Act 1993.

The Regulation to the Act (specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of specific birds or animals being poultry. These provisions must be read in connection with this Policy.

Certain animal shelters should not be erected or located at premises without prior approval of Council. Council will consider the circumstances of individual proposals and will normally consult with neighbours as provided for in Council's Development Control Plan.

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TABLE OF REQUIREMENTS

ANIMAL	MAXIMUM NUMBER	MINIMUM DISTANCE (from certain buildings)	ADVISORY NOTES
Hens	No maximum numbers	4.5 metres (or such greater distance as the Council may determine in a particular case) of a dwelling, public hall, school or premises used for the manufacture, preparation, sale of storage of food.	The keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must at all times be kept clean, free from rats and mice, and free from offensive odours at all times.
Roosters	Limited/Restricted	15 metres.	The keeping of roosters must not create a nuisance or be dangerous or injurious to health. Roosters should be housed within a properly constructed sound reduction shed. If an offending rooster continues to cause a noise problem within the neighbourhood Council may proceed with further action under the Protection of the Environment and Operations Act 1997. Poultry yards must at all times be kept clean, free from rats and mice, and free from offensive odours at all times.
Other poultry including ducks, geese, turkeys, peafowl	Maximum of five	15 metres.	The keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must at all times be kept clean, free from rats and mice, and free from

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and other		offensive odours at all
pheasants		times.

COUNCIL'S POWER TO CONTROL AND REGULATE THE KEEPING OF ANIMALS

Generally, Council's powers to control and regulate the keeping of animals are provided under Section 124 of the Local Government Act 1993 and the local Government (general) Regulation 2005.

This Policy is intended to be used by Council to provide guidance about the criteria Council will use when determining whether to exercise its powers and issue an order when it becomes aware that animals are causing some form of undesirable impact on the community.

Council may, in appropriate circumstances, issue an Order to:

- Prohibit the keeping of various kinds of animals;
- · Restrict the number of various kinds of animals to be kept at the premises; and
- Require that animals be kept in a specific manner.

It is advised that Council can exercise further controls over animals under the following Acts:

- Protection of the Environmental Operations Act 1997;
- Environmental Planning and Assessment Act 1979
- Impounding Act 1993; and
- Food Act 2003

GIVING ORDERS BY COUNCIL

Upon complaint, Council will inspect the premises and discuss any concerns with the owner/tenant of the premises in question. In addition, Council may liaise with community representatives with regard to solving the problem.

Where a problem is identified with the keeping of poultry and it cannot be resolved by consultation, the Council will proceed to issue notice of its intention to serve an Order.

Normally a person will be given the opportunity to make representations to Council prior to a formal Order being issued. In situations where urgency is required, an emergency Order may be issued without prior notice.

RELATED LEGISLATION AND COUNCIL POLICIES

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

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- Local Government Act 1993
- Local Government Regulations 2005
- Protection of the Environmental Operations Act 1997;
- Environmental Planning and Assessment Act 1979
- Impounding Act 1993; and
- Food Act 2003

VARIATION

Council reserves the right to review, vary or revoke this policy.

11.3 REVIEW OF COUNCIL'S PESTICIDE USE NOTIFICATION POLICY245/19 RESOLVED by Cir Searl and Cir McCormack

1. Council adopts the reviewed Pesticide Use Notification Policy.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

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POLICY:-	
	Pesticide Use Notification Policy
Policy Title:	F44405
File reference:	F11/135
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	398/06
Other Review Dates:	21 July 2011
Resolution Number:	246/11
Current Policy adopted by Council:	19 September 2019
Resolution Number:	245/19
Next Policy Review Date:	2024
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft Policy Developed by:	Director Environment and Planning
Committee/s (if any) consulted in the development of this policy:	Nil
Responsibility for implementation:	Director Environment and Planning
Responsibility for review of Policy:	Manager Regulatory and Biosecurity Services

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PESTICIDE USE NOTIFICATION PLAN

1. INTRODUCTION

This pesticide use notification plan has been prepared in accordance with the requirements of the Pesticides Regulation 2017 (the Regulation). The plan sets out how Upper Lachlan Shire Council will notify members of the community of the pesticide applications it makes or allows to be made to public places that it owns or controls.

The aim of this plan is to meet the community's general right to know about pesticide applications made to outdoor public places that are owned or controlled by public authorities. The plan allows members of the community to take action to avoid contact with pesticides, if they wish. Council ensures that pesticides are applied to public places in a safe, responsible manner, minimising harm to the community or the environment.

The plan describes:

- What public places are covered by the plan
- Who regularly uses these public places and an estimate of the level of use
- How and when Council will provide the community with information about its pesticide applications in public places (i.e. what notification arrangements will be used)
- How the community can access this plan and get more information about Council's notification arrangements
- How future reviews of the plan will be conducted
- Contact details for anyone wishing to discuss this plan with Council.

This plan states that Council only uses pesticides in public places when necessary to eliminate weeds, to protect public property from pest damage and to protect the users of public places from nuisance or danger and for the beautification and maintenance of parks and reserves.

The majority of pesticide use consists of herbicides for weed management and in parks and gardens maintenance. A small proportion of pesticide is used to control and manage insect infestations and rabbits.

Where council uses small quantities of pesticides that are available from retail outlets and are ordinarily used for domestic purposes, Council does not intend to provide notice for such pesticide applications other than those that have been described in this plan. This will apply to minor control of indoor and outdoor insect pests using baits or aerosol cans and spot weed control using a hand-held spray bottle.

Further information on pesticide use can be obtained by contacting the Upper Lachlan Shire Council WHS and Environment Coordinator on 4830 1000

2. PUBLIC PLACES COVERED BY THIS PLAN

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Upper Lachlan Shire proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns or controls:

- Public gardens
- Public parks, playgrounds and memorials
- Picnic areas
- Sporting fields and ovals
- Road verges and reserves
- Laneways and pathways
- Drains
- Golf courses
- Camping grounds and caravan parks
- Undeveloped reserves
- Swimming pools
- Cemeteries
- Tips
- Council administration buildings
- Council depots
- Council pounds
- Councils water and sewerage treatment works
- Street trees and gardens on nature strips
- Airfields
- Public Lands managed by Councils 355 Committees

This plan only covers regions within Upper Lachlan Shire Council Appendix 1.

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Upper Lachlan Shire's estimate of the level of community use, regular user groups and types of pesticide use in each of these categories of public places are summarised in the following table.

Public places	Regular user groups	Level of use of public place	Type of pesticide use
Public gardens	Day visitors including children and families; employees and contractors	High use area	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale berbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
	Day visitors including Children and families; employees and contractors	Variable – low in remote areas but often high in or near urban areas	Spot Herbicide Spot Insecticide Broad scale selective herbicide
Picnic areas	and families;	Variable – low in remote areas but often high in or near urban areas	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide

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Sporting fields and ovals	and associations School sports groups	Seasonal – medium to high during relevant sporting season	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
Road verges and reserves	users, motorists, employees and contractors, farmers with	Variable – low in remote areas but often high near urban areas	Spot herbicides Spot insecticides Broad scale selective herbicides Broad scale nonselective herbicides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control
Laneways and pathways	Trades and business	Variable low – to high depending on town and location	Spot herbicides Spot insecticides Broad scale selective herbicides Broad scale nonselective
	farmers with stock movements		herbicides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control
Drains	Employees, contractors, recreational walkers	Low	Spot herbicides Spot insecticides Broad scale selective herbicides Broad scale nonselective herbicides Broad scale insecticides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control

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Golf courses (owned or controlled by Council)	Club members, recreational users and grounds staff	on competition days low to medium use for the	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
Camping grounds and Caravan parks(owned or Controlled by Council)	Individuals or groups staying for varying periods (days to weeks), employees and contractors	Variable and Seasonal i.e. low to very high use	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
External gardens at Council administration buildings	Day visitors including Shire residents, visitors; employees and contractors	High use area	Spot Herbicide Spot Insecticide Broad scale selective herbicide
Council depots	employees and contractors	Low	Spot Herbicide Spot Insecticide Broad scale selective herbicide
Council pounds	Staff and residents picking up animals	Low	Spot Herbicide Spot Insecticide Broad scale selective herbicide
Councils Water and sewerage treatment works	Council Staff and contractors School group excursions	Low	Spot Herbicide Spot Insecticide Broad scale selective herbicide

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Street trees and gardens on nature strips	or visitors walking or	depending on town and location	Spot Herbicide Spot Insecticide Broad scale selective herbicide Fungicide
Airfields	Aviators Visitors Emergency Services personnel Ground maintenance staff		Spot herbicides Spot insecticides Broad scale selective herbicides Broad scale nonselective herbicides Broad scale insecticides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control
Public Lands managed by Councils 355 Committees	Visitors local residents, Council employees	high	Spot Herbicide Spot Insecticide Broad scale selective herbicide Fungicide

3. NOTIFICATION ARRANGEMENTS

Upper Lachlan Shire Council will provide notification to the public of pesticide use in public places. This notification will involve the advertisements of Council's programs in local newspapers and newsletters and the placement of signage at and around the sites of application.

Advertisements

Advertisements will be placed in appropriate newspapers and newsletters within the local area, advising of the approximate timing and purpose of programs and also providing a contact person and contact phone number where further information can be obtained or objections registered.

Signage

Appropriate signage is to be displayed at the application site and also where practicable at sites to provide advance warning of the application site. These signs will provide information on the purpose of the application and the pesticide being used. The signs will include a contact person and contact phone number where further information can be obtained.

These notification arrangements are based on Council's assessment of;

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- The level of use of the public place to be treated with pesticides
- Activities that could lead to direct contact with pesticides
- Type of pesticide used
- Signage at the application site

Notice of pesticide use will be provided by one or more of the following; Signage

- Advertisement in the local newspaper
- Information at Council administration buildings during business hours
- Door-knocking in emergency situations

The notification arrangements described below will apply to the following areas owned or controlled by Council;

- Public gardens
- Parks and playgrounds
- Picnic areas
- Sporting fields and ovals
- Swimming pools
- Sports stadium
- Cemeteries
- Shire Chambers
- Public lands managed by Councils 355 Committees

In these public areas information provided to the general public will be by signage and articles in local newspapers twice yearly which will specify the details of the proposed program. Signage will be in place during the application and persist for 24 hours after application of the following:

- Broadscale selective herbicides
- Broadscale non-selective herbicides
- Broadscale insecticides
- Broadscale fungicides

No notification will be given for the use of glyphosphate (roundup) other that the erection of signage for the duration of the application. Application will be means suitable for the area. This will be at the discretion of the spray operator.

Sporting associations or other user groups that express an interest in the sporting fields and ovals, will be given 48 hours notification before application by email or other method such as telephone.

The notification arrangements described below will apply to the following areas owned or controlled by Council;

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- Road verges and reserves
- Laneways and pathways
- Aerodrome
- Crown reserves controlled by Council
- Street Trees on Nature Strips
- Council Tips

For these public places, information about Councils work program for broadscale herbicide and insecticide application will be placed twice per year in the local newspapers, as broadscale application of herbicide and insecticide only occurs at appropriate times of the year.

Road verges and laneways

It is recognised that the application of pesticides on roadsides and laneways is normally a mobile operation travelling substantial distances during programs and in Upper Lachlan Shire this is regularly conducted in remote areas. During these programs signage as described in the Notification Arrangements will be located on the mobile spray unit and the advance warning signage will either be located on an escort vehicle or on the roadside where practicable.

• Emergency Pesticide Application

For emergency application of pesticides in public areas for dangerous insects, locusts and rodents that pose an immediate danger or threat, Council will, where possible, post signs in the vicinity of the application.

Public places and pesticide uses where Council will not provide any notification

Remote laneways or roads where spot application of herbicides is required to control weeds, no notification will be required.

Pesticide Application Contractors and Lessees of Public Places

Where contractors are used by Council to apply pesticides, Council will ensure notification is made in accordance with the notification requirements of this plan. Council requires the contractors to erect signage in accordance with the Pesticide Notification Plan.

Where persons or organisations hold an existing lease on Council land that remains a public place and if they use pesticides on this land, Council will request notification in accordance with the requirements of this plan. Council will not notify on their behalf. Council will request that signs will be erected by the organisations or persons holding the lease in accordance with this Pesticide Use Notification Plan.

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4. SPECIAL MEASURES FOR SENSITIVE PLACES

Pesticides Regulation 2017 defines a sensitive place to be any:

- School or pre-school
- Kindergarten
- Childcare centre
- Hospital
- · Community health centre
- Nursing home
- A place declared to be a sensitive place by the Environment Protection Authority (EPA).

For non-emergency reactive pesticide use in outdoor public places next to sensitive places, Council will provide concurrent notice shortly before use to the occupier by phone, email, door-knock or letterbox drop, depending upon what is practicable.

If a pesticide must be used to deal with an emergency in an outdoor public place that is adjacent to (or within 150 meters) of a sensitive place, Council will organise a door-knock in that sensitive place, preferably at least 30 minutes before, so people are aware that a pesticide is about to be used to deal with a dangerous or plague pest infestation.

Council has develop a register of sensitive places and shire residents wishing to have their details include in the sensitive areas register may do so but they must provide an adequate reason and proof as to why that area of land should be included. (See Appendix 2 for Sensitive places in the Upper Lachlan Shire area).

5. HOW THE COMMUNITY WILL BE INFORMED

Upper Lachlan Shire Council will advise residents of this plan and its contents by:

- Making a copy of the plan available for public viewing, free of charge, at Council
 offices at 44 Spring Street, Crookwell, 123 Yass Street, Gunning and the Taralga
 Post Office, Orchard Street, Taralga;
- Placing a copy of the Plan on the Council website;
- Placing a notice in Crookwell Gazette, Council News Letter, Goulburn Post, Lions Club of Gunning Notice board and the Yass Tribune.

6. FUTURE REVIEWS OF THE PLAN

The notification plan will be reviewed every 5 years or as circumstances require. The review will include:

- A report on the progress of implementing the plan;
- Public consultation on the notification methods outlined in the plan; and
- Recommendation for alterations (if applicable) to the plan.

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The next review of this document will take place in 2024

7. CONTACT DETAILS

Anyone wishing to contact Upper Lachlan Shire Council to discuss the notification plan or to obtain details of pesticide applications in public places should contact:

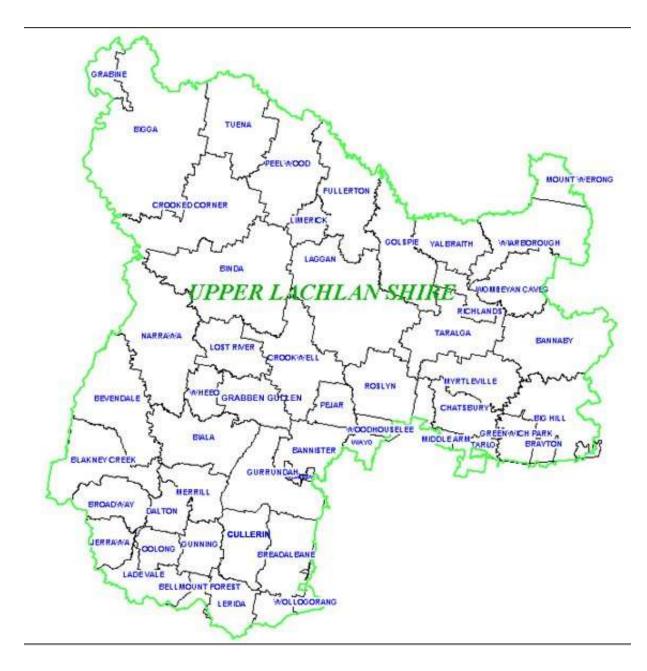
Ben Churchill WHS and Environment Coordinator 44 Spring Street, Crookwell Ph: 4830 1000

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Appendix 1

Map of Upper Lachlan Shire



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Appendix 2 Sensitive Areas within Upper Lachlan Shire

	Sensitive Area	Address	Contact Name	Contact number
1	Crookwell Hospital	Kialla Rd Crookwell 2583		4832 1300
2	Crookwell Public School	Denison St Crookwell 2583		4832 1213
3	Crookwell StMarys Primary School	Wade St Crookwell 2583		4832 1592
4	Crookwell High School	Crown St Crookwell 2583		4832 1421 4832 1422
5	Crookwell Pre School Kindergarten	Colyer St Crookwell 2583		4832 1083
6	The Health Care Centre	Kialla Rd Crookwell 2583		4843 2500
7	Doctor Surgery (Dr Thangavelu)	110 Goulburn St Crookwell 2583		4832 1006
8	Gunning and District Pre-School	37 Biala St, Gunning (PO Box 53) 2581		4845 1396
9	Gunning Primary School	Yass St Gunning 2581		4845 1129
10	Gunning District Community & Health Service	101 Yass St, Gunning (PO Box 50) 2581		4845 1166
11	Taralga Primary School	Orchard St Taralga 2580		4840 2047
12	Bigga Primary School	Binda St Bigga 2583		4835 2236
13	Binda Primary School	Queen St Binda 2583		4835 6052

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14	Dalton Primary School	Jobson St Dalton 2581	4845 6210
15	Laggan Public School	Laggan Rd Laggan 2583	4837 3215
16	Taralga Play Centre	Orchard St Taralga 2580	4840 2300
17	Taralga Children's Centre	76 Hillas St Taralga 2580	4840 2220
18	Country Kids	King Rd Crookwell 2583	48322591
19	Collector Primary School	Goulburn Street Collector	48480024
20	Breadalbane Primary School	Collector Rd Breadalbane	48442243
21	Viewhaven Lodge	Laggan Road Crookwell	48322437
22	Sunset Lodge	Bannaby Street Taralga	48402167
23	Taralga Medical Centre	Bannaby Street Taralga	

ITEM 11.4 LOCAL STRATEGIC PLANNING STATEMENTS

246/19 RESOLVED by Clr Searl and Clr Cummins

- 1. Council endorse the draft Local Strategic Planning Statements for Community and Government Consultation.
- 2. Council develop a community engagement process prior to exhibiting the Draft Local Strategic Planning Statements.

- CARRIED

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

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Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Clr McCormack left the chamber in accordance with his declaration the time being 7.00pm.

ITEM 11.5 LEP 2010 LAND USE TABLE REVIEW.

247/19 RESOLVED by Clr Searl and Clr Culhane

 Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, J Searl, J

Stafford and J Wheelwright

Councillors who voted against:- Nil

Abstained:- Cr Councillor McCormack

Clr McCormack returned to the chamber the time being 7.01pm.

SECTION 12: INFRASTRUCTURE DEPARTMENT

ITEM 12.1 WHEEO ROAD AND PEELWOOD ROAD SCHOOL BUS ROUTES

248/19 RESOLVED by Clr Opie and Clr Searl

- Council lodge a funding application for the sealing of the unsealed section of Wheeo Road from Boorowa Road to Grabben Gullen Road prioritising the section between Hawthorne Tree Road to Grabben Gullen.
- Council lodge a funding application for the sealing of the unsealed section of Peelwood Road from Phils River to Peelwood Village prioritising the section from Phils River to Flowerburn Road.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J

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Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Clr McCormack left the chamber in accordance with his declaration the time being 7.12pm.

ITEM 12.2 BRIDGE MAINTENANCE WORKS IN 2019/2020 OPERATIONAL

PLAN

249/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receives the report and notes that No. 4 of the Council resolution (Min 179/19) has now been superseded.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, J Searl, J

Stafford and J Wheelwright

Councillors who voted against:- Nil

Abstained:- Clr McCormack

Clr McCormack returned to the chamber the time being 7.16pm.

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 CROOKWELL RV FRIENDLY PARK PROPOSAL - PARK STREET,

CROOKWELL

250/19 RESOLVED by CIr Searl and CIr Cummins

- Council make application and negotiate for the lease of land, Part Lot 4231 in DP 1217717, from Transport NSW for the site adjacent to the Crookwell Men's Shed, in Park Street Crookwell, to establish a RV Friendly Park.
- Subject to negotiation of a lease with Transport NSW that have terms that are acceptable to Council; the expenditure estimate of \$130,000 be included in the Council 2020/2021 Operational

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Plan for the lease of Part Lot 4231 in DP 1217717, for the construction of the Crookwell RV Park.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

ITEM 13.2 PANEL OF CODE OF CONDUCT - CONDUCT REVIEWERS FOR COUNCIL

251/19 RESOLVED by CIr Searl and CIr Culhane

- Council in accordance with Part 3, of the Administrative Framework Procedures for the Administration of the Model Code of Conduct for Local Councils, appoints suppliers, for a three year term to expire on 30 June 2022, to a Panel of Conduct Reviewers as follows:-
 - Echidna Associates
 - Meehan and Meehan
 - Applied Integrity Solutions
 - Train Reaction
 - Sinc Solutions
 - Centium
 - O'Connor Marsden
 - Australian Workplace Training
 - Weir Consulting
 - Mediate Today
 - Nemesis Consultancy Group
 - Redenbach Lee Lawyers

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J

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Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

ITEM 13.3 REVIEW OF COUNCIL'S GOVERNMENT INFORMATION (PUBLIC

ACCESS) POLICY

252/19 RESOLVED by Clr Searl and Clr O'Brien

1. Council adopts the reviewed Government Information (Public Access) Policy.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Government Information (Public Access) Policy (GIPA)
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	15 July 2010
Resolution Number:	274/10
Other Review Dates:	20 January 2011, 21 July 2011, 19 July 2012, 20 August 2015 and 17 August 2017
Resolution Number:	20/11, 259/11, 234/12, 222/15 and 254/17

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Current Policy adopted by Council:	19 September 2019
Resolution Number:	252/19
Next Policy Review Date:	2021

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was	
developed:	15 July 2010
Procedure/guideline reference	
number:	N/A

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Director of Finance and Administration

Objective

The objective of this policy is to describe principles regarding public access to information held by Upper Lachlan Shire Council and to facilitate the processing of requests for such access. This policy is to be read in conjunction with the Access to Information Guidelines for Local Government.

Scope

This policy applies to all staff of Upper Lachlan Shire Council who are responsible for managing requests for access to information from members of the public, legal firms, and government and non-government agencies.

Principles

Upper Lachlan Shire Council is committed to the following principles regarding public access to documents and information:-

- Open and transparent government;
- Consideration of the overriding public interest in relation to access requests;
- Proactive disclosure and dissemination of information; and

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Respect for the privacy of individuals.

Implementation

Upper Lachlan Shire Council publishes specific open access information on our website, free of charge unless to do so would impose unreasonable additional costs to Council. Council will facilitate public access through this and other appropriate mediums.

Council publishes, for inspection, documents listed Section 18, of the Government *Information (Public Access) Act 2009*, and Schedule 1, of the Government *Information (Public Access) Regulation 2009*, and held by it, unless there is an overriding public interest not to do so. Council will keep a record of all open access information that is not published because of an overriding public interest against disclosure.

Council also makes as much other information as possible publicly available in an appropriate manner, including on the Council website. Such information is also available free of charge or at the lowest reasonable cost.

The 'Access to Information Guidelines' document associated with this policy identifies the documents and types of information that are available for public access and any restrictions that may apply.

Some documents may require a formal access application in accordance with the *Government Information (Public Access) Act 2009 (GIPA)*. Council will assess all requests for access to documents and information in a timely manner and in accordance with the 'Access to Information Guidelines' and relevant legislation.

Depending upon the nature of the request, and the form of access requested, charges may be applied in accordance with Council's adopted Operational Plan including the Schedule of Fees and Charges in accordance with relevant legislation.

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests or from performing other Council functions may be refused on the grounds that such a diversion of resources is contrary to the public interest. Council will endeavour to assist in defining the request to a more manageable one.

Council also endeavours to release other information in response to an informal request, subject to any reasonable conditions Council may impose having regard to the circumstances of each request.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public.

The General Manager has authority to approve "Access to Information Guidelines", which is to be available to members of the public.

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Distribution of Information to the Public

Council has prepared an "Access to Information Guidelines for Local Government" and "Frequently Asked Questions for Public Access to Documents". Alternatively, further GIPA Act information can be accessed from the Information and Privacy Commission (IPC).

The contact details for the NSW Information Commissioner are as follows:-

Postal Address: GPO Box 7011

SYDNEY NSW 2001

Street Address: Level 11, 1 Castlereagh Street

SYDNEY NSW 2000

Telephone Number: 1800 472 679 (free call)

Facsimile Number: (02) 8114 3756

Email: ipcinfo@ipc.nsw.gov.au . Website: www.ipc.nsw.gov.au .

GIPA Access Applications

There is a right of public access to certain documents held by Council unless there is an overriding public interest not to do so. A GIPA Access Application will be processed in accordance with the GIPA Act's requirements and a determination made to release the documents or refuse access on the basis of the relevant considerations under that Act.

The GIPA Act Access Applications are required by law to be completed in 20 working days. If consultation with a third party is required, a further 15 working days extension is allowed. The applicant will receive a formal determination letter with the requested documents or reasons why a document has been withheld.

There will be a statutory \$30 application fee for all formal GIPA Act Access Applications. In some circumstances photocopying, postage and processing fees may also be applied. The GIPA Act Access Application form is provided as an attachment to this policy.

Responsibilities of the Right to Information Officer

The Public Officer within Council, (Governance and Records Management Coordinator), is assigned the role of the Right to Information Officer.

In order to ensure compliance with the GIPA Act, the Right to Information Officer will receive, register and coordinate the review of all GIPA Access Applications and ensure that Council is in compliance with the GIPA requirements. Amongst other duties the Right to Information Officer has the responsibility of assisting people to gain access to public documents of the Council.

The General Manager may assign an alternate designated Council Officer as the "Internal Review Officer" to assess a specific GIPA Access Application.

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An applicant may appeal against the initial determination by the Right to Information Officer by completing a Request for Review Application and paying a \$40 internal review fee. This form together with any supporting documentation shall be forwarded to Council's General Manager to review the Right to Information Officer's determination.

What happens if the complainant is dissatisfied?

If the complainant remains dissatisfied, he/she may appeal to the NSW Information Commissioner or request a review through the NSW Civil and Administrative Tribunal (NCAT). Right to Information legislation only allows appeal to these bodies, if you have made an initial formal GIPA Access Application and sought a request for review of a determination.

Agency Information Guide

Council is responsible for preparing an Agency Information Guide in accordance with the provisions of Section 20, of the *Government Information (Public Access) Act 2009.*

The Agency Information Guide outlines four ways for the public to access government information from Upper Lachlan Shire Council. The means in which the public may obtain Council information includes:-

- 1. Open Access to Information;
- 2. Proactive Release of Information;
- Informal Release of Information; and
- 4. Formal GIPA Access Application for Release of Information.

An Agency Information Guide is a summary of what an agency does, how it does it, and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public.

Copyright

There is information held by Council which relates to third parties and is the subject of copyright. Such information may include; building plans, contracts, licences, agreements, and other reports. Section 6 (6), of the GIPA Act 2009, provides that nothing under Section 6 requires or permits Council to make open access information available (in any way) that would constitute an infringement of copyright laws.

Relevant Legislation

Council will assess requests for access to information with reference to:-

- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Regulation 2009;
- Government Information (Public Access) Amendment Act 2012;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;

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- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Environmental Planning and Assessment (EPA) Act 1979;
- Companion Animals Act 1998;
- Local Government (State) Award 2017;
- Fair Work Act 2009;
- Work Health and Safety Act 2011 and Regulations;
- Independent Commission against Corruption Act 1988;
- Code of Conduct;
- Code of Meeting Practice;
- Privacy Management Plan;
- Complaints Management Policy;
- Grievance Policy:
- Disciplinary Policy;
- Service Delivery Policy;
- Fraud and Corruption Prevention Policy; and
- Any other relevant legislation and guidelines as applicable.

VARIATION

Council reserves the right to vary or revoke this policy.

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Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact Council's Right to Information Officer on telephone (02) 4845 4108 or visit our website at www.upperlachlan.nsw.gov.au.

Your details	
Surname: Ti	
Other names: Postal address: Day-time telephone: Email:	ostcode: ocsimile:
Proof of identity	
Only required when an applicant is requesting into When seeking access to personal informatio identity in the form of a certified copy of any of	n, an applicant must provide proof of
Australian driver's licence with photograph, signature and current address	Current Australian passport
Other proof of signature and current addr	ess details
Government information	
Are you seeking personal information? Yes / No Please describe the information you would like t identify it. Note: If you do not give enough detail refuse to process your application.	o access in enough detail to allow us to s about the information, the agency may
Property Information:	
Street Address	e:
Form of access How do you wish to access the information? Inspect the document(s) Access in another way (please specify)	A copy of the document(s)

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Application Fee and Advance Deposit

You will need to complete a Formal Information Access Application form and pay the \$30.00 application fee. In some cases an Advance Deposit may be requested, where the work required to produce the documents will take many hours.

I attach payment of the \$30 application fee by cash / cheque / money order (circle one).

Disalegure leg

Disclosure log
If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.
Do you object to this? Yes / No (circle one)
Applicant's Signature: Date:
Please post this form:-
Upper Lachlan Shire Council PO Box 42, GUNNING NSW 2581
Alternatively please lodge the form at:- Upper Lachlan Shire Council Gunning Office
123 Yass Street, GUNNING NSW 2581
E-mail address: council@upperlachlan.nsw.gov.au
General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 (free call) or at its website: www.ipc.nsw.gov.au .
Office use only
Date application received:

Date application received:	
File Reference:	

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TEM 13.4 REVIEW OF COUNCIL'S AGENCY INFORMATION GUIDE **253/19** RESOLVED by Clr Searl and Clr O'Brien

Council adopt the reviewed Government Information Public

Access (GIPA) Agency Information Guide.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL - AGENCY INFORMATION GUIDE

Prepared in accordance with the provisions of Section 20, of the NSW Government Information (Public Access) Act 2009 (GIPA).

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STRUCTURE AND FUNCTIONS OF COUNCIL

Upper Lachlan Shire Council is constituted under the Local Government Act 1993 and was proclaimed on 11 February 2004. Upper Lachlan Shire Council is located in the Southern Tablelands of New South Wales and the centre of population is Crookwell. There are three towns including Crookwell, Gunning and Taralga and ten villages with the local government area.

Elected Council

Upper Lachlan Shire Council is an elected body from the residents and ratepayers in the Shire and is not divided into wards. The elected Council is comprised of nine Councillors. Council elections are held every four years. Councillors biennially elect a Mayor and each year elect a Deputy Mayor.

The Councillors were elected in September 2016. The Mayor presides at meetings of the Council and carries out the civic functions of the office.

The elected Councillors are available to represent the community views. The elected Councillors are detailed as follows:-

Mayor: Clr John Stafford
Deputy Mayor: Clr John Searl

Councillors: Clr James Wheelwright

Clr Brian McCormack

Clr Paul Culhane
Clr Darren O'Brien
Clr Ron Cummins
Clr Pam Kensit
Clr Richard Opie

The Council's Ordinary Meetings are held on the 3rd Thursday of each month from 6.00pm at the Crookwell Chambers at 44 Spring Street, Crookwell.

If the meeting scheduled is varied an advertisement is placed in the Public Notices section of the Crookwell Gazette and Goulburn Post newspapers. A public notice is also placed in the Gunning Lions Club Noticeboard (printing schedule permitting)

Organisational Structure

As Council's principal senior staff officer, the General Manager exercises overall management responsibilities for Council's operation and ensures implementation of Council Resolutions. The General Manager is responsible for the day to day management

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of the Council and reviewing the Upper Lachlan Shire Council's organisation structure. The organisation structure is set out in Appendix A.

There are three Departments of Council. These Departments include Finance and Administration, Infrastructure and Environment and Planning. Council employs 137 full-time equivalent employees.

Structure of Council - Appendix A



Director of Finance and Administration	Director of Infrastructure	Director of Environmental and Planning	
Customer Service	Water Supply Services	Urban/Rural Planning (Land use)	
Payroll	Sewerage Services	Building Control	
Administration	Waste and Recycling Collection	Health	
Financial Services	Waste Management Centres/Tips	Environmental Planning Control (LEP)	
Accounting	Parks and Gardens/Sportsgrounds	Pollution Control	
Information Technology	Swimming Pools (2 Pools)	Development Control Plans (DCP)	
Telephone/Switchboard	Works Depots (2 Depots)	Rangers	
Records Management	Plant (Workshop)	Stock Impounding	
Human Resources Management	Maintenance (roads, bridges,	Heritage and Conservation	
Insurances	footpaths and kerb and guttering)	Regulatory Functions	
Rates and Annual Charges	Construction (roads, bridges)	Animal Control	
Creditors and Debtors	Contract Management	Halls Management	
Business Papers	PAMP	Companion Animals	
Privacy Management	Design Works/Engineering Services	Food and Health Inspections	
Staff Training Plans	State Emergency Services (SES)	State of Environment	

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Audit and Risk Committee	Rural Fire Service (RFS)	Septic Tank	
Loans/Borrowings	Aerodrome	Town Planning	
Investments	Infrastructure Plan and Asset	- Community Survey	
Revenue Policy	Management	- Corporate	
Community Strategic Plan	Project Management	Strategic Planning	
Delivery Program	Forward Planning	- Land use planning	
Operational Plan	- Recreation	- Subdivision	
Long Term Financial Planning	- Infrastructure	Town Planning	
Workforce Plan	Traffic Management	Council Housing Management	
Annual Report	Subdivision Design and Construction	Ordinance Control	
Community Technology Centres	Recreational Planning	Licence Monitoring	
Library Services (2 Branches)	Road Safety	Section 94 and Section 94A Development	
Regional Arts (STARTS)	Cemeteries	Contributions	
Tourism Services and ULTA Committee	Public Conveniences	Voluntary Planning Agreements	
Events	Drainage and Stormwater services	Community Enhancement Program (CEP)	
Web Page/Internet	Private Works	Pye Cottage Museum	
Taralga Community Service Centre	RMCC RMS Roads Contract	Floodplain management	
Australia Post Services – Taralga	Roads to Recovery works	Social and Community Planning	
Service NSW Agency – Crookwell	Domestic Waste Management	Disability Inclusion Action Plan	
Taxation Compliance	Purchasing	Noxious Weeds Control	
Cultural Planning	Stores	Medical Centres	
3	Risk Management	Buildings and Offices Maintenance	
	Compliance Framework	Rural Addressing	
	Work Health and Safety (WH&S)	January Sautra Sautra	
	WH&S Committee		
	Consultative Committee		
	Caravan Parks		

Gravel Pits Compliance Framework Geographic Information Systems (GIS) Section 64 Development Contribution	
Plans	

Council Functions

SERVICE	REGULATORY	ANCILLARY	REVENUE	ADMINISTATIVE	ENFORCEMENT
FUNCTIONS	FUNCTIONS	FUNCTIONS	FUNCTIONS	FUNCTIONS	FUNCTIONS
Including:	Including:	Including:	Including:	Including:	Including:
Community health,	Approvals	Resumption of	Revenue Policy	Workforce	Proceedings for
recreation and		land		Planning -	breaches of the Local
information services	Orders		Rates and Annual	employment of	Government Act &
		Powers of entry	Charges	staff	Regulations and other
Environmental	Building and	and inspection			Acts & Regulations
protection	Planning		User Charges	Integrated	
	Certificates	Asset		Planning -	Prosecution of
Waste removal and		Management	Fees	Strategic and	offences
disposal	Town Planning			Operational Plans	
	and Zoning	Animal Control	Borrowings		Recovery of rates and
Land and property				Financial	charges
	Food Premises	Engineering	Investments	Reporting	
Industry and	Inspections	supervision			Noxious Weeds control
Tourism development			Bank	Annual Reports	and inspections
services	Governance and		Reconciliation		
	Civic Leadership			Accounts Payable	Land and Environment
Infrastructure, civil					Court proceedings
works and contract				Inventory Control	
works					Enforce development
				Financial	consent conditions
				Management	

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Infrastructure Maintenance and Construction	Records Management	Enforce public and environmental safety requirements
Water Supply and Sewerage Services		

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HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

Impact of Council functions on the public

- Council functions are outlined above. The Upper Lachlan Shire Council performs many functions in which it directly interacts with the community.
- As a customer service organisation the majority of activities undertaken by Upper Lachlan Shire Council have an impact on the public/community. The functions that have wide public effect are as follows:-
 - Council has the power to propose zonings for individual properties;
 - Community Planning and Development;
 - The development of land is controlled by Council;
 - Council will classify the way in which public land for which it is responsible is used;
 - Council does undertake to construct and/or provide infrastructure for the community e.g. public buildings, recreational facilities, roads, car parks, footpaths and drainage, water, sewer and waste facilities;
 - Council may make orders concerning certain public nuisances and other matters:
 - Council may enter into private land and/or cause certain works to be done in certain circumstances;
 - Council will provide and maintain the provision of public facilities:
 - Council shall levy rates and collect certain charges;
 - Council may regulate behaviour in certain public places;
 - Council may regulate certain matters relating to public health;
 - In certain circumstances a Council may seek to acquire private properties; and
 - Council may regulate traffic and parking within its area of control.

Council's Finance and Administration Department provides statutory, administrative, revenue, service and executive support functions to the community, Councillors and Council's other Departments.

Council's Infrastructure Department provides a broad range of services to construct, maintain and improve Council's assets and civil infrastructure and ancillary functions.

Council's Environment and Planning Department provides statutory, regulatory, ancillary and enforcement functions and services to the community and have regard to sustainability, economic growth and heritage.

PUBLIC PARTICIPATION IN COUNCIL POLICY DEVELOPMENT

Representation

Local Government is based on the principle of representative democracy. This means that the elected Councillors represent the entire community and make decisions on their behalf. All residents of the local government area who are on the electoral roll are eligible to vote. Residents are able to raise issues with and make representation to the elected Councillors.

Eligibility for inclusion on the local government area electoral roll is available to non resident land owners, and land occupiers and rate paying lessees within Upper Lachlan Shire Council. For inclusion on the electoral roll an application or claim form is to be completed within designated timeframes before the local government election.

Council and Committee Meetings

In accordance with Chapter Four, of the Local Government Act 1993, Council has adopted a policy outlining ways in which members of the public may become involved in the policy making function of Council.

Residents and ratepayers are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue and/or representation, may pursue the matter on the resident's behalf therefore allowing members of the public to influence the development of policy.

Notice of Meetings

Ordinary Meetings of Council are conducted on the third Thursday of the month at Crookwell. Council will continue to hold four (4) community outreach meetings in a year at towns and villages including: Crookwell, Gunning, Taralga, Bigga, Collector and Big Hill, to facilitate community engagement, involvement and dialogue with Council. Notices of Extraordinary Council Meetings are advertised in the Crookwell Gazette and Goulburn Post in the week prior to the meeting.

Agendas

Meeting agendas, with confidential items excluded, are made available to the public for perusal on the Friday preceding the meeting at the Administration offices in Crookwell, Gunning, as well as at the Taralga Community Service Centre. All meeting business paper agendas and related business paper correspondence, as well as the adopted Council Minutes are published and available on Council's website at www.upperlachlan.nsw.gov.au.

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Access by the Public at Council Meetings

All meetings of Council and Committees are open to the public except where the Council or Committee resolves to commence a Closed Session.

Confidential Matters

Upper Lachlan Shire Council is committed to, and has fostered the practice of open local governance. Some matters, however, are of a sensitive nature and must be dealt with in the Closed Committee of Council.

Whilst Section 10 (1), of the Local Government Act 1993, requires that Council and Committee meetings be held open to the press and public, the Council or Committee is able to resolve that any item of business be dealt with in Closed Session, pursuant to Section 10A (2), of the Local Government Act 1993.

Section 10A (2), of the Local Government Act 1993, also specifies the grounds on which a meeting is closed to the public. This must be specified in the decision to close the meeting and recorded in the minutes of the meeting. The items considered to be of a confidential nature include the following:-

- (a) Personnel matters concerning particular individuals (other than Councillors);
- (b) The personal hardship of any resident or ratepayer;
- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
- (d) Commercial information of a confidential nature that would, if disclosed:
 - (i) Prejudice the commercial position of the person who supplied it, or
 - (ii) Confer a commercial advantage on a competitor of the council; or
 - (iii) Reveal a trade secret:
- (e) Information that would, if disclosed, prejudices the maintenance of law;
- (f) Matters affecting the security of the Council, councillors, council staff or council property,
- (g) Advice concerning litigation, or advice that would otherwise be privileged form production in legal proceedings on the ground of legal professional privilege;
- (h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land; and
- (i) Alleged contraventions of any code of conduct requirements applicable under Section 440.

Any reports, correspondence or documentation relating to such matters will be withheld from the press and public. The General Manager reports to the open Council meeting those resolutions made by the Council in Closed Session and such decisions are recorded in the Minutes of the Council Meeting. All members of the press and public are asked if they object to Council convening to the Closed Committee and state their reasons for the objection.

Contacting Residents Involved

Every endeavour is made to inform persons who have a direct involvement in a matter, when the matter is to be considered by the Council. These persons are also advised of their right to peruse the meeting agenda, attend the meeting and apply to address the Council Meeting.

Addressing Council

Upper Lachlan Shire Council is always willing to provide access to Councillors for the public, but must maintain the rules and conventions set down in the Code of Meeting Practice and Local Government Regulations. Accordingly, the following information is provided:-

- (a) The Mayor (or Chairperson of the Meeting) has control of the meeting and of public access. The Mayor will provide directions for the person to address Council. Such directions may include the varying of any part of this policy and any part of the guidelines for public access to enable persons with a disability to make an effective presentation to the Council. The presentation will end when the Mayor so directs.
- (b) The Mayor retains the right to interrupt or close a presentation if it is believed that to continue would impinge on the laws of libel or defamation; if the matter is outside the guidelines, or if the matter contravenes the Local Government Act or Regulations. Accusations or allegations of wrong doing against Council members or staff will not be allowed in the presentation section. These matters are to be addressed formally in writing to the Mayor, to the General Manager, or to the other appropriate bodies.
- (c) The Mayor has the right to limit the number of presentations in total or the number of presentations on any one issue so that the presentation section does not unduly impinge on Council business or is not used for unnecessary repetition or duplication of points of view.
- (d) In relation to a specific development application any applicants (or their representatives) and any persons who have made a submission (or their representatives) shall be entitled to seek approval to address Council when that development application is reported. Persons who have not made a submission and who wish to raise matters after the report to Council has been finalised shall be advised of their rights to make representations to individual Councillors but shall not be eligible for a public presentation.

Committees of Council

There are avenues for members of the public to personally participate in the policy development and functions of Council. Many of Council's committees have considerable community and group representation. Committee membership is reviewed by Council on an annual basis. A full list of Council Committees is provided in Council's Annual Report.

Consultation and Representation

During the development of policies, plans and strategies, members of the community are encouraged to contribute. Opportunities for input include focus groups, surveys, public meetings and any methods appropriate to the topic. Council utilises strategies outlined in its Community Engagement Strategy and Communications Plan.

There are avenues for members of the public to personally participate in the policy and procedures development of the Council. Several Council Committees comprise or include members of the public. Expressions of interest calling for members of the public to participate in and to join various Committees are publicly advertised annually.

Some of these Committees include:-

- Audit, Risk and Improvement Committee;
- Economic Development Taskforce Committee;
- Australia Day Committee;
- Traffic Committee;
- Access Committee:
- Upper Lachlan Tourist Association (ULTA);
- Crookwell and District Art Gallery;
- YaMad (Youth) Council Committee;
- Crookwell Memorial Hall Management Committee;
- Community Technology Centre (CTC) Committee; and
- Various Public Hall, Showground and Public Cemetery Committees.

Submissions

Members of the public may influence Council decisions concerning matters such as the terms of Council's Operational Plan and Delivery Program, the granting of development and building approvals etc., by making submissions, including comments on, or objections to, proposals relating to those matters.

FOUR WAYS TO ACCESS GOVERNMENT INFORMATION

The Government Information (Public Access) Act 2009 establishes four ways for the public to access government information from Upper Lachlan Shire Council. The means to access information include:-

1. Open Access Information

Council must publish open access information on its website, free of charge. Where it is not practical for Council to provide open access information on the website, the information will be made available free of charge in at least one other format. Please contact Council on (02) 4845 4108 to access information that is not currently available on Council's website.

Open access information such as Council policies, code of conduct, strategic plans and disclosure log are all available on our website.

2. Proactive Release of Information

Apart from open access information, Council will release as much other available information as possible either free of charge or at the lowest possible cost. There is a Mandatory Proactive Release and an Authorised Proactive Release of information.

Council has developed a Proactive Release Program for information it holds. This program is conducted once a year and a list of information proactively released is included in the Council Annual Report each year.

3. Informal Release of Information

Members of the public may contact Council and ask for information. This is known as an informal request. Council may release information informally, subject to reasonable conditions. Information may be disclosed through informal release where there is no third party personal information and consent involved.

4. Formal GIPA Act Access Application for Release of Information

If information cannot be accessed through any of the above ways, a formal GIPA Act Access Application may be necessary. This is generally a last resort under the GIPA Act 2009, and only necessary if the public are asking for a large volume of information, if providing access would involve an extensive search, or if the information you seek involves personal or business information about third parties who must be consulted before the information can be released.

GIPA Act Access Applications must be in writing, and accompanied by a \$30 fee. Processing charges of \$30 per hour may also be levied, depending on the type and amount of information sought. To make a formal GIPA Act Access Application please contact Council's Right to Information Officer on (02) 4845 4108.

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DOCUMENTS OPEN ACCESS INFORMATION HELD BY COUNCIL

Types of Information held by Council

Upper Lachlan Shire Council holds information which relate to a number of varying issues. This information includes; policy documents, general information, registers, files, guidelines, plans, reports and other information.

There are a number of documents that are available for inspection free of charge and/or available on Council's Website www.upperlachlan.nsw.gov.au.

Council holds documents in both hard copy and electronic form that relate to a number of different issues concerning the Upper Lachlan Shire area. The documents included below may be available to the public upon request unless there is an overriding public interest not to do so.

Council has a register of Policy documents which is maintained by Council's Executive Assistant to the General Manager. The Government Information (Public Access) Regulation 2009, Schedule 1, requires the following open access information to be mandatorily disclosed on Council's website:-

1. Open Access Information about Council

- The model Code of Conduct prescribed under Section 440(1), of the Local Government Act 1993;
- Council's adopted Code of Conduct under Section 440(3), of the Local Government Act 1993;
- Code of Meeting Practice;
- Annual Report;
- Annual Financial Statements;
- Auditor's Report;
- Council Integrated Plans; including the Community Strategic Plan, Delivery Program, Operational Plan and Resource Strategy;
- Equal Employment Opportunity (EEO) Management Plan;
- Policy concerning the Payment of Expenses and Provision of Facilities to the Mayor and Councillors;
- Annual Reports of Bodies Exercising Functions Delegated by Council (e.g. Section 355/377 Committees);
- Any Codes referred to in the Local Government Act 1993;
- Returns of the Interests of Councillors, Designated Persons and Delegates:
- Agendas, Business Papers and Minutes of Council/Committee Meetings (except meetings that are closed to the public);
- Office of Local Government, NSW Department of Premier and Cabinet Representative Reports presented at a meeting of Council in accordance with Section 433, of the Local Government Act 1993;
- Land Register;
- Register of Investments;
- Register of Delegations;

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- Register of Graffiti removal works;
- Register of current Declarations of Disclosures of Political Donations;
- Register of Voting on Planning Matters kept in accordance with Section 375A, of the Local Government Act 1993.

2. Plans and Policies

- Local Policies adopted by Council concerning approvals and orders;
- Plans of Management for Community Land; and
- Environmental Planning Instruments, Development Control Plans and Contribution Plans made under the Environmental Planning and Assessment Act 1979 applying to land in the local authority's area.

Information about Development Applications (Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development

- Home Warranty Insurance documents;
- Construction Certificates:
- Occupation Certificates:
- Structural Certification Documents;
- Town Planner Reports;
- Submissions received on Development Applications;
- Heritage Consultant Reports:
- Tree Inspection Consultant Reports;
- Acoustics Consultant Reports;
- Land Contamination Consultant Reports:
- Records of decisions on Development Applications including decisions on appeals;
- Records describing the general nature of documents that Council decides to exclude from public view after application of public interest test considerations.

Approvals, Orders and Other Documents

- Applications for Approvals under Part 1 of Chapter 7, of the Local Government Act 1993 and any associated documents received in relation to such an application;
- Applications for Approvals under any other Act and any associated documents received in relation to such an application;
- Records of Approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning Approvals;
- Orders given under Part 2 of Chapter 7, of the Local Government Act 1993, and any reasons given under Section 136, of the Local Government Act 1993;
- Orders given under the Authority of any other Act;
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979:
- Plans of land proposed to be compulsorily acquired by Council;
- Compulsory Acquisition Notices; and
- Leases and Licenses for use of Public Land classified as Community Land.

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In addition, from time to time Council will make as much other information as possible publicly available in an appropriate manner, including on their website. The information will be available free of charge or at the lowest reasonable cost. Such other information includes frequently requested information or information of public interest that has been released as a result of other requests.

Council will require a formal 'GIPA Access Application' form to be submitted where the information sought:-

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- Contains personal or confidential information about a third party that requires consultation, or
- Would involve an unreasonable amount of time and resources to produce.

Under the GIPA Act 2009 when deciding whether or not to release information, Upper Lachlan Shire Council shall consider whether there is an overriding public interest against releasing the information. Access to some documents and information held by Council may be restricted where it is determined that there is an overriding public interest against releasing the information or document.

HOW MEMBERS OF THE PUBLIC MAY ACCESS AND AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS

As far as practicable, Council documents will be accessible to members of the public during office hours. Persons interested in obtaining access to documents or who wish to seek an amendment to the Council records concerning their personal affairs should contact Council's Public Officer/Right to Information Officer.

The Public Officer – Right to Information Officer

The functions of the Public Officer/Right to Information Officer, are appointed by the General Manager in accordance with Section 342, of the Local Government Act 1993, are outlined in Section 343, of the Local Government Act 1993, as follows:

- May deal with requests from the public concerning the Council's affairs;
- Has the responsibility of assisting people to gain access to public documents of the Council;
- May receive submissions made to the Council;
- May accept service of documents on behalf of the Council;
- May represent the Council in any legal or other proceedings;
- Have such other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Act.

In addition to the above responsibilities the Public Officer/Right to Information Officer is responsible for ensuring Council compliance with the GIPA Act. The role includes

responsibility for receiving, registering and co-ordinating the review of all GIPA Access Applications and maintaining a disclosure log of GIPA Access applications.

At Upper Lachlan Shire Council the role of Public Officer/Right to Information Officer is the responsibility of the Governance and Records Management Coordinator located in the Administration Office at 123 Yass Street, GUNNING NSW 2581.

If an applicant wishes to obtain information held by Council please contact the Right to Information Officer on (02) 4845 4108 during normal office hours. The Right to Information Officer is responsible for determining applications for access to information or for the amendment of Council held records. If you have any difficulty in obtaining access to Council documents please refer your enquiry to the Public Officer/Right to Information Officer.

To make a formal request for access to information under GIPA Act, the 'GIPA Access Application' form is to be completed and the application fee of \$30.00 is to be paid. In addition, processing charges may be applicable (there is no GST in relation to these charges). An acknowledgement of such application will be provided by Council within five working days.

If a fee for photocopies and postage of documents provided under the GIPA Act is payable, it will be listed in Council's annual adopted Operational Plan Schedule of Fees and Charges, and is GST inclusive.

GIPA ACCESS APPLICATION REVIEW

Firstly, all applicants should try to resolve a complaint with Council. An applicant for access to information should contact Council directly to find out how to make a complaint.

If you are dissatisfied with the Council's decision with regard to a GIPA Access Application, there are a number of options available. These include:-

- Seek an internal review through the agency (Council) which you originally applied for the information,
- Approach the NSW Information Commissioner for an external review of the Council's decision,
- Request a review through NSW Civil and Administrative Tribunal (NCAT).

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Contacting the Information and Privacy Commission Office

If you require any advice or assistance about access to information or information regarding the GIPA Act and GIPA Regulations you may contact the Information and Privacy Commission as follows:-

Information and Privacy Commission

Postal Address: GPO Box 7011

SYDNEY NSW 2001

Street Address: Level 11, 1 Castlereagh Street

SYDNEY NSW 2000

Telephone Number: 1800 472 679 (free call)

Facsimile Number: (02) 8114 3756

Email: ipcinfo@ipc.nsw.gov.au

Website: www.ipc.nsw.gov.au

Hours of Business: 9am to 5pm, Monday to Friday

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ITEM 13.5 REQUEST FOR COUNCIL SUPPORT FOR FUNDING APPLICATIONS TO STRONGER COUNTRY COMMUNITIES FUND ROUND 3

254/19 RESOLVED by Clr Searl and Clr O'Brien

- Council provide in principle support to funding applications to the Stronger Country Communities Fund Round 3 for the following projects:-
 - Crookwell Golf Club new concrete pathways at the Crookwell golf course;
 - Collector Community Association construction and installation of a Multi-Purpose Court at Collector Oval;
 - Kiamma Creek Landcare Group construction of a Park Shelter, double access barbeque and picnic seating at Pat Cullen Reserve Kiamma Creek;
 - Gunning District Association Upper Lachlan Youth Social Inclusion Pilot Program.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl. J Stafford and J

Wheelwright

Councillors who voted against:- Nil

SECTION 14: GENERAL MANAGER

ITEM 14.1 ELECTION OF DEPUTY MAYOR (SECTION 231 OF THE LOCAL

GOVERNMENT ACT 1993)

255/19 RESOLVED by Clr McCormack and Clr Wheelwright

1. Council determine the method of election being by ordinary ballot

2. The Mayor declared Councillor John Searl elected as Deputy Mayor.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J

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Searl. J Stafford and J Wheelwright

Councillors who voted against:-Nil

ITEM 14.2 COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE 256/19

RESOLVED by Clr Searl and Clr McCormack

- 1. Council adopts Schedule A as the Agenda for the business of the Ordinary Meeting of Council.
- 2. Council adopts Schedule B as being appropriate for the Committee structures, various current memberships and appointment of representations/delegates.
- 3. Council appoints the below-mentioned Committees in accordance with Clause 20.5 of the Upper Lachlan Shire Council Code of Meeting Practice.

COMMITTEES, STAFF AND COUNCILLOR MEMBERSHIP

Audit, Risk & Improvement Committee

Function:

The Audit, Risk & Improvement Committee will act as an advisory Committee to Council. The primary role of the Committee is to assist Council in the effective operation of its responsibilities for financial reporting, risk management, investments, governance, to maintain and review the internal control systems and to facilitate the organisation's ethical development. The Audit, Risk & Improvement Committee will liaise with Council's external auditor and internal auditor to facilitate achieving the organisational goals and maintaining efficient work practices.

Council Delegates: - Clr Culhane, Clr Wheelwright and Clr Cummins.

Staff Representation (non-voting): - General Manager, Director of Finance & Administration, Manager of Finance & Administration and the Asset & Risks Coordinator (as required).

Community Representation: Mr William Martin, Mr Malcolm Barlow and Mr Denis Marshall.

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Meets: Quarterly.

Minute Secretary: Management Accountant.

Code of Conduct Committee/Sole Conduct Reviewers

Function:

The following are the objectives for the Code of Conduct Committee –

- Give consideration to any complaints that may be received by or from Council in respect to corrupt conduct, maladministration and waste of public resources.
- Investigate such complaints and then report upon the findings of such complaints.
- Maintain close liaison with the NSW Ombudsman and the Independent Commission Against Corruption.
- Advise any complainants of the outcome of such investigation.

In accordance with the "Part 3 Administrative Framework, Procedures for the Administration of the Model Code of Conduct", Council must by resolution establish a panel of conduct reviewers. Council may by resolution, enter into an arrangement with one or more other Councils to share a panel of conduct reviewers.

At the Council Meeting held on 19 September 2019 under resolution no. 251/19 Council resolved that Council in accordance with Part 3, of the Administrative Framework Procedures for the Administration of the Model Code of Conduct for Local Councils, appoints suppliers, for a three year term to expire on 30 June 2022, to a Panel of Conduct Reviewers as follows:-

- Echidna Associates
- Meehan and Meehan
- Applied Integrity Solutions
- Train Reaction
- Sinc Solutions
- Centium
- O'Connor Marsden
- Australian Workplace Training
- Weir Consulting

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- Mediate Today
- Nemesis Consultancy Group
- Redenbach Lee Lawyers

Council Delegates: Nil.

Meets: As and when required.

Minute Secretary: Executive Assistant.

Consultative Committee

Function:

To provide a forum for consultation between Council and its employees to positively co-operate in the implementation of award restructuring and ensuing workplace reform to enhance the efficiency and productivity of the Council and to provide employees with access to career opportunities and more fulfilling, varied and better paid jobs.

In an advisory capacity only, to consider:-

- > Commitment to equal employment opportunity principles.
- > New work function descriptions.
- Organisation structure.
- Personnel policies and practices and employment arrangements.
- Work and Management practices and employment arrangements.
- Skills audit and job analysis.
- Council competency standards for progression within the skills based award.
- Multi-skilling opportunities.
- New career paths within the terms of the skills-based award.
- Council agreements which may include such items as:
 - hours of work;
 - training:
 - performance;
 - local conditions;
 - salary points; and
 - work practices.

Minute Secretary: Executive Assistant.

Meets: First Monday bi-monthly at 11.00am.

Staff Representation: David Scott (Chair), Susie Pearman, Chris Wray, Michael Wilson, Rodney Stephenson (LGEA), Brian Smithers (DEPA), General Manager, Director of Environment & Planning,

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Director of Infrastructure, Manager of Finance & Administration, Human Resource Coordinator (Management).

Performance Review Committee - General Manager

Function:

- To assess the performance of the General Manager against agreed objectives and performance criteria.
- Council is in compliance with Circular 07-52 from the Director General of the Department 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.
- Whilst the Council can undertake the performance management of its General Manager, it delegates this task to the Performance Review Panel.
- ➤ It is Council practice to enable Councillors not on the 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 Department of Local Government Circular 07-52 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.

Council Delegates: The Mayor, Deputy Mayor, Clr O'Brien and Clr McCormack.

Meets: Annually.

Local Traffic Committee

Function:

Primarily a technical review committee that advises Council on traffic related matters in the Upper Lachlan Shire Council area.

<u>Note:</u> Where Council decides to act contrary to the Traffic Committee advice, written notification must be provided to the Roads and Maritime Service and to the NSW Police Force with no further action taken within 14 days from the date of written notification.

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Council Delegate: Clr McCormack; (1 Vote) (Clr Searl and Clr Cummins as alternate representatives).

Meets: Quarterly

Minute Secretary: Engineering Executive Assistant

Other Representation: RMS representative (1 Vote), Police Representative (1 Vote) and Local Members Representatives (1 Vote).

Other Staff Involved: Director of Infrastructure, Manager of Asset and Design, and Road Safety Traffic and Assets Officer.

Workplace Health and Safety Committee

Function:

In an advisory capacity to:

- ➤ Keep under review the measures taken to ensure the health and safety of the persons at the place of work;
- Investigate any matter at the place of work which a member of the Committee or a person employed there at considers is not safe or is a risk to health, and which has been brought to the attention of the employer:
- Attempt to resolve any such matter but, if it is unable to do so, shall request an inspector under the associated work health and safety legislation to undertake an inspection of the place of work for the purpose;
- Assist in the development of an appropriate recording system of accidents and hazardous situations in respect of the place of work;
- Assist in the development of safe working environment and safe systems of work;
- Monitor the measures taken to ensure the proper use, maintenance and, if necessary, replacement of equipment considered likely to create hazardous situations:
- Make such recommendations as it thinks appropriate to ensure the health and safety of persons at that place of work.

Meets: First Monday bi-monthly at 9.30am.

Minutes Secretary: Executive Assistant.

Staff Representation: M Wilson - Chairperson (Infrastructure Staff), S Hassett (Coordinator Recreation and Waste), S Roberts (Infrastructure Staff), S Bill (Noxious Weeds), P Cramp (Workshop), Ellie McGeechan (Store), K Kara (Human Resources Coordinator), B

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Churchill (Coordinator WHS and Environmental Compliance), General Manager (Management), Director of Infrastructure.

SECTION 355 COMMITTEES

Access Committee

Functions of the Committee: Provide input to Council on access issues and to assist with the ongoing development of the Disability Action Plan.

Council Delegate: Clr Searl and Clr Wheelwright.

Minute Secretary: Engineering Executive Assistant.

Staff Representation: Director of Infrastructure, Manager of Asset and Design, Road Safety Traffic and Assets Officer and Director of Environment & Planning (where required).

Meets: Quarterly

Biala Wind Farm Community Enhancement Fund Committee

Function: To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor or Clr McCormack (as alternate representative).

Staff Representation: General Manager and Director of Environment & Planning (as alternate representative).

Community Representation: Two vacancies (EOI's yet to be advertised).

Wind Farm Representation: To be announced (Biala Wind Farm representative).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Bigga Memorial Hall Committee

Functions of the Committee: The care, control and management of the Bigga Memorial Hall in accordance with the requirements of the

<u>UPPER LACHLAN SHIRE COUNCIL</u>

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Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegate: Clr Wheelwright.

Staff Representation: Director of Environment & Planning (as required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Binda Hall Committee

Functions of the Committee: The care control and management of the Binda Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegate: Clr Wheelwright.

Staff Representation: Director of Environment & Planning (as required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Breadalbane Community Hall Committee

Functions of the Committee: The care, control, management and organisation of the Breadalbane Community Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Searl.

Staff Representation: Director of Environment & Planning (as required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Building Review Committee

Functions of the Committee: To provide recommendations to Council on options for possible locations for a possible relocation of the Works Depot in accordance with the requirements of the Local Government

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Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegates: Clr Opie, Clr Cummins and Clr Kensit.

Staff Representation: - General Manager, Director of Infrastructure, Director of Environment & Planning and Director of Finance & Administration.

Community Representation: Mr Jerome Rowley and Mr Sean Proudman.

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Collector Oval Committee

Functions of the Committee: The care, control, management and organisation of the Collector Oval in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Searl.

Staff Representation: Director of Infrastructure (as required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Collector Pumpkin Festival

Functions of the Committee: The care, control, management and organisation of the Collector Pumpkin Festival in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Searl.

Staff Representation: Tourism Manager (as required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

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Collector Wind Farm Community Enhancement Fund Committee

Function: To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor and Clr Searl (as alternate representative).

Staff Representation: General Manager and Director of Environment & Planning (as alternate representative).

Community Representation: Two vacancies (EOI's yet to be advertised).

Wind Farm Representation: To be announced (Collector Wind Farm representative).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Community Technology Centre Committee

Functions of the Committee: The care, control, management and organisation of the Community Technology Centres in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Opie.

Staff Representation: - Director of Finance & Administration.

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Crookwell & District Arts Gallery

Functions of the Committee: The care, control, management and organisation of the Crookwell Arts Gallery in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Kensit. **Staff Representation:** - None.

Meets: Monthly.

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Crookwell & District Historical Society

Functions of the Committee: The care control and management of the history of the Crookwell portion of the area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegate: Clr Kensit and Clr Culhane (as alternate representative).

Meets: Second Thursday of each month.

<u>Crookwell II & III Wind Farms Community Enhancement Fund</u> Committee

Function: To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegates: Clr Culhane and Clr Cummins (as alternate representative).

Staff Representation: General Manager and Director of Environment & Planning (as alternate representative).

Community Representation: Katrina Nixon and One vacancy (EOI's advertised).

Wind Farm Representation: To be announced (Crookwell II Wind Farm representative).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Crookwell Potato Festival Committee

Functions of the Committee: The care, control, management and organisation of the annual Crookwell Potato Festival in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any budget that is voted by Council annually.

Council Delegate: Clr Opie, Clr Kensit and Clr Culhane (as alternate representative).

Staff Representation: - Tourism Manager.

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Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Crookwell Memorial Hall Committee

Functions of the Committee: The care, control and management of the Crookwell Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council. Responsibility for the care, control and management of the Crookwell Memorial Hall for a period of five years from 1 September 2008 in accordance with the Management arrangement with Council.

Council Delegate: Clr O'Brien.

Staff Representation: - Director of Environment & Planning and Manager of Library Services (as required).

Meets: Bi-monthly

<u>Cullerin Wind Farm Community Enhancement Fund Committee</u>

Function: To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegates: Mayor and Clr Searl (as alternate representative).

Staff Representation: General Manager and Director of Environment & Planning (as alternate representative).

Community Representation: Mrs J Boyce and Mr M Coley.

Wind Farm Representation: Ms Katrina Nelson (Cullerin Wind Farm representative) and Mrs Rachael Foley (as alternate representative).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Economic Development Task Force Committee

Function: To consider and improve economic development strategies for the Upper Lachlan Shire, to act as an umbrella group for other organisations in the Shire with the Taskforce's aims being:

 To work closely with Shire staff and Council, especially the Environment and Planning Department via the Economic

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Development Officer.

- To develop and pursue strategies to improve the services, infrastructure and lifestyle of the shire.
- To increase the job opportunities in the Shire allowing existing businesses to be successful and expand.
- To increase the population of the shire in a controlled manner by promoting the residential qualities, relaxed lifestyle and attractiveness of the area.
- To identify, plan and attract professionals, businesses and light industry to the Shire.
- To build on the Shire's rural strengths.

Council Delegates: All Councillors with Mayor as Chair.

Staff Representation: Director of Environment & Planning.

Community Representation: Mr Andrew Lindner, Ms Catherine Duff, Doug McIntyre, Susan Reynolds and Terry Lovelock (one vacancy).

Minute Secretary: Economic Development Officer

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

<u>Gullen Range Wind Farm Community Enhancement Fund</u> Committee

Function: To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor or Clr Culhane (as alternate representative).

Staff Representation: General Manager and Director of Environment & Planning (as alternate representative).

Community Representation: Mr Floyd Davies and Mr David Johnson. **Goulburn Mulwaree Representation:** Mr Scott Martin.

Wind Farm Representation: Mr Derek Powell (Gullen Range Wind Farm representative).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

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Gunning Arts Festival Committee

Functions of the Committee: The care, control, management and organisation of the Gunning Arts Festival in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Kensit or Clr Searl (as alternate)

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Gunning Golf Club Management Committee

Functions of the Committee: The care, control, management and organisation of the Gunning Golf Club in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Searl.

Staff Representation: Director of Infrastructure (where required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Gunning Shire Hall and Showground Precinct Advisory Committee

Functions of the Committee: To provide advice with respect to the care, control, management and organisation of the Gunning Shire Hall and Showground Precinct in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Searl.

Staff Representation: Director of Infrastructure and Director of Environment & Planning (as required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

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Pool Review Committee

Functions of the Committee: To provide advice with respect to the investigation of a hydrotherapy pool, a heated pool and the performance and adequacy of the existing pools within the Upper Lachlan Shire Council local government area.

Council Delegate: Clr Culhane and Clr Kensit.

Staff Representation: Director of Infrastructure and Coordinator Recreation and Waste

Community Representation: Mr John Oke and Mrs Julie Simpson.

Meets: As required.

Rye Park Wind Farm Community Enhancement Fund Committee

Function: To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor or Clr Wheelwright (as alternate representative).

Staff Representation: General Manager and Director of Environment & Planning (as alternate representative).

Community Representation: Two vacancies (EOI's yet to be advertised).

Wind Farm Representation: To be announced (Rye Park Wind Farm representative).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Sport & Recreation Committee

Function: To advise Council on matters involving the use, maintenance and improvement of Sporting Fields and Recreational Facilities throughout the Upper Lachlan Shire.

Council Delegates: Clr Culhane (Chair), Clr O'Brien, Clr Stafford and

Clr Searl

Minute Secretary: Engineering Executive Assistant.

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Staff Representation: Parks & Gardens Supervisor and Director of Infrastructure (where required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Stonequarry Cemetery Committee

Functions of the Committee: The care control and management of the Stonequarry Cemetery in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegate: Clr Stafford.

Staff Representation: Director of Infrastructure (where required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Streetscape Committee

Functions of the Committee: To provide higher level guidance and advice (not on operational matters) in relation to the Streetscape Project to Council and to act as a conduit between the Community and Council's Project Control Group that is responsible for delivering the Streetscape Project in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegates: Clr Cummins, Clr Searl and Clr Stafford.

Staff Representation: Director of Infrastructure, Project Manager and General Manager (where required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Taralga War Memorial Hall Committee

Functions of the Committee: The care, control, management and organisation of the Taralga Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr Stafford.

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Staff Representation: Director of Environment & Planning (when required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Taralga Wind Farm Community Enhancement Fund Committee

Function: To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Clr Stafford.

Staff Representation: General Manager and Director of Environment & Planning (as alternate representative).

Community Representation: Mr Brian Moloney and Mr Craig Croker.

Wind Farm Representation: Krista Kim.

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

<u>Tony Foley Memorial Gunning District Community Centre</u> Committee

Functions of the Committee: The care control and management of the Tony Foley Memorial Gunning District Community Centre in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegate: Clr Searl.

Staff Representation: Director of Environment & Planning (where required).

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Tuena Hall and Recreation Area Committee

Functions of the Committee: The care control and management of the Tuena Hall and Recreation Area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

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Council Delegate: Clr Wheelwright.

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Upper Lachlan Australia Day Committee

Functions of the Committee: The Australia Day Committee will be responsible for the co-ordination of the official Australia Day celebrations across the Upper Lachlan Shire. Subject to the Australia Day Guidelines the Committee's responsibilities in respect of this event are as follows:

- a) The Committee will: organise the Ambassador, provide recommendations to Council on the annual Australia Day Awards and Sportsperson of the Year Awards and be responsible for expenditure as per Operational Management plan allocation.
- b) The Council will: be responsible for any administrative assistance to the Committee and be responsible for funding as per the Operational Plan for the current year.

Council Delegates: Clr Kensit, Clr Stafford, Clr O'Brien and Clr Searl.

Minute Secretary: Executive Assistant.

Staff Representation: - Director of Finance & Administration.

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

Upper Lachlan Tourist Association

Functions of the Committee: The care control and management of the tourist function of the Upper Lachlan area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegates: Clr Searl and Clr Opie.

Staff Representation: Tourism Manager. **Meet**: Second Monday bi-monthly at 1.00pm.

Other Staff Involved: Director of Finance & Administration and Manager of Finance and Administration (as alternate delegate).

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Youth Council (YA'MAD)

Functions of the Committee: The care, control, management and organisation of the Upper Lachlan Shire Youth Council in accordance with the requirements of the Local Government Act and Regulations, 1993. Council policies and within any budget that is voted by Council annually.

Council Delegate: Vacant.

Staff Representation: - Economic Development Officer.

Meets: As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

COUNCIL DELEGATES / REPRESENTATIONS (OTHER THAN **COUNCIL COMMITTEES)**

Biala Wind Farm Community Consultative Committee

Council Delegate: Clr Culhane

Meets: As required.

Canberra Region Joint Organisation (CRJO)

Objective: To advocate on agreed regional positions and priorities for South East NSW whilst providing a forum for regional cooperation and resource sharing and nurturing investment and infrastructure development.

Membership: Bega Valley Shire Council, Eurobodalla Shire Council, Goulburn Mulwaree Council, Hilltops Council, Queanbeyan-Palerang Regional Council, Snowy Monaro Regional Council, Upper Lachlan Shire Council, Wingecarribee Shire Council, Yass Valley Council with associate members being the ACT Government, East Gippsland Shire Council, Snowy Valleys Council and Wagga Wagga City Council.

Council Delegate: Mayor

Staff Representation: General Manager

Meets: Quarterly

Collector Community Association

Council Delegate: Clr Searl.

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Meets: Monthly

Collector Wind Farm Community Consultative Committee

Council Delegate: Mayor and Clr Searl (as alternate representative).

Meets: As required.

Country University Centre Committee

Council Delegate: Clr Kensit

Meets: Monthly

Crookwell Community Consultation Committee (Health)

Council Delegate: CIr Kensit and CIr Culhane (as alternate

representative).

Meets: Second Wednesday of the month at 10.30am

<u>Crookwell II and III Wind Farm Community Consultative</u> <u>Committee</u>

Council Delegate: Clr Culhane

Meets: As required.

Goulburn-Crookwell Rail Trail Working Party

Council Delegate: Clr Culhane

Staff Representative: Director of Infrastructure, Economic

Development Officer and Tourism Manager.

Meets: As required

Gullen Range Wind Farm Community Consultative Committee

Council Delegate: Clr Culhane and Clr Wheelwright (as alternate

representative).

Meets: As required.

Gunning District Association

Council Delegate: Clr Searl.

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Meets: Monthly

Gunning District Community and Health Service Inc Management Committee

Council Delegate: Clr Searl.

Meets: Monthly

Gunning & District Historical Society

Council Delegate: Clr Searl.

Meets: Fourth Thursday of each month.

Gunning Wind Farm Community Enhancement Program Advisory Group

Council Delegate: Mayor.

Staff Representation: General Manager.

Meets: As required.

Kiamma Creek Landcare Group

Council Delegate: Clr McCormack

Meets: Quarterly

<u>Local Government NSW (LGNSW)</u>

Objective: To promote the interests of Metropolitan, Rural and Urban

Councils at a divisional level.

Membership: All Councils in NSW.

Council Delegate: Mayor

Staff Representation: General Manager

Meets: As required.

Regional Hockey Centre Committee

Council Delegate: Clr Culhane.

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Meets: As required.

Rye Park Wind Farm Community Consultative Committee

Council Delegate: Clr Wheelwright and Clr Kensit (as alternate

representative).

Meets: As required.

South East Australian Transport Strategy Inc (SEATS)

Objective: To stimulate and facilitate investment in transport and infrastructure in south eastern NSW, eastern Victoria and the ACT.

Council Delegate: Clr Wheelwright.

Staff Representation: Director of Infrastructure

Meets: Quarterly

Southern Tablelands Bush Fire Management Committee

Council Delegate: Clr Wheelwright and Clr Culhane (as alternate

representative).

Meets: Quarterly

Staff Representation: Director of Infrastructure.

Note: This Committee is a statutory Committee appointed under

the Rural Fires Act.

Southern Tablelands Regional Arts Board

Council Delegates: Clr Kensit and Tourism Manager.

Meets: Quarterly

<u>Southern Tablelands (Rural Fire Services) Zone Liaison</u> Committee

Council Delegate: Clr Wheelwright and Clr Culhane (as alternate

representative).

Staff Representation: Director of Infrastructure.

Meets: Quarterly

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Taralga & District Historical Society

Functions of the Committee: The care control and management of the history of the Taralga portion of the area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

Council Delegate: Clr Stafford.

Meets: As required

Upper Lachlan Joint Regional Planning Panel

Function: To determine designated development applications and other development applications as prescribed.

Council Delegate: Clr Culhane and Clr Cummins.

Staff Delegate: Director of Environment & Planning.

Meets: As required.

Upper Lachlan Local Emergency Management Committee

Function:

- ➤ To develop and maintain a Consequences Management Guide (CMG) for Upper Lachlan Shire.
- > To review local emergency service organisational and functional area plans.
- Produce specific local hazard management plans if appropriate.
- Arrange emergency management training for individuals, including individuals employed in emergency service organisations and functional areas.
- Arrange the conduct of exercises to train individuals and agencies to test Emergency Management Plans.
- Produce Standing Orders and instructions and standard operating procedures under the local CMG.
- Assist the District Emergency Management Committee as required in the preparation and review of the District CMG.

Council Delegate: Clr Wheelwright and Clr Searl (as alternate representative)

Council Membership:

- Director of Infrastructure (LEMC Chairman)
- Manager of Infrastructure Delivery (Deputy LEMO)

Meets: Quarterly

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Minute Secretary: Engineering Executive Assistant.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl. J Stafford and J

Wheelwright

Councillors who voted against:- Nil

ITEM 14.3 COUNCIL MEETINGS - CALENDAR DATES, TIMES AND FREQUENCY

257/19 RESOLVED by Clr O'Brien and Clr Wheelwright

- Ordinary Council Meetings are to be held on the third Thursday of the month at Crookwell (no meeting held in January 2020) with the exception of the Ordinary Council Meeting on Thursday, 21 November 2019, to be held at Gunning. The Council Meetings are scheduled as follows:-
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 17 October 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Gunning on Thursday, 21 November 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 19 December 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 February 2020 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 19 March 2020 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 16 April 2020 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 21 May 2020 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 June 2020 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 16 July 2020 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 August 2020 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 17 September 2020 commencing at 6.00pm.

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- CARRIED

Councillors who voted for:- Clrs P Culhane, D O'Brien,

McCormack, J Searl, J Stafford

and J Wheelwright

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

ITEM 14.4 DISCLOSURES OF INTEREST BY COUNCILLORS AND

DESIGNATED PERSONS UNDER CLAUSE 4.21 OF THE COUNCIL

CODE OF CONDUCT

258/19 RESOLVED by Clr Searl and Clr McCormack

 Council notes the tabling of the Disclosures of Pecuniary Interest Returns by Councillors and Designated Persons to 30 June 2019.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

REVIEW OF COUNCIL'S QUESTIONS WITH NOTICE POLICY

259/19 RESOLVED by Clr Searl and Clr Wheelwright

ITEM 14.5

1. Council adopts the reviewed Questions with Notice Policy.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl. J Stafford and J

Wheelwright

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON 19 SEPTEMBER 2019

POLICY:-	
Policy Title:	Questions With Notice Policy
File Reference:	F10/618
Date Policy was adopted by Council initially:	24 March 2005
Resolution Number:	67/05
Other Review Dates:	22 June 2006; 17 September 2009; 21 June 2012; 21 November 2013; 17 November 2016
Resolution Number:	148/06; 392/09; 192/12; 373/13; 318/16
Current Policy adopted by Council:	19 September 2019
Resolution Number:	259/19
Next Policy Review Date:	2022
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A
RESPONSIBILITY:-	
Draft Policy developed by:	General Manager
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

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1. Purpose of Policy

The purpose of the policy is to separate Councillors maintenance requests and inquiries from the more substantial matters of which all Councillors may wish to be aware of and to place appropriate questions in appropriate systems for response.

The policy is not intended to prevent Councillors from speaking directly to relevant Directors, and Councillors are encouraged to contact appropriate Directors to either clarify or discuss relevant issues in accordance with the adopted "Interaction between Councillors and Staff Policy".

Questions can be proposed by Councillors by giving notice to the General Manager through the provision of an electronic copy of the Question With Notice giving details of all information required. A Question With Notice may be asked by a Councillor to the General Manager in accordance with Clause 3.14 to 3.16, of the Council Code of Meeting Practice. A Question With Notice must not comprise a complaint against the General Manager or a Council employee and must not imply any wrongdoing.

Council cannot have an agenda item, "questions without notice" as it is inconsistent with the provisions of the Code of Meeting Practice. Allowing questions without notice would avoid the notice provisions in the Code of Meeting Practice.

The Code of Meeting Practice is designed to ensure that all Councillors and the public are aware, by reading the agenda of the meeting, of any business to be considered at an Ordinary Council Meeting.

It also enables Councillors to give careful thought to any pecuniary interest they might have in a matter, rather than having to hastily confront an issue during the meeting.

Council's Code of Meeting Practice, Clause 9.14 to 9.19 explains that a question must not be asked at a meeting unless it concerns a matter on the agenda of the meeting or notice has been given of the question. Information which requires notice to be given of matters to be raised at Council Meetings, further:-

- The opportunity to raise questions at Council Meetings should not be abused. Councillors should bear in mind that there may well be other effective avenues of obtaining information, for example through the General Manager outside the formal meeting cycle.
- As in the case of putting forward notices of motion, Councillors must, in submitting
 questions with notice, balance their civic responsibility for representing the
 interests of their community with their obligation to use Council's resources
 effectively and efficiently.
- It should be borne in mind that a Councillor is at liberty to ask a question of another Councillor or the General Manager about a matter that is on the meeting agenda during the debate on that matter.

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- A Councillor or Council employee may take a question on notice and report the response to the next Council Meeting or provide a response informally to the person who asked the question.
- Councillor must put questions directly, succinctly, respectfully and without argument.

2. Definitions

2.1 Questions With Notice:

- 2.1.1 Those matters of a business nature which require a written response or a report by the General Manager for the attention of Council; or
- 2.1.2 A matter requiring a detailed response by a Councillor to a resident.

2.2 <u>Customer Request Management (CRM) system:</u>

- 2.2.1 Maintenance or repair of a Council asset;
- 2.2.2 A request for action to be taken to satisfy an enquiry from a resident.

3. Policy Implementation

3.1 Questions With Notice:

- 3.1.1 Councillors will provide an electronic copy of the Question With Notice giving details of all information required to the Executive Assistant, by 4.00pm on the Monday three weeks immediately preceding the Council Meeting;
- 3.1.2 Once the copy of the Question With Notice has been provided to the Executive Assistant it will be forwarded to the appropriate Council Officer for investigation and response;
- 3.1.3 The Council Officer will investigate, provide appropriate comment and complete the report for inclusion in the Questions With Notice section of the Business Paper;
- 3.1.4 Should substantial resources be required to provide Council with an appropriately detailed report, the Question With Notice may not be responded to until a future Council Meeting;
- 3.1.5 Councillors have an obligation to use Council's resources effectively and efficiently and as such, when a Question With Notice has already been responded to by the General Manager, to the satisfaction of Council, the same question or a question substantially relating to the same issue, may not be asked at a future Council Meeting;

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3.1.6 The General Manager, in consultation with the Mayor, has discretion as to whether a Question With Notice will be accepted and provided a response if it does not comply with Clause 3.1.1 to Clause 3.1.5.

3.2 Work requests for maintenance or repairs

- 3.2.1 Councillors will contact either the Executive Assistant to the General Manager or the Executive Assistant to the Director of Infrastructure who will receive the details and place a maintenance or service request for action on the Customer Request Management System (CRM).
- 3.2.2 The request will be entered into the Customer Request Management System (CRM) and automatically referred to the appropriate officer.
- 3.2.3 If requested, a response will be given by the appropriate Council Officer to the Councillor, or if the Councillor requests, directly to the resident.
- 3.2.4 Council Officers will be aware the request has been made by a Councillor and take appropriate prompt action, or keep the Councillor informed if there are reasons for which appropriate action cannot be taken.

4. Relevant Legislation and Council Policies

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

- Code of Conduct;
- Code of Business Practice;
- Code of Meeting Practice:
- Government Information (Public Access) Act 2009;
- Independent Commission Against Corruption Act 1998;
- Local Government Act 1993:
- Local Government (General) Regulation 2005;
- State Records Act 1998:
- Privacy and Personal Information Protection Act 1998;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Complaints Management Policy;
- Interaction between Councillors and Staff Policy;
- Service Delivery Policy.

5. Variation:

Council reserves the right to vary or revoke this policy.

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ON 19 SEPTEMBER 2019

ITEM 14.6 STAFF CHRISTMAS FUNCTION AND CHRISTMAS CLOSURE 2019

260/19 RESOLVED by Clr Searl and Clr O'Brien

1. The Council Staff Christmas Party function be held at the Crookwell Golf Club on Friday, 20 December 2019, commencing at 12.30pm and finishing at 3.30pm.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

SECTION 15: LATE REPORTS

Nil

SECTION 16: REPORTS FROM OTHER COMMITTEES, SECTION 355

COMMITTEES AND DELEGATES

ITEM 16.1 REPORTS FOR THE MONTH OF SEPTEMBER 2019

261/19 RESOLVED by Clr Searl and Clr McCormack

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

- 1. Crookwell and District Historical Society Minutes from meeting held 8 August 2019.
- 2. Crookwell District Art Gallery Minutes from meeting held in July 2019.
- 3. Breadalbane Hall Committee Minutes from meeting held 23 June 2019.
- 4. Economic Development Task Force Minutes from meeting held 5 August 2019.
- 5. Economic Development Task Force Minutes from meeting held 2 September 2019.

262/19 RESOLVED by Clr Cummins and Clr Opie that:

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 The minutes from the Economic Development Task Force Committee meeting held 2 September 2019 be received and noted.

Item 6.1 Economic Growth & Development Planning Report

That Council receive, note and adopt the Economic Growth & Development Planning Report 2019.

Item 6.2 Review of the EDTF Charter

That Council change the meeting composition to accommodate six (6) community representatives and the Economic Development Officer be included as the secretariat.

That Doug McIntyre and Terry Lovelock be appointed to the EDTF Committee as a community representative.

Item 6.3 Community Welcome Day Applications

That Council move all the applications for funding of \$500 each and that the two application from Crookwell split the \$500 offered and receive \$250 each.

Item 6.5 How important is water in the Strategic Planning of our town & villages

That Council research & develop a water sensitive design policy for the Shire.

Item 6.6 Collector RV site suggestion

That the Strategic Planning section of Council consider this proposed site in the upcoming LEP review.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

MINUTES OF THE

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6. Taralga Historical Society – Newsletter 3 – September 2019.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl. J Stafford and J

Wheelwright

Councillors who voted against:- Nil

SECTION 17: NOTICES OF MOTION

Nil

SECTION 18: QUESTIONS WITH NOTICE

Nil

CLOSED COUNCIL ITEMS

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

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

263/19 RESOLVED by Clr Searl and Clr O'Brien

- 1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
- 2. That pursuant to 10A (2) of the Local Government Act 1993: the press and public be excluded from the meeting on the basis that

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

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ON 19 SEPTEMBER 2019

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

Council closed its meeting at 8.25pm and the public, staff and press left the chambers.

The meeting adjourned for a short break the time being 8.25pm. The meeting resumed the time being 8.37 pm.

264/19 RESOLVED by Clr McCormack and Clr Searl

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

- CARRIED

Open Council resumed at 9.10pm.

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 ADDITIONAL REBATE FOR UNDETECTED WATER LEAK - 80 WADE STREET, CROOKWELL

Moved by Clr O'Brien and Clr Wheelwright

 Council approve a write-off of \$1,317.00 in water usage charges on Account Number 1672 for Mr AL and Mrs JB Willis, 80 Wade Street, Crookwell.

An amendment was moved by Clr Culhane and Clr Opie that:

 Council approve a write-off of \$2583.50 in water usage charges on Account Number 1672 for Mr AL and Mrs JB Willis, 80 Wade Street, Crookwell.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

On being put to the meeting the amendment became the motion.

265/19 RESOLVED by Clr Culhane And Clr Opie that:

 Council approve a write-off of \$2583.50 in water usage charges on Account Number 1672 for Mr AL and Mrs JB Willis, 80 Wade Street, Crookwell.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

ITEM 19.2 STRONGER COUNTRY COMMUNITIES ROUND 2 - ACTIVE VILLAGE PROJECT

266/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council accept the contract from Imagination Play to supply and construct 4 outdoor gymnasiums in Dalton, Collector, Gunning and Taralga at a quoted total fixed price of \$273,602.10 (ex GST).

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

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ON 19 SEPTEMBER 2019

ITEM 19.3 STRONGER COUNTRY COMMUNITIES FUND ROUND 2 - LIGHTS

FOOTBALL ACTION - SOCCER LIGHTS AT LIN COOPER FIELD

267/19 RESOLVED by Clr Searl and Councillor McCormack

1. Council receive and note the report as information.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

ITEM 19.4 PROCUREMENT OF NEW SIDE LOADING GARBAGE TRUCK FOR

UPPER LACHLAN SHIRE COUNCIL

268/19 RESOLVED by Clr Wheelwright and Clr O'Brien

1. Council purchase one Iveco Acco Euro 6 with Superior Pak Side loading body from Nowra Truck and Tractor for the sum of

\$372,529 (Ex GST).

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

Clr McCormack and Clr O'Brien left the chamber in accordance with their declaration the time being 8.44pm.

MINUTES OF THE

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HELD IN THE COUNCIL CHAMBERS

ON 19 SEPTEMBER 2019

ITEM 19.5 PROCUREMENT FOR BRIDGE REPLACEMENTS - DESIGN AND CONSTRUCTION QUOTATIONS

269/19 RESOLVED by Clr Searl and Clr Wheelwright

- Council note the engagement of Divall's Earthmoving, by acceptance of quotations, for the replacement of timber bridges at Jeffreys Road / Bridgy Creek for \$221,888 (GST Ex.) and at Peelwood Road / unknown creek for \$169,296 (GST Ex.) with culvert structures;
- 2. Council note the engagement of InQuik Pty Ltd Bridging Systems, by acceptance of quotations, for the replacement of the timber bridge, for the supply and installation of bridge at Reids Flat Road 2 / Coates Creek for a total price of \$277,877(GST Ex.);
- 3. Council accept the quotations for the replacement of InQuik Pty Ltd Bridging System for the replacement of Wilcox Road, Clifford's Creek bridge and Julong Road 1 Crookwell River bridge for a total price of \$474,228 (ex GST);
- Council endorse the replacement of Arthursleigh Road / Sandy Creek Timber Bridge using internal Council staff for the construction of the culvert structure.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, R

Opie, D O'Brien, McCormack, J Searl, J Stafford and J

Wheelwright

Councillors who voted against:- Nil

Clr McCormack and Clr O'Brien returned to the chamber the time being 8.45pm.

UPPER LACHLAN SHIRE COUNCIL MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON 19 SEPTEMBER 2019

1TEM 19.6 CROOKWELL AERODROME DEVELOPMENT UPDATE 270/19 RESOLVED by Clr Wheelwright and Clr Culhane

- 1. Council enter negotiations with the two providers seeking a commercial return;
- 2. Council advertise an EOI based on the concept plan B7 if the commercial negotiations fail.

- CARRIED

THE MEETING CLOSED AT 9.10PM

Minutes con	rirmed 17 OCTOBER 2019
	Mayor

4.2	Minutes of the Extraordinal	ry Meeting of Counc	il of 10 October 201	9 127

MINUTES OF THE

EXTRAORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 10 OCTOBER 2019

PRESENT:

Mayor J Stafford (Chairperson), Clr P Culhane, Clr R Cummins, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Searl, Clr J Wheelwright, Clr B McCormack, Mr A Croke (Acting General Manager), Mr D Cooper (Acting Director Finance and Administration), Mr V Straw (Acting Director of Environment and Planning) and Ms S Pearman (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

Mayor Stafford advised that the Extraordinary Council Meeting is being webcast and audio recorded in accordance with Council Code of Meeting Practice.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

Nil

SECTION 3: FINANCE AND ADMINISTRATION

ITEM 3.1 REFERRAL FOR AUDIT - 2018/2019 FINANCIAL STATEMENTS 271/19 by Clr Searl and Clr McCormack

- Council resolves that the 2018/2019 Financial Statements be referred for independent audit by external auditors, Audit Office of NSW;
- 2. The Mayor, Deputy Mayor, Acting General Manager and the Acting Director of Finance and Administration sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2018/2019 Financial Statements;
- 3. Council adopt the 2018/2019 Financial Statements for Council, containing the General Purpose and Special Purpose Financial Statements; and
- 4. The Acting General Manager be delegated the authority to authorise the Council 2018/2019 Financial Statements for issue immediately upon receipt of the Auditors Report and delegated the authority to finalise the date at which the Auditor's Report and Financial Statements are presented to the public.

- CARRIED

MINUTES OF THE

EXTRAORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 10 OCTOBER 2019

Councillors who voted for:- Clrs P Culhane, R Cummins, P

Kensit, R Opie, D O'Brien, B McCormack, J Searl, J Stafford

and J Wheelwright

Councillors who voted against:- Nil

THE MEETING CLOSED AT 6.08PM

Minutes confirmed	17 OCTOBER 2019
Ma	yor

6 MAYORAL MINUTES

The following item is submitted for consideration -

6.1 Mayoral Minute

130

Mayoral Minutes - 17 October 2019

ITEM 6.1 Mayoral Minute

FILE REFERENCE 119/706

September 2019

19 September Ordinary Council Meeting

26 September 2GN Interview

27 September Legacy Changeover Dinner – Goulburn Soldiers Club

28 September John Bell's Retirement Farewell evening

October 2019

3 October 2GN Interview

5 October Official Opening Taralga 200 Celebrations Festival

8 October Taralga Progress Association Meeting

10 October Julong Road Bridges Action Group Meeting

10 October Extraordinary Council Meeting

10 October 2GN Interview

11 October Small Business Expo Opening

14 October Local Government NSW Annual Conference

15 October Local Government NSW Annual Conference

17 October 2GN Interview

17 October Canberra Region Joint Organisation Board Meeting

17 October Ordinary Council Meeting

8 **CORRESPONDENCE** The following item is submitted for consideration -Correspondence items for the month of October 2019 8.1 132

Correspondence - 17 October 2019

ITEM 8.1

Correspondence items for the month of October 2019

RECOMMENDATION:

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

- Wendy Tuckerman Media Release Region to benefit from Public Transport Boost.
- 2. Office of Local Government Circular 19-20 A new internal audit and risk management framework.
- 3. Office of Local Government Launch of Your Council website.
- 4. Office of Local Government Circular 19-21 IPC Guidelines 1 Return of Interest.
- 5. Office of Local Government Circular 19-22 IPART Recommendations.
- 6. NSW Electoral Commission Service Estimates for the conduct of the 2020 Local Government Elections.
- 7. NSW Government IPART Final Response Local Government Election Costs Review.
- 8. Office of Local Government Circular 19-23 Constitutional Referendums and Council Polls.
- 9. NSW Public Works Advisory Guidelines for safe stormwater inlets.
- Office of Local Government Circular 19-25 Penalties available to Council for Code of Conduct breaches by Councillors.

ATTACHMENTS

1. <u>↓</u>	Wendy Tuckerman - Media Release - Public Transport Boost	Attachment
2.	Office of Local Government (OLG) - Council Circular 19-20 -	Attachment
	A new internal audit and risk management framework for local	
	councils in NSW	
3. <u>↓</u>	Office of Local Government - Launch of Your Council website	Attachment
4. <u>U</u>	Office of Local Government - Council Circular 19-21 Release	Attachment
	of IPC Guideline 1 Returns of Interests	
5. <u>↓</u>	Office of Local Government - Circular no 19-22 - 27	Attachment
	September 2019 - IPART recommendations	
6. <u>↓</u>	NSW Electoral Commission - Service Estimate for the conduct	Attachment
	of the 2020 local government elections	
7. <u>↓</u>	NSW Government - Response final IPART Recommendations	Attachment
8. <u>1</u>	Office of Local Government - Circular 19-23 - 30 September	Attachment
	2019	
9. <u>↓</u>	NSW Public Works Advisory - Guidelines for design of safe	Attachment
	stormwater inlets	
10. <u>U</u>	Office of Local Government - 19-25 Penalties available to	Attachment
	Council for Code of Conduct breaches by Councillors	



MEDIA RELEASE

Friday 30 August 2019

REGION TO BENEFIT FROM PUBLIC TRANSPORT BOOST

Member for Goulburn Wendy Tuckerman today announced two new public transport routes would be trialled to connect Bigga to Goulburn via Bigga, Binda, Crookwell and Grabben Gulle, and to connect Wyangala to Canberra, via Cowra, Murringo and Boorowa.

Mrs Tuckerman said local communities could soon have their say on how the new services would work best for them.

"It's important NSW TrainLink hears from locals as to which timetable they prefer for the trial services along with feedback on what transport options best suit their needs," Ms Tuckerman said.

"These new services will enable our rural residents to connect with services offered in our regional centres and cities - whether it's getting to the shops or doctors in Goulburn or to the airports in Canberra and Sydney.

"We also need to consider the reverse. These routes will be designed to complement existing transport options from Canberra and Sydney, public transport could certainly be leveraged to increase tourism to our area," Mrs Tuckerman said.

Minister for Regional Transport and Roads Paul Toole said the two Goulburn routes were amongst 13 new public transport routes that would be trialed to link 44 communities to nearby towns, cities or existing public transport services.

"In some of these communities, it will be a real game changer for people in terms of how they get around and their ability to access health services and education opportunities," Mr Toole said.

"The new services will improve transport access for many remote communities without public transport and for regions with existing services, it will provide faster and more direct connections that will help boost local economies."

The weekly services will initially be provided on a trial basis. To find out more about how to have your say, visit www.transportnsw.info/regional

MEDIA: Electorate Office Paige Penning | 4822 6444

01/10/2019 19-20



STRENGTHENING LOCAL GOVERNMENT

SUBSCRIBE PRINT FORWARD

Council Circular

10 September 2019

19-20 A new internal audit and risk management framework for local councils in NSW – release of discussion paper

Circular Details	Circular No 19-20 / 10 September 2019 / A627669
Who should read this	Councillors / General Managers / governance staff / Audit, Risk and Improvement Committee members
Contact	Council Governance Team / ph: 02 4428-4100 / olg@olg.nsw.gov.au
Action required	Response to OLG
PDF Version of Circular	19-20 A new internal audit and risk management framework for local councils in NSW – release of discussion paper

What's new or changing?

- The Local Government Act 1993 was amended in August 2016 to require each council and joint organisation in NSW to appoint an audit, risk and improvement committee (ARIC). This requirement will take effect from March 2021 at the earliest.
- The Office of Local Government (OLG) has developed a draft internal audit and risk
 management framework to support and inform the operations of ARICs. The proposed
 framework is based on international standards and the experience of Australian and NSW
 Government public sector agencies who have already implemented risk management and
 internal audit but has been adapted to reflect the unique needs and structure of NSW
 councils and joint organisations.
- The proposed framework has been developed in consultation with NSW Treasury, the NSW Audit Office, the then Department of Finance, Services and Innovation, the Institute of Internal Auditors and the Local Government Internal Auditors Network.
- OLG is now seeking feedback on the proposed framework from the local government sector. To this end, OLG has issued a discussion paper, "A New Risk Management and Internal Audit Framework for Local Councils in NSW" which sets out the proposed framework in detail and a "snapshot" guide that summarises its key elements.
- The discussion paper and "snapshot" guide are available on OLG's website at www.olg.nsw.gov.au.

https://olg.e-newsletter.com.au/pub/pubType/EO/pubID/zzzzz5d76e720066b6617/print/1/

01/10/2019 19-20

What this will mean for your council

- · OLG is inviting submissions from councils and other stakeholders on the discussion paper.
- Submissions may be made by email to olg@olg.nsw.gov.au.
- Submissions should be labelled "Internal Audit Consultation" and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before 31 December 2019.

Where to go for further information

For further information please contact the Council Governance team on 02 4428 4100.

Tim Hurst
Deputy Secretary
Local Government Policy and Planning

STRENGTHENING LOCAL GOVERNMENT

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Office of Local Government

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02/10/2019

Your Council launch



Contact us | Facebook | Twitter



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24 September 2019

Your Council website launched



The NSW Government has launched a new website to showcase the great work of the State's 128 local councils.

Your Council website - www.yourcouncil.nsw.gov.au - allows ratepayers to access comprehensive statistics on the operations of their local council and the profile of their

https://oig.e-newsietter.com.au/pub/pubType/EO/pubID/zzzz5d84311c38a40378/print/1/

1/2

02/10/2019

Your Council launch

local community including:

Council expenditure in a range of areas including roads, bridges, footpaths, libraries, recreation and culture, community services, and the environment

Community facilities including the number of swimming pools, public halls, and libraries as well as the length of roads and amount of open space

Key operational information including council staffing levels and average rates and charges

Demographic information about the local population and councillors as well as economic statistics including the unemployment rate, average income, and number of businesses.

The data for each council is also benchmarked against the average for like councils so ratepayers can compare how their council is travelling.

The new website also celebrates the sheer size and scale of our councils as a whole with a Statewide snapshot of the NSW local government sector.

The one-stop-shop for local government is a valuable resource for residents, ratepayers and the general community, as well as councillors, council staff, local government peak bodies, researchers, academics and State Government agencies.

The website draws on data already collected by the Office of Local Government (OLG) from NSW councils and other agencies and presents it in an easy to understand and user friendly way. It will be updated annually as new data becomes available.

OLG will continue to work with local councils to further develop the website's functionality. It will also help guide development of a new Performance Measurement Framework with consistent benchmarks for all NSW councils.

Your Council website fast facts on NSW councils (2017-18)

- There are 128 councils in NSW represented by 1,293 councillors
- Collectively they employ 44,936 staff
- NSW councils spend \$11.379 billion providing infrastructure, facilities and services for local communities
- · They maintain 165,213km of roads
- Councils control assets with a total value of \$150.7 billion
- There are 460 public pools and 1,835 community halls in NSW.



Upper Lachlan Shire Council



Upper Lachlan Shire is located in the Southern Tablelands region and includes the areas of Bigga, Binda, Breadalbane, Collector, Crookwell, Dalton, Grabben Gullen, Gunning, Jerrawa, Laggan, Taralga and Tuena.

Key Industries are Virbac, farming of sheep, cattle, alpacas, potato growing and wool industry.

Data for this website has been sourced from Council's financial statements, Council's annual report and Council's data returns. The website also refers to data from a number of agencies and entities. Please refer to the data page of this website for links to definitions, information on performance measures, benchmarks, OLG Groups and the data sources that have been used.

Please contact Council if you would like any further details or explanations regarding individual results and any differences between your Council's performance and that of another council.



Address: 44 Spring Street Crookwell NSW 2583 Postal Address: PO Box 42, Gunning NSW 2581 Phone: 02 4830 1000 Fax: 02 4845 1426

Email: souncil@upperlachlan.nsw.gov.au Web:

www.upperlachlan.naw.gov.au



AT-A-GLANCE

Your Local Government Area	Result
Population (No.)	7,909
Area (Km²)	7,127.40
Council Classification	Large Rural
OLG Group	10
State Planning Region	South East And Tablelands
JO Region	Canberra

Your Council	Result	Group Avg. *
Councillors (No.)	9	9
Population Per Councillor (No.)	879	828
Equivalent Full Time Staff (EFT) (No.)	138	110
2017/18 Revenue (\$'000)	27,680	25,472
2017/18 Expenses (\$'000)	26,215	24,649
Residential Pensioner Rebates (%)	20.1	25.1
Population Density (Residents Per Km²)	1	2

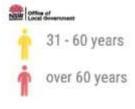
* A NSW council group is determined firstly by whether they are Urban or Rural in nature, and then by population size and density. Please refer to DLG Groups in data tab on website for more information on how individual councils are classified. An OLG group average is then calculated by the average of the same group number eg. All Group 5 Regional Towns/City or all Group 8 Rural.

Your Public Facilities	Result	Group Avg.
Public Swimming Pool Complexes (Inc Rock Pools) (No.)	2	2
Public Halls (No.)	8	6
Public Libraries (No.)	2	2
Open Public Space (Ha)	89.1	201.2
Total Road Length (Km)	1,985.40	1,729.10

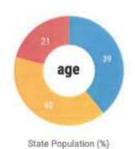
Demographics of Population













Population Change Last 5 Years

Your Local Population	Result	Group Avg.
Five Year Population Change (%)	4.8	-0.2
Population Aged 19 Or Less (%)	23.9	25.1
Population Aged Between 20 & 59 (%)	45.6	46
Population Aged Above 60 (%)	30,5	28.9
Aboriginal & Torres Strait Islanders (%)	2.3	8.6
Language Spoken Other Than English (%)	1.6	2.4
Socio-Economic Index Rank (1 Low, 128 High)	91	41









Your Local Population (%)

Your Local Economy	Result	Group Avg
Unemployment Rate (%)	3	5.9
Avg Taxable Income (\$)	49,730	46,967
Avg Household Size (No.)	2.4	2.4
Value Of DA's Determined (\$'000)	N/A	N/A
Active Businesses In LGA (No.)	1,161	842

Largest Industry Employer





FINANCES

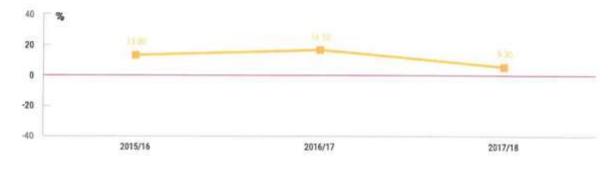
Average Residential Ordinary Rates

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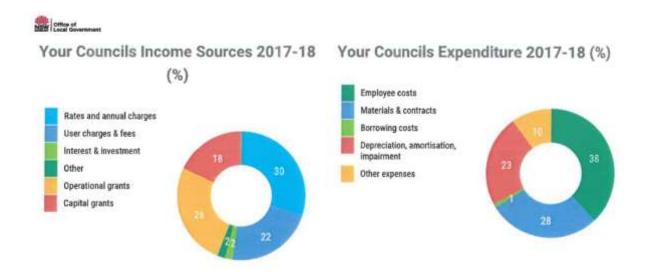


Your Council's Rates & Charges	Result	Group Avg.
Avg Ordinary Residential Rate (\$)	490.87	644.45
Avg Ordinary Business Rate (\$)	982.08	1,485.10
Avg Ordinary Farmfand Rate (\$)	1,749.64	2,761.47
Avg Ordinary Mining Rate (\$)	2,000.00	404,779.15
Total Land Value / Total Rate Revenue (\$)	250	164
Typical Residential Water & Sewer Bill (\$)	N/A	N/A
Avg Domestic Waste Charge (\$)	338.78	349.76

Operating Performance Ratio



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Your Council's Financial Performance	Result	Group Avg.
Own Source Revenue (%)	56.4	55
Grant & Contributions Revenue (%)	43.6	45
Operating Performance Ratio (%)	5.3	2.6
Unrestricted Current Ratio	3	5.8
Outstanding Rates & Charges (%)	2.9	6.8
Debt Service Cover Ratio	19.9	14.3
Cash Expense Cover Ratio (Mths)	18.5	14.4
Debt Service Ratio	1.3	2.7

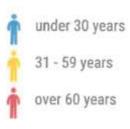
^{*} See NOW Overview - Finances for definitions

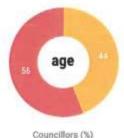
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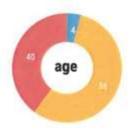


COMMUNITY-LEADERSHIP

Demographics of Councillors







cillors (%)	Councillors State Avg. (%)
-------------	----------------------------

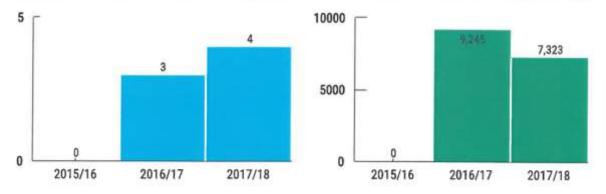
Your Council's Community Leadership	Result	Group Avg.
# Of Councillors	9	9
Population Per Councillor	879	828
Development Applications Determined By Councillors (No.)	NZA	N/A
Audited Financial Reports Submitted By Due Date (Y/N)	Y	Υ
Code Of Conduct Complaints (No.)	4	1
Complaints Investigated Requiring Action (No.)	0	0
Cost Of Dealing With Code Of Conduct Comptaints (\$)	7,323	2,759
Population Per EFT Staff (No.)	57	71
Councillar Expenses	54,000	36,130
Total Mayoral And Councillor Fees (\$)	130,000	121,652
Mayoral And Councillor Oversess Travel (\$)	0	174
Mayoral And Councillor Conference Expenses (\$)	9,000	12,246
Mayoral And Councillor Interstate Travel (\$)	0	1502
General Manager Remuneration	303,835	248,375







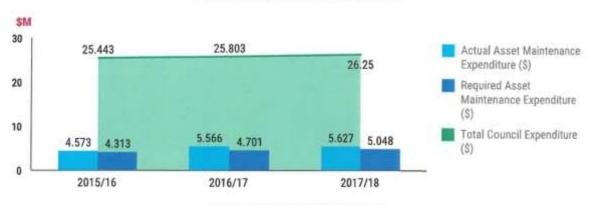
Number of Code of Conduct Complaints Cost of Code of Conduct Complaints (\$)





ASSETS

Council's Spending on Assets



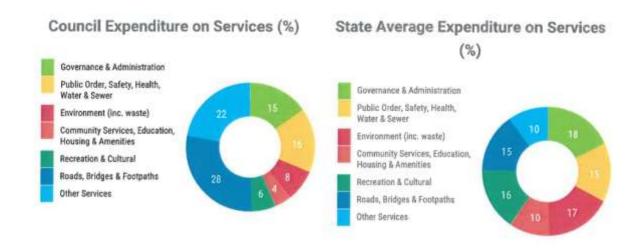
^{*} For source data, select Time Series Data in Data tab.

Your Council's Assets	Result	Group Avg.	
Roads, Bridges And Footpath Expenditure Per Capita (\$)	934	931	
Building & Infrastructure Renewal Ratio (%)	233.4	102.1	
Infrastructure Backlog Ratio	0.5	4.4	
Road Length Per Capita (Metre)	251	254.7	
Asset Maintenance Ratio	111.5	101.8	

^{*} See MSW Overblow - Assets - Infrastructure Results for definition



SERVICES



Your Council's Services	Result	Group Avg.
Governance & Administration Expenditure Per Capita (\$)	496.9	531.64
Public Order, Safety & Health Expenditure Per Capita (\$)	140.35	137.92
Water & Sewer Services Expenditure Per Capita (\$)	403.97	476,74
Environmental Expenditure (Including Waste) Per Capita (\$)	255,91	248.21
Community Services, Education, Housing, Amenities Expenditure Per Capita (\$)	139.08	362.67
Recreation & Culture Expenditure Per Capita (\$)	155.27	307.74
Roads, Bridges & Footpaths Expenditure Per Capita (\$)	934	931
Other Services Expenditure Per Capita (\$)	738,65	610.98
Library Services Expenditure Per Capita (\$)	54,49	55.67
Library Circulation Per Capita (No.)	5.2	3.98
Recycling Rate (%)	N/A	N/A
Development Applications (Mean Gross Days)	N/A	N/A
Development Application Determined (No.)	N/A	N/A
Companion Animals Microchipped (No.)	5,168	5,050
Companion Animals Microchipped & Registered (%)	30.9	47,3

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Circular to Councils

Circular Details	Circular No 19-21 / 26 September 2019 / A664471
Previous Circular	19-08 Consultation on revised IPC Guideline 1 Returns of Interests
Who should read this	Councillors / General Managers / Governance staff
Contact	Council Governance / olg@olg.nsw.gov.au / (02) 4428 4100
Action required	Information

Release of IPC Guideline 1 Returns of Interests

What's new or changing?

- The Information and Privacy Commission (IPC) has finalised and issued Guideline 1: For local councils on the disclosure of information contained in the returns disclosing the interests of councillors and designated persons (Guideline 1).
- Councils should review the positions they currently identify as designated persons in light of Guideline 1 by applying the principles set out in the attachment to this circular.

What this will mean for your council

- Guideline 1 states that councillors' and designated persons' returns of interests must be made publicly available free of charge on councils' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council.
- Where a council decides that there is an overriding public interest against the
 disclosure of some of the information contained in a return, consideration
 should be given to releasing an edited copy of the return (for example
 redacting the individual's signature and residential address).
- Where information is deleted from a return, councils should keep a record indicating, in general terms, the nature of the information redacted from the return in accordance with section 6(5) of the Government Information (Public Access) Act 2009 (GIPA Act).
- Councils should be mindful when identifying a position as the position of a
 designated person or a committee as a committee whose members are
 designated persons, that the consequence of this is that the council will be
 required to publish information contained in those persons' returns of interests
 on their websites.
- The Office of Local Government (OLG) would encourage councils to review the positions and committee memberships that they currently identify as those of designated persons with this consequence in mind.
- OLG would encourage councils to apply the principles set out in the attachment to this circular when identifying positions and committee memberships as those of designated persons.

Key points

- Section 6 of the GIPA Act provides for the mandatory proactive release by NSW public sector agencies (including councils) of open access information.
 The GIPA Act provides that open access information must be made publicly available free of charge on a website maintained by the agency.
- Councillors' and designated persons' returns of interests are prescribed as open access information for local government under Schedule 1 to the Government Information (Public Access) Regulation 2018.

Where to go for further information

- Guideline 1 and further information on open access information requirements for local government is available on the IPC's website at www.ipc.nsw.gov.au.
- The attachment to this circular provides guidance on the principles councils should apply when identifying positions and committee memberships as those of designated persons.
- See the <u>Guide to Completing Returns of Interests</u> which is available on OLG's website, for information on how to complete returns of interests and what information to include.
- Contact the IPC at 1800 472 679.
- Contact OLG's Council Governance Team on 02 4428 4100.

Tim Hurst
Deputy Secretary

Local Government, Planning and Policy

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E olg@olg.nsw.gov.au Wwww.olg.nsw.gov.au ABN 44 913 630 046

ATTACHMENT

Identifying "designated persons"

The obligation to complete returns of interests

Under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct), councillors and designated persons are required to complete and submit returns of interests within 3 months of:

- becoming a councillor or designated person
- · 30 June of each year, and
- becoming aware of a new interest that must be disclosed in the return.

Who is a "designated person"?

Under clause 4.8 of the Model Code of Conduct, designated persons include:

- the general manager
- senior staff of councils for the purposes of section 332 of the Local Government Act 1993
- any other member of staff or delegate of the council who holds a position identified by the council as the position of a designated person because it involves the exercise of a function that could give rise to a conflict of interest, and
- a member of a committee of the council identified by the council as a committee
 whose members are designated persons because the functions of the committee
 involve the exercise of functions that could give rise to a conflict of interest.

Identifying "designated persons"

The requirement to publish returns of interests is designed to operate as a transparency mechanism to ensure that key decision makers in councils appropriately disclose and manage pecuniary interests they may have in matters they are dealing with.

Councils should be mindful when identifying a position as the position of a designated person or a committee as a committee whose members are designated persons, that the consequence of this is that the council will be required to publish personal information about those persons on their websites.

Councils should weigh this consequence against the risk that the requirement to publish returns of interests is designed to address to ensure that this is a proportionate mitigation of that risk. This assessment should be based on a consideration of the nature, responsibilities and functions of a role or a committee and the type and level of delegations it exercises.

Positions or committee memberships involving the performance of low-level administrative or regulatory functions that carry limited or no discretion or financial delegations, should not be identified as positions of designated persons.

The types of positions or committee memberships that should be identified as designated persons are those that exercise functions or decision-making that involve the potential for significant risk to the council, including of damage to the council's reputation, where conflicts of interest are not disclosed and appropriately managed.



Circular to Councils

Circular Details	Circular No 19-22 / 27 September 2019 / A673766
Previous Circular	19-02 Consultation by IPART on recommended reforms to local government election costs and extension of the deadline for councils to make a decision on the administration of their elections
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov
Action required	Council to Implement

Government response to IPART's review of local government election costs

What's new or changing

- On 30 August 2019, the Independent Pricing and Regulatory Tribunal (IPART) provided its final report of its review of local government election costs to the Minister for Local Government. IPART's final report is available here.
- On 18 September 2019, the Government released its response to IPART's final report and announced that it intended to fund the NSW Electoral Commission's (the Commission) core costs in relation to the administration of local government elections, thereby reducing councils' election costs. The Government response to IPART's final report is available here.
- Councils must make a decision on the administration of their elections by 1 October 2019, or soon thereafter, and must enter into any arrangement with the NSW Electoral Commissioner (the Commissioner) to administer their elections no later than 1 January 2020.

What this will mean for your council

- Under the new funding model, costs will be assigned as either direct or core costs and allocated to councils or the NSW Government accordingly. The funding model will see costs allocated on the following basis:
 - direct (or marginal) costs are the costs that would not be incurred if an election was not held. These will be recovered from councils on a direct allocation and per elector basis. These include election staffing, venues, ballot paper printing, council-specific advertising and voter information products
 - core costs are defined as head office costs such as staff payroll, training, election security, project management, drafting of election procedures and policies, core IT system development and maintenance and ongoing voter roll maintenance. These are the costs the Commission must incur to maintain its capacity to conduct local government elections. The NSW Government will fund these core costs of \$19.9 million.
- The NSW Government's funding contribution will result in an indicative weighted average cost per elector of \$8.21, which will be passed onto councils, compared to a weighted average cost per elector of \$12.72 if no Government contribution was provided.
- If they have not already done so, councils must now make a decision on how their elections are to be administered by 1 October 2019, or soon thereafter.
- Under section 296AA of the Local Government Act 1993 (the Act), each council
 must resolve either:

- to enter into an election arrangement with the Commissioner to administer all the council's elections, polls and constitutional referenda; or
- that the council's elections are to be administered by an electoral services provider engaged by the council.
- Where the council resolves that the council's elections are to be administered by an electoral services provider engaged by the council, the resolution must specify whether the general manager has identified an electoral services provider to be engaged for the next ordinary election of councillors and, if so, the name of that provider.
- Section 296(5) of the Act empowers the Commissioner to enter into an arrangement to administer a council's elections after the statutory deadline of 1 October 2019 for a decision on the administration of the council's elections if satisfied that there are exceptional circumstances that make it desirable or necessary for him to do so.
- · The Commissioner has formed the preliminary view that constraints placed on councils in the context of the timing of the IPART review constitute 'exceptional circumstances' for the purposes of section 296(5).
- If a council cannot pass the requisite resolution to enter into an election arrangement with the Commissioner on or before 1 October 2019, it should provide its resolution to the Commission as soon as possible after that date to enable the Commissioner to consider the resolution pursuant to section 296(5) of
- To enable the Commission to adequately plan for council elections, any contracts must still be signed and returned to it no later than 1 January 2020.
- If a council does not enter into an election arrangement with the Commissioner, the council will be required to engage an alternative electoral services provider to administer its elections.

Where to go for further information

- Further information on council decisions on the administration of the 2020 council elections is available in the FAQ issued with Circular 18-43 Council decisions on the administration of the September 2020 elections. Please note that some of the information in the FAQ has been superseded by subsequent amendments to the Act and it should be read in conjunction with the information contained in this circular.
- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.
- Contact the NSW Electoral Commission by telephone on 02 9290 5999.

Tim Hurst Deputy Secretary

Local Government, Planning and Policy

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Dear General Manager/CEO,

Ref: Service estimate for the conduct of the 2020 local government elections

On 18 September 2019, the Government released its response to the 'Review of local government costs' conducted by the Independent Pricing and Regulatory Tribunal (IPART). As part of its response to that Review, the Government has announced it will provide \$19.9m to fund the NSW Electoral Commission's core costs for the September 2020 local government elections.

In light of the release of the Government's response we are now in a position to provide you with an estimate of the cost of conducting Council's election.

This estimate takes into account the Government's announced contribution to the NSW Electoral Commission's costs. The estimate also covers use of our new vote count engine, incorporating the Weighted Inclusive Gregory Method. This estimate does not take into account the cost of any polls or referenda that Council may wish to conduct. We will be happy to revise our estimate should Council require polls or referenda to be conducted.

If you have not already done so, should Council resolve to enter into an arrangement with the NSW Electoral Commission to administer its 2020 election, please send us a copy of that resolution on or before 1 October 2019, as required by section 296(5A)(a) of the Local Government Act 1993 (the Act). The NSW Electoral Commission will then send Council a copy of the service contract for review and approval. All contracts must be signed and returned no later than 1 January 2020, as required by section 296(5A)(b) of the Act.

If Council cannot pass the requisite resolution on or before 1 October 2019, we would ask that it be provided as soon as possible thereafter to enable the Electoral Commissioner to consider the resolution pursuant to section 296(5) of the Act. This provision empowers the Commissioner to enter into an arrangement to administer the election if he is satisfied that there are exceptional circumstances that make it desirable or necessary for him to do so.

The Commissioner has formed the preliminary view that constraints placed on councils in the context of the timing of the IPART review constitute 'exceptional circumstances' for the purposes of section 296(5). Having said, it must be stressed that, to enable the NSW Electoral Commission to adequately plan for all council elections which it is engaged to conduct, any contracts must still be signed and returned to it no later than 1 January 2020.

If you have any questions regarding the attached estimate or the process, please contact me by telephone on (02) 9290 5431 or email at steve.robb@elections.nsw.gov.au.

Yours faithfully,

Steve Robb Director Customer Service & Relationship Management

Level 25, 201 Kent Street SYDNEY NSW 2000 | GPO Box 832 SYDNEY NSW 2001 P 1300 135 736 | F 02 9290 5991 | elections.nsw.gov.au



2020 Local Government Election - Cost Estimate Upper Lachlan Shire Council

Projects / Deliverables	Amount
Ballot Papers	3,312
Call Centre	2,819
Event Management	1,240
Event Staffing	43,692
Information Technology	3,439
Logistics	4,488
Multi-Area Polling	195
Postal Voting	823
Venues .	8,817
Voter Awareness	3,013
TOTAL (excluding GST)	71,838
GST	7,184
TOTAL (including GST)	79,022

Assumptions

LGE 2020 Election Status - Fully Confested

NSWEC will conduct a similar proportion of council elections to 2016-17

Excludes cost for any referendum or poll a council may request NSWEC to conduct

All aspects of the election process will be as 2016/2017

Shared resources will be utilised where practical

Contact Details

Enquines to Steve Robb, Director Customer Service & Relationship Management Tel: 02 9290 5431 Email: Steve Robb@elections.naw.gov.au

Level 25, 201 Kent Street Sydney 2000, GPO Box 832, Sydney 2001 Tel 02 9290 5999 Fax 02 9290 5991 ABN 94 828 824 124

NSW Government Response

IPART Review of Local Government Election Costs



Review of Local Government Election Costs

NSW Government Response to IPART Recommendations

The next local council elections will be held on 12 September 2020. Since 2008, council elections have been undertaken on a full cost recovery basis. The NSW Electoral Commission (NSWEC) pays the direct costs of the election and then invoices councils once the elections are completed plus an Election Management Fee to cover the NSWEC's corporate overheads.

The Government has asked the Independent Pricing and Regulatory Tribunal (IPART) to undertake a review of local government election costs for the 2020 elections. IPART has been asked to recommend a costing methodology that minimises the financial burden on councils and ensures local government elections are conducted efficiently and cost effectively.

The Government thanks IPART and all the stakeholders who participated in this process for their work on this review.

IPART's review has demonstrated the need for the Government to meet part of the costs of council elections. In response to IPART's review, the NSW Government is pleased to announce that it intends to fund the NSWEC's core costs in relation to the administration of local government elections, thereby reducing councils' election costs.

Under the new funding model, costs will be assigned as either direct or core costs and allocated to councils or the NSW Government accordingly. The funding model will see costs allocated on the following basis:

- Direct (or marginal) costs are the costs that would not be incurred if an election was not held. These will be recovered from councils on a direct allocation and per elector basis. These include election staffing, venues, ballot paper printing, council-specific advertising and voter information products.
- Core costs are defined as head office costs such as staff payroll, training, election security, project management, drafting of election procedures and policies, core IT system development and maintenance and ongoing voter roll maintenance. These are the costs the NSWEC must incur to maintain its capacity to conduct local government elections. The NSW Government will fund these core costs of \$19.9 million.

The NSW Government's funding contribution will result in an indicative weighted average cost per elector of \$8.21, which will be passed onto councils, compared to a weighted average cost per elector of \$12.72 if no NSW Government contribution was provided. Adoption of the new funding model offers the following benefits:

- it reduces councils' election costs ensuring all councils, regardless of size, can afford to retain an electoral services provider to administer their elections
- it is more efficient, cost effective and cost reflective
- it ensures a more equitable allocation of election costs, eliminating the need for larger councils to cross subsidise smaller councils' elections, and
- it reflects the practice in other jurisdictions where State Governments fund their Electoral Commissions' core operations in relation to local government elections resulting in lower costs per elector compared to NSW.

The Government is committed to further reducing the cost of local government elections.

NSW Office of Local Government | Department of Planning, Industry and Environment | 1

NSW Government Response



IPART Review of Local Government Election Costs

Amendments were made to the Local Government (General) Regulation 2005 last year to give councils the option of avoiding the cost of by-elections in the first 18 months of councils' terms by filling vacancies by a countback. The option of countbacks will be available to councils following the September 2020 ordinary elections.

To achieve further efficiencies in the administration of council elections, the Government proposes to make amendments to the electoral provisions of the Regulation to modernise and align them with the more contemporary and efficient practices used at State elections. These amendments will be made in time for the September 2020 council elections.

The Government agrees with IPART that electoral service providers should be responsive to the needs of councils in administering their elections and, to accommodate this, amendments will also be made to the Regulation to require the NSWEC and other electoral service providers to exercise their functions as election managers in consultation with councils. To ensure the integrity of council elections, ultimate decision making in relation to the administration of council elections will rest with the election manager.

The Government is committed to identifying further opportunities for reducing councils' election costs and to this end, it will be consulting with the local government sector early next year on extending to all councils the option of conducting their elections by universal postal voting instead of attendance voting from the 2024 election.

Universal postal voting has operated successfully in Victoria for some years. At the 2016 Victorian local government elections, 72 out of 79 (92.7%) councils conducted their elections by universal postal voting. In 2016, universal postal voting elections cost 12.2% less than attendance voting elections and had higher participation rates. Participation rates at council elections using universal postal voting elections was 73.8% compared to 61.5% for attendance voting elections.



Circular to Councils

Circular Details	Circular 19-23 / 30 September 2019 / A658394
Previous Circular	N/A
Who should read this	Councillors / General Managers / Governance staff
Contact	Council Governance Team / 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Constitutional referendums and council polls

What's new or changing

 Councils are reminded to inform the NSW Electoral Commissioner (NSWEC) if they have resolved for the NSWEC to administer a constitutional referendum or poll in conjunction with the 2020 local government elections.

What this will mean for your council

- Under section 16 of the Local Government Act 1993, a council must obtain the approval of its electors at a constitutional referendum to do each of the following:
 - divide a council area into wards or abolish wards
 - change the number of councillors
 - change the method of electing the mayor
 - change the method of election for councillors where the council's area is divided into wards.

Key points

- Councils should notify the NSWEC as soon as possible if they wish to enter into an arrangement for the administration of a referendum or poll.
- If a council resolves that a constitutional referendum or poll is to be conducted, it must comply with the notification requirements contained in Schedule 10 of the Local Government (General) Regulation 2005.
- Any changes approved at a referendum will come into effect at the September 2024 local government elections.

Where to go for further information

- For councils considering or that have resolved to have the NSWEC conduct a constitutional referendum or poll, contact Steve Robb at the NSW Electoral Commission on telephone 9290 5431 or Steve.Robb@elections.nsw.gov.au.
- See the attachment to this Circular for further information.

Tim Hurst Deputy Secretary

Local Government, Planning and Policy

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E olg@olg.nsw.gov.au Wwww.olg.nsw.gov.au ABN 44 913 630 046

2

Attachment

Conducting a constitutional referendum

If a council resolves to conduct a constitutional referendum it must comply with the notification requirements contained in Schedule 10 of the Local Government (General) Regulation 2005.

It is of critical importance that the referendum question or questions are carefully framed to ensure that workable decisions are achieved. All questions put at a referendum should be clear, concise, and capable of being responded to with a 'yes' or 'no' answer.

If more than one referendum question is being asked on a particular subject then extra care needs to be taken to ensure that the possible combinations of 'yes' and 'no' answers do not produce a conflicting decision.

Councils are responsible for the preparation and publicity of the required explanatory material. Councils must ensure this material presents a balanced case both for and against any proposition to be put to a constitutional referendum.

Dividing an area into wards or abolishing wards

After receiving elector approval at a constitutional referendum, and before dividing its area into wards, a council must undertake the consultation required by section 210A of the Local Government Act 1993 (the Act). This includes consulting with the Electoral Commissioner and the Australian Statistician and public exhibition of the proposal. (Compliance with section 210A is not required where approval has been given by electors at a referendum to abolish wards.)

Any changes to wards will come into effect for the electoral term commencing in September 2024.

Changing the number of councillors

Section 224(2) of the Act requires that not less than 12 months before an ordinary election the council must determine the number of its councillors for the following term. If, as a result of doing so, a council has determined to change the number of its councillors, it must also obtain approval for the change at a constitutional referendum. Approval would have the effect of changing the number of councillors for the electoral term commencing in September 2024.

If following the approval of a reduction in councillor numbers, a casual vacancy occurs in the office of a councillor (but not a mayor elected by the councillors), and the reduction has not yet taken effect, the vacancy must not be filled if the number of councillors will remain at or above the number approved at the referendum (section 294B of the Act).

Changing the method of electing the mayor

The Act provides two methods by which a mayor can be elected — by popular vote at an ordinary election or by vote among the councillors. Section 228 of the Act permits a council to change the way the mayor is elected by seeking approval of its electors at a constitutional referendum.

3

Councils with areas that are divided into wards are reminded that section 280(2) of the Act requires the same number of councillors is to be elected for each ward. A popularly elected mayor is not to be included in this count. In such circumstances, councils should be mindful that changing the method of electing the mayor could result in an increase or decrease in the number of councillors to be elected.

If electors at a constitutional referendum conducted in conjunction with the 2020 ordinary elections approve a change to the way the mayor is elected, that change will come into effect for the electoral term commencing in September 2024.

Changing the method of electing councillors

The councillors for an area that is divided into wards are to be elected in accordance with either method of election prescribed under section 280 or 281 of the Act.

The method of election under section 280 (method 1) is to apply unless a decision made at a constitutional referendum is in force, which requires the method of election to be conducted under section 281 (method 2).

The decision made at a constitutional referendum to alter the method of election to method 2 must also specify the number of councillors to be elected by the ward electorate and the number of councillors to be elected by the area electorate.

If electors at a constitutional referendum conducted in conjunction with the 2020 ordinary elections approve a change to the method for electing councillors, this change will come into effect for the electoral term commencing in September 2024.

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30th September 2019

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

Issued via email: council@upperlachlan.nsw.gov.au

Dear Mr John Bell,

Guidelines for the Safe Design of Stormwater Inlets

In May 2019, the NSW Coroner handed down findings into the 2017 drowning death of 11 year old Ryan Teasdale in Unanderra NSW, after he was swept by the flow of water into an open stormwater inlet, and recommended that guidelines be developed for the safe design of stormwater inlets in NSW

The Coroner tasked Public Works Advisory (PWA), in conjunction with Local Government NSW, to develop guidelines for the safe design of stormwater inlets and establish criterion to assess risks posed by existing stormwater inlets, particularly those in residential or areas readily accessible to the public.

Developing a state-based design guideline is a lengthy process, potentially taking up to 12 months. While the state-based guideline is being developed, councils may wish to use the Queensland Urban Drainage Manual (QUDM), Edition 4, available at https://www.ipweaq.com/qudm. Of particular relevance is Chapter 12 for assessing risks of existing stormwater systems and when developing new stormwater designs.

A subscription fee applies to gain access to the QUDM. Details are provided at the referenced IPWEAQ website.

In accordance with the Coroner's recommendations, PWA is alerting councils to the NSW Coroner's findings and recommendations from the <u>inquest into the death of Ryan Teasdale</u>. It is requested that you bring this matter to the attention of all elected officials and relevant council officers having responsibility for stormwater and flood management within your Local Government Area.

If you require any further information, or to discuss and provide input to the guidelines, please contact **Dion Dissanayake**, PWA's Project Manager on mobile 0436614051 or email: dion.dissanayake@finance.nsw.gov.au.

Yours sincerely

A. J. McCabe

For: John Anderson A/ Executive Director Public Works Advisory



Circular to Councils

Circular Details	Circular No 19-25 / 2 October 2019 / A671874					
Previous Circular	18-44 Commencement of the new Model Code of Conduct for Local Councils in NSW and Procedures					
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers					
Contact	Council Governance Team – (02) 4428 4100 / olg@olg.nsw.gov.au					
Action required	Council to Implement					

Penalties available to councils for code of conduct breaches by councillors

What's new or changing?

- The purpose of this Circular is to inform councils and joint organisations of the recent decision by the Supreme Court in the matter of Cornish v Secretary, Department of Planning, Industry and Environment [2019] NSWSC 1134. The Court's decision may be found here.
- The Supreme Court has held that, notwithstanding the penalties available to councils for code of conduct breaches by councillors under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (the Procedures), the only disciplinary power available to councils under the Local Government Act 1993 for code of conduct breaches by councillors, is the power to formally censure conferred under section 440G.

What this will mean for your council

- The Office of Local Government (OLG) is currently considering the implications
 of the decision and will provide further guidance to councils once it has done
 so.
- In the meantime, OLG strongly discourages councils from imposing penalties on councillors for breaches of their codes of conduct other than those available under paragraphs (h) and (i) of clause 7.59 of the Procedures, namely:
 - that a councillor be formally censured for a breach under section 440G of the Act (clause 7.59(h)); and
 - that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further action under the misconduct provisions of the Act (clause 7.59(i)).
- The Supreme Court has held that it remains open to councils to make findings
 of inappropriate conduct by councillors public by publishing the investigator's
 findings and determination in the minutes of the meeting (see clause 7.59((f)
 of the Procedures).
- Councils should be mindful that under the new Procedures, an investigator must first consult with OLG prior to finalising their report where they propose to recommend that the councillor be formally censured for a breach and the matter referred to OLG for further action under the misconduct provisions of the Act
- OLG would encourage councils' complaints coordinators to make conduct reviewers aware of the Supreme Court's decision and to discourage them from

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recommending penalties for breaches by councillors other than those referred to above.

Key points

- The Supreme Court's decision means that decisions by councils to impose the following penalties on councillors under the new Procedures may be open to challenge:
 - that a councillor undertakes training or other education relevant to conduct giving rise to a breach (clause 7.59(a));
 - that a councillor is counselled for their conduct (clause 7.59(b));
 - that a councillor is removed from membership of a committee of the council or any other body or organisation that the councillor serves on as the council's representative (clause 7.59(c));
 - that a councillor give an undertaking not to repeat offending behaviour in such time and form specified by a resolution (clause 7.59(d));
 - that a councillor apologise to any person or organisation affected by a breach in such a time and form specified by a resolution (clause 7.59(e)).
- The Supreme Court's decision makes it clear that it remains open to general
 managers and conduct reviewers/investigators to informally resolve code of
 conduct complaints against councillors by alternative means such as, but not
 limited to, explanation, counselling, training, mediation, informal discussion,
 negotiation, a voluntary apology or an undertaking not to repeat offending
 behaviour.
- The decision has no implications for councils' ability to take disciplinary action under the Procedures for code of conduct breaches by council officials other than councillors.

Where to go for further information

 For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Tim Hurst Deputy Secretary

Local Government, Planning and Policy

Office of Local Government
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10 INFORMATION ONLY

The following items are submitted for consideration -

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Information Only - 17 October 2019

ITEM 10.1 Monthly Weeds Activities Report

FILE REFERENCE 119/709

AUTHOR Manager of Regulatory and Biosecurity Services

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

REPORT

Biosecurity staff continued to undertake property inspections throughout the Shire with seventy one (71) completed. One (1) Biosecurity directions were issued for non-compliance, and seven (7) were rescinded for compliance.

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

Property Inspections

Weed	Parish	Road or Street	Date	Action	Degree
ST	Mundoonen	Elms Road	02/09/19	Reinspection	3
ST	Mundoonen	Berrebangalo	03/09/19	Notified	1
ST	Mundoonen	Berrebangalo	03/09/19	Routine	1
-	Mundoonen	Berrebangalo	04/09/19	Routine	-
ST	Dixon	Berrebangalo	04/09/19	Routine	1
ST	Mundoonen	Berrebangalo	09/09/19	Routine	1
ST	Dixon	Lade Vale Rd	09/09/19	Routine	1
ST	Dixon	Lade Vale Rd	09/09/19	Routine	1
ST,SJW	Dixon	Lade Vale Rd	09/09/19	Routine	1,1
ST	Nelanglo	Berrebangalo	11/09/19	Routine	1
-	Nelanglo	Berrebangalo	11/09/19	Routine	-
ST	Nelanglo	Berrebangalo	11/09/19	Routine	1
ST	Gunning	Collector Rd	12/09/19	Show cause	2
ST	Dixon	Lade Vale Rd	16/09/19	Routine	1
ST	Dalton	Darcys Rd	18/06/19	Direction	3
ST	Dalton	Darcys Rd	17/09/19	Reinspection	2
ST	Dalton	Darcys Rd	17/09/19	Reinspection	1
ST	Dalton	Darcys rd	17/09/19	Reinspection	2
ST	Dalton	Darcys Rd	17/09/19	Reinspection	1

Information Only MONTHLY WEEDS ACTIVITIES REPORT cont'd

	_				-
ST	Dalton Darcys Rd		17/09/19	Reinspection	2
ST	Dixon	Berrebangalo	19/09/19	Routine	1
ST	Dalton	Bushs Lane	19/09/19	Reinspection	2
ST	Opton	Mary Vale Rd	23/09/19	Routine	1
ST	Opton	Mary Vale Rd	24/09/19	Routine	1
-	Opton	Mary Vale Rd	24/09/19	Routine	-
ST	Opton	Mary Vale Rd	25/09/19	Routine	1
-	Opton	Mary Vale Rd	25/09/19	Routine	-
-	Dixon	Gundaroo Rd	26/09/19	Routine	-
ST	Nelanglo	Gundaroo Rd	27/09/19	Routine	2
ST	Nelanglo	Gundaroo Rd	27/09/19	Routine	2
-	Mundoonen	Lade Vale Rd	30/09/19	Routine	-
-	Mundoonen	Lade Vale Rd	30/09/19	Routine	-
-	Mundoonen	Lade Vale Rd	30/09/19	Routine	-
S/T-ALG	Pomeroy	Range Rd	02/09/19	Reinspection	2
S/T	Pejar	Pejar Rd	02/09/19	Routine	1
S/T	Pejar	Pejar Rd	05/09/19	Notified	1
S/T-BB	Wangalo	Kangaloolah	11/09/19	Notified	2
S/T	Cuddyong	Kangaloolah	11/09/19	Notified	1
S/T	Cuddyong	Kangaloolah	11/09/19	Notified	1
S/T	Wangalo	Kangaloolah	12/09/19	Routine	1
S/T	Thalaba	Kangaloolah	12/09/19	Routine	1
S/T-BB	Wangalo	Rocky water	12/09/19	Notified	2-3
S/T	Thalaba			Notified	2
S/T	Towrang	Towrang Rd	13/09/19 18/09/19	Reinspection	3
S/T-ALG	Towrang Towrang Rd		18/09/19	Reinspection	2
S/T	Edan Forrest Brayton Rd		18/09/19	Reinspection	2
S/T	Edan Forrest	Brayton Rd	18/09/19	Reinspection	2
S/T	Pegar	Kialla Rd	19/09/19	Reinspection	2
S/T-ALG	Wayo	Goulburn Rd	19/09/19	Notified	1
S/T	Pegar	Pejar Rd	19/09/19	Notified	3
S/T	Burridgee	Millsvale Rd	24/09/19	Notified	1
S/T-BB	Burridgee	Millsvale Rd	24/09/19	Notified	2
S/T	Laggan	Golspie Rd	25/09/19	Routine	1
S/T	Laggan	Westbank Rd	25/09/19	Routine	1
S/T	Laggan Westbank Ro		25/09/19 Routine		1
S/T	Laggan	Golspie Rd	26/09/19	Routine	1
S/T	Laggan	Golspie Rd	26/09/19	Routine	1
S/T	Laggan	Golspie Rd	26/09/19	Routine	1
J/ I		Golspie Rd	26/09/19	Routine	
ST	Laggan Turrallo	Rhyanna	17/09/19	Routine	1
ST	Turrallo		17/09/19	Routine	1
ST	Turrallo	Rhyanna Rhyanna	17/09/19	Routine	1
ST	Bouverie	Mares Forest	18/09/19		2
				Reinspection	2
ST	Bouverie	Mares Forest	18/09/19 18/09/19	Reinspection	2
ST		Bouverie Mares Forest		Reinspection	2
ST	Bouverie	Mares Forest	18/09/19	Reinspection	
ST	Bouverie	Mares Forest	18/09/19	Reinspection	2
ST	Bouverie	Mares Forest	18/09/19	Reinspection	2
ST	Turrallo	Rhyanna	19/09/19	Routine	1

Information Only MONTHLY WEEDS ACTIVITIES REPORT cont'd

ST	Turrallo	Rhyanna	19/09/19	Routine	1	
ST	Turrallo	Rhyanna	19/09/19	Routine	1	l

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

CNG Chilean Needle Grass

ALG African Lovegrass

CG Coolatai Grass

Key for Degree of Infestations

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

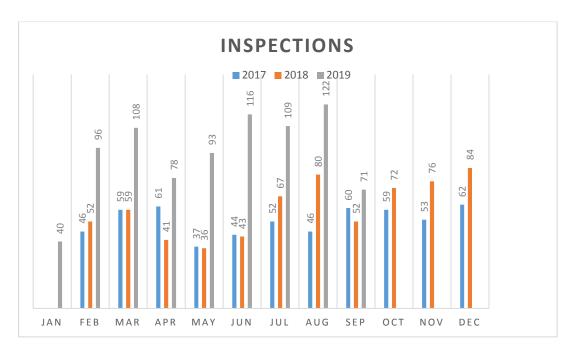
Key for Actions of Inspections

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

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

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

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



Information Only MONTHLY WEEDS ACTIVITIES REPORT cont'd **POLICY IMPACT** Nil **OPTIONS** Nil FINANCIAL IMPACT OF RECOMMENDATIONS Nil **RECOMMENDATION** That -1. Council receive and note the report as information. **ATTACHMENTS** Nil

Information Only - 17 October 2019

ITEM 10.2 Development Statistics for the month of September 2019

FILE REFERENCE 119/686

AUTHOR Economic Development Officer

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

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

REPORT

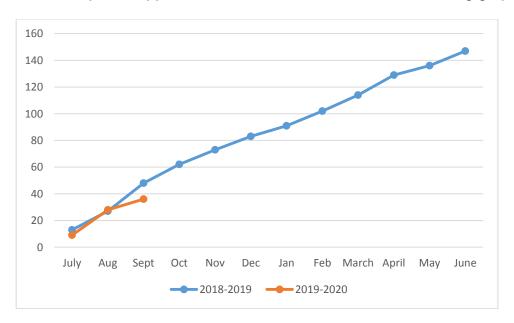
The following table outlines the type and value of new development.

Statistics by Development Type										
Current Year								Last	year	
DA Type September 2019				Year to Date 1/9/2018 to 30/9/2019		September 2018		Year to date 1/8/2017 to 30/9/2018		
	Cour	nt \$	/alue	Count	,	\$Value	Count	\$Value	Count	\$Value
Commercial	0		\$0	1	1 \$50,000		2	\$1,816,000	4	\$3,086,000
Residential	5	\$1,	573,700	27	7 \$6,368,736		14	\$2,292,522	32	\$6,275,649
Industrial	0		\$0	1		\$795,000	0	\$0	0	\$0
Other	2	\$	450,000	3	\$	1,375,000	4	\$250,000	6	\$320,000
Total	7	\$2,	023,700	32	\$8	8,588,736	20	\$4,358,522	42	\$9,681,649
Subdivision										
Туре		Count	Lots	Cour	nt	Lots	Count	Lots	Count	Lots
Residential		0	0	1	1 3		0	0	0	0
Rural Resider	ntial	1	2	1	1 2		0	0	0	0
Commercial		0	0	0	0 0		0	0	0	0
Industrial		0	0	0	0 0		0	0	0	0

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	0	0	1	4	6	15
Modification/Other	0	0	0	0	0	0	0	0
Total	1	2	2	5	1	4	6	15

1. <u>Development Applications</u>

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



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

	DA	DAs	DA	DAs	DA
DAs under	modifications	received	modifications	determined	modifications
assessment	under	Sep	received	Sep	determined
	assessment	2019	Sep 2019	2019	Sep 2019
18	2	6	2	11	1

The average determination processing time is for the month of September was 44 days.

Determinations issued 1 September to 30 September 2019 are summarised in the following table:

Determinations Issued between 1 September to 30 September 2019			
DA No.	Proposal	Property	
105/2018 (Mod)	Carport/Awning	5 Crown St, Crookwell Lot 7 DP 231957	
2/2019	New Dwelling & Dual Occupancy	Rossi St, Collector Lot 3, 3, 4 & 15 DP 1211033	

Dete	Determinations Issued between 1 September to 30 September 2019			
DA No.	Proposal	Property		
5/2019	Alterations & Additions	55 Northcott St Crookwell		
3/2019	Alterations & Additions	Lot 8 Sec 8 DP 2383		
35/2019	Dwolling	9 Diamond Rd, Crookwell		
35/2019	Dwelling	Lot 1 DP 579446		
44/2019	Garago/Shod	77 Brooklands St, Crookwell		
44/2019	Garage/Shed	Lot 3 DP 576559		
73/2019	Dwolling	81 Povey Place, Breadalbane		
73/2019	Dwelling	Lot 8 DP 1205245		
75/2019	Dwelling	6 Graham Cres, Crookwell		
75/2019		Lot 18 DP 1253454		
76/2019	Dwelling	1 Surrey St, Collector		
70/2019		Lot 1 DP 1251680		
77/2019	Dwelling	3 Surrey St, Collector		
77/2019	Dweiling	Lot 2 DP 125680		
78/2019	Dwelling	7 Surrey St, Collector		
10/2019	Dweiling	Lot 4 DP 1251680		
79/2019	Alterations & Additions	Woodhouselee Rd, Crookwell		
13/2013	Alterations & Additions	Lot 2 DP 808749		
83/2019	Dwelling	4 Graham Cres, Crookwell		
03/2013		Lot 16 DP 1253454		

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

DA No.	Date Rec	Proposal	Property	Reason
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant
32/2019	9/4/2019	Alterations & Additions	1093 Breadalbane Rd Breadalbane Lot 230 DP 750031	Awaiting Additional Information
46/20/19	30/5/2019	Change of Use	385 Lost River Rd, Lost River Lot 6 DP 1145749	Awaiting Additional Information
57/2019	2/7/2019	Dwelling	19 Dalton Rd, Gunning Lot 1 DP 1024913	Awaiting Additional Information
61/2019	25/7/2019	Industrial Warehouse	38 McIntosh Rd, Crookwell Lot 11 & 12 DP 1031350	Awaiting Additional Information
62/2019	30/7/2019	Alterations & Additions	Spring St, Crookwell Lot 2 DP 984888	Under Assessment

Development Applications Outstanding on 30 September 2019 (In order of date submitted to Council)					
DA No.	Date R	ес	Proposal	Property	Reason
64/2019	5/8/20	19	Shipping Container	19 Copeland St, Gunning Lot 21 DP 1200509	Under Assessment
66/2019	8/8/20	19	Transportable Dwelling	Yass St, Gunning Lot 2 DP 1160954	Under Assessment
68/2019	13/8/20)19	Subdivision	4070 Grabben Gullen Rd, Crookwell Lot 100 DP 1232773	Deferred to RFS & Engineering
69/2019	13/8/20)19	Community Event	1A Walsh St, Taralga Lot 251 DP 750017	Under Assessment
74/2019	23/8/20)19	Alterations & Additions	37 Laggan Rd, Laggan Lot 2 DP 700478	Awaiting Additional Information
80/2019	27/8/20	19	Alterations & Additions	29 Denison St, Crookwell Lot 1 DP 1047009	Under Assessment
81/2019	30/8/20	19	Swimming Pool/Spa	776 Kialla Rd, Crookwell Lot 104 DP 750042	Under Assessment
82/2019	5/9/20	19	Garage/Shed	211 Roslyn Rd, Crookwell Lot 59 DP 753041	Under Assessment
58/2018 (Mod)	5/9/20	19	Dog Kennels	120 Salisbury Rd, Bigga Lot 237 DP 753041	Advertise Development
95/2018 (Mod)	6/9/20	19	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538	Under Assessment
84/2019	11/9/20	19	Transportable Dwelling	60 Biala St, Gunning Lot 17 Sec 8 DP 758493	Deferred to Engineering
85/2019	13/9/20)19	Change of Use - Nursery	163 Goulburn St, Crookwell Lot A DP 33097	Deferred to Engineering
86/2019	19/9/20)19	Transportable Dwelling	4049 Taralga Rd, Myrtleville, Lot 1 DP 1078579	Under Assessment
87/2019	24/9/20)19	Dwelling	2883 Woodhouselee Rd, Laggan Lot 32 DP 1246818	Under Assessment

2. <u>Construction Certificates</u>

Construction Certificates Issued between 1 September to 30 September 2019			
CC No.	Proposal	Property	
89/2018	Carport/Awning	5 Crown St, Crookwell Lot 7 DP 231957	
113/2018	Dwelling	171 Craigs Rd, Curraweela Lot 2 DP 1222109	

Construction Certificates Issued between 1 September to 30 September 2019			
CC No.	Proposal	Property	
25/2019	Garage/Shed	77 Brooklands St, Crookwell Lot 3 DP 576559	
47/2019	Shed	25 St Stephens Rd, Wayo Lot 4 DP 110272	
57/2019	Alterations/Additions	1634 Wheeo Rd, Wheeo Lot 1 DP 102201	
60/2019	Dwelling	48 McDonald St, Crookwell Lot 52 DP 653880	
63/2019	Alterations/Additions	1661 Woodhouselee Rd, Roslyn Lot 2 DP 808749	
66/2019	Alterations/Additions	44 Holloways Rd, Tarlo Lot 1 DP 804128	
67/2019	Dwelling	4 Graham Crescent, Crookwell Lot 16 DP 1253454	
71/2019	Dwelling	72 Denison St, Crookwell Lot 1 DP 355192	
74/2019	Dwelling	6 Graham Crescent, Crookwell Lot 18 DP 1253454	

Approved by Council		
September 2019	Year to date	
11	30	

3. Occupation Certificates

Occupation Certificates Issued between 1 September to 30 September 2019			
OC No.	Proposal	Property	
53/2019	Garage/Shed	20 North St, Crookwell Lot 16 Sec 3 DP 1809	
54/2019	Garage/Shed	3 Camp St, Grabben Gullen Lot 3 DP 1117935	
55/2019	Alterations/Additions	201 Gibraltar Rd, Marulan Lot 125 DP 750014	
56/2019	Dwelling & Shed	18 Boureong Drive, Gunning Lot 4 DP 119749	
59/2019	Garage/Shed	36 Hill St, Taralga Lot 102 DP 1105184	
60/2019	Garage/Shed	24 Tulloh St, Crookwell Lot 2 DP 1124766	

Approved by Council		
September 2019	Year to date	
6	15	

DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2019 cont'd

4. Subdivision Certificates

Subdivision Certificates Issued between 1 September to 30 September 2019			
SC No.	Proposal	Property	
11/2019	Subdivision	Church St, Collector Lot 2 DP 1049447	
12/2019	Subdivision	Gundaroo Rd, Gunning Lot 19, 20, 21, 22 DP 746075 & Lot 1 & 3 DP 837871 Lot 1 DP 856811	
14/2019	Subdivision	16 Tulloh St, Crookwell Lot 6 DP 1246984 & Lot 3 DP 862384	

Approved	by Council
August 2019	Year to date
3	8

5. Planning Certificates

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	347
1 July 2019 to 30 September 2019	138

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 17 October 2019

ITEM 10.3 Natural Disaster 2016 event payment claims

FILE REFERENCE 119/632

AUTHOR Director of Infrastructure

ISSUE

This report provides an update on the legacy claims for the Natural Disaster event of July 2016.

RECOMMENDATION That -

1. Council receive and notes the report as information.

BACKGROUND

Upper Lachlan Shire Council was declared a natural disaster affected area in July 2016. Council commenced the emergency works and the restoration works immediately after the declaration for affected roads. The original approved value of natural disaster schedule of works totalled \$2.02 million for local roads and \$71K for regional roads. Outstanding works totalling \$1.14m were carried forward to the financial year 2018/2019. The restoration roadworks are subject to the Natural Disaster Relief and Recovery Arrangements (NDRRA) guidelines.

REPORT

Council completed some roadworks included in the schedule works in financial years 2016/2017 and 2017/2018. Council recommenced delivery of restoration roadworks in February 2019. On 14 May 2019, Council were notified by the Roads and Maritime Services (RMS) that components of the 2017/2018 claim for reimbursement, including labour and internal plant hire, would not be reimbursed under the NDRRA guidelines. The total impact was \$39K. At the time this advice was received, Council sought further written clarification from RMS in relation to the status of all future payment claims under NDRRA guidelines for works completed in 2018/2019. RMS written confirmation was finally received on 5 September 2019 providing clarity to Council.

Council had undertaken roadworks from 1 February 2019 to 14 May 2019 assuming it would be paid as was the case for the previous claims under the same event. As a result of this advice, labour and internal plant costs totalling \$416K cannot be claimed. Copy of the RMS correspondence, dated 5 September 2019 is Attachment 1 to this report.

In May 2019, Council lodged payment claims for reimbursement of roadworks completed in 2019 and did not receive payments for these claims. Despite several reminders Council did not receive a response providing an outcome for the payment claim lodged. This lack of clarity created a suspicion that the payment claims were not

Information Only NATURAL DISASTER 2016 EVENT PAYMENT CLAIMS cont'd

going to be paid by RMS. Upon receiving the RMS notification letter Council immediately stopped all natural disaster roadworks on 15 May 2019 after Council was made aware of potential non-payment and then sought further clarifications from RMS.

Council had undertaken natural disaster storm damage restoration works using a combination of internal resources (labour and plant) and external contractors. Using internal resources for these projects has proven cost-effective as Council teams are familiar with the remote rural locations and road conditions.

As a result of diverting internal resources to this project, external contractors were engaged to undertake planned major infrastructure works; for example the Abercrombie River Bridge replacement valued at \$1.5 million.

Council has undergone management and supervisory staff turnover as part of the organisational realignment. During this period, management of this project was undertaken by a combination of a number of external consultants and this disruption has been a contributing factor to this adverse outcome.

By stopping works in May 2019 this meant that Council were not going to meet the NDRRA deadline for the completion of restoration roadworks by 30 June 2019. As such, Council requested for extension to the deadline for completion of the remainder of these works. The value of works yet to be completed subject to approval of an extension of time to complete totals \$459K. If works were not halted by management a further amount up to \$459K may have been expended without reimbursement. A copy Council's letter of request for extension of time under NDRRA is included as Attachment 2. This letter accompanied an extensive application form explaining the reasons surrounding the delay and justification related to the request for extension of time to complete the restoration roadworks.

Works on ground were required to be completed, as indicated in the natural disaster event of 2016. Council staff completed those works as per the accepted practice, however, approximately \$850K worth of works were completed before works were stopped in May 2019. Council is expected to receive part of the payment claim. As such Council is facing a shortfall of approximately \$416K in 2018/2019.

In order to safeguard against future issues of this nature, Council has negotiated arrangements that allows Council to use internal resources during and after future natural disaster events and recover the cost associated with such restoration works after the declaration has been made. Copy of these arrangements is included as Attachment 3. The NDRRA arrangements were previously approved by Council on 20 December 2018.

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Nil

OPTIONS

Nil

Information Only NATURAL DISASTER 2016 EVENT PAYMENT CLAIMS cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

Council will not be reimbursed for components of roadworks completed by internal plant hire and Council labour resources totalling (\$416K + \$39K = total \$455K). The non-reimbursable cost incurred by Council has been funded by unrestricted cash reserves within the 2018/2019 Financial Statements.

RECOMMENDATION That -

1. Council receive and notes the report as information.

ATTACHMENTS

1. <u>U</u>		Attachment
) - Natural Disaster Event July 2016 - Claim 3LB	
2. <u>↓</u>	Outgoing letter to NSW Government Transport Roads &	Attachment
	Maritime Services (RMS) - Request for Extension of Time –	
	National Disaster Relief and Recovery Arrangements	
3.₫	Returned forms Office of Emergency Management - Interim	Attachment
	NSW Department of Justice Interim Day Labour co-funding	
	arrangements	



5 September 2019

Mr Daniel Cooper
Acting Director Finance and Administration
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581
DCooper@upperlachlan.nsw.gov.au

Cc Mr John Bell, General Manager Cc Mr Mursaleen Shah, Director of Infrastructure

Dear Mr Cooper

I refer to your previous correspondence to Roads and Maritime Services Area Maintenance Manager, Vince Boer in relation to claims for payment against the Schedule of Works for the July 2016 Natural Disaster event, Claim 3LB. I am advised that Claim 3LB includes items which are not eligible for payment under the Natural Disaster guidelines in place at the time of the event related to this claim.

As you would be aware I wrote to council on 14 May 2019 regarding issues with a previous claim for payment under this event. Ineligible items had been included in error in the June 2018 claim for payment. In the correspondence I indicated that this funding will need to be recouped by Roads and Maritime. It also advised that future claims for payment would need to include a transaction listing so that checks can be made to ensure that all costs included are eligible.

The guidelines in place at the time of the event related to this claim do not allow the inclusion of plant hire and day labour items within claims for payment. Roads and Maritime is unable to recoup funding from the Office of Emergency Management for ineligible items. Further, the Claim for Payment provided by council is made against an agreed schedule of works. The claim for payment is also to be signed by an authorised Council delegate acknowledging that expenditure in the certificate is accurate and relates only to works described on this claim. For these reasons it is not possible to approve a claim for payment which includes ineligible items.

Council are requested to revise the claim for payment made under Claim 3 so that it includes only items which are eligible for payment. The claim for payment should be accompanied by a general ledger/transaction listing Excel spreadsheet. For your information, the general ledger/transaction listing must:

- · be presented in Excel format
- · contain a total amount that correlates to the total claim for payment amount
- · contain eligible expenditure items only
- · separately specify expenditure paid by local council and Roads and Maritime if required

For more information please contact Vince Boer, Area Maintenance Manager on 4872 5811.

Regards

Sam Knight

Director, Southern Region

PO Box 477 Wallengong NSW 2600 | www.ms.nsw.gov.au | ABN: 76 238 371 068



Upper Lachlan Shire Council

All correspondence addressed to the General Manager, PO Box 42, GUNNING NSW 2581

Crookwell Office: 44 Spring Street, Crookwell NSW 2583 p: 02 4830 1000 | t: 02 4832 2066 | e: council@upperlachian.nsw.gov.au | www.upperlachian.nsw.gov.au

Gunning Office: 123 Yass Street, Gunning NSW 2581 p: 02 4845 4100 | t: 02 4845 1426 | e: council@upperlachlan.nsw.gov.au

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

p: 02 4840 2099 | f. 4840 2296 | e. tanalgacisc@upperlachtan.nsw.gov.au



Area Maintenance Manager Mr Vince Boer Roads and Maritime Services PO Box 477 Wollongong NSW 2500

Dear Vince,

Re: Request for Extension of Time - National Disaster Relief and Recovery Arrangements

In accordance with NDRRA an extension of time is sought for the completion of NSW Inland Storms and Floods program undertaken by the Upper Lachlan Shire Council.

Should you wish to discuss this matter further please contact Council's Director of Infrastructure on 02 4830 1000 during business hours.

Yours faithfully

Mursaleen Shah

Director of Infrastructure





DRFA 2018 - Information for NSW Local Councils

Interim Day Labour Co-Funding Arrangements | Council's position

12 October 2018

Dear General Manager,

Following extensive consultation by my office, all NSW local councils are requested to advise the Office of Emergency Management (OEM) of their position regarding the interim NSW Day Labour Co-Funding Arrangements by 1 November 2018, and no later than 31 January 2019.

Please be aware that:

- Only councils that have opted-in to the new Day Labour Co-Funding Arrangements
 prior to an eligible disaster can claim for day labour, internal plant and equipment hire,
 and Emergency Works up to the three (3) month time limit.
- If a council has not advised OEM of their position and an eligible disaster impacts their local government area after 1 November 2018, the council will be regarded as having opted-out of the interim Day Labour Co-Funding Arrangements.
- Once a council has advised OEM of their position regarding the new Day Labour Co-Funding Arrangements, the council's position will stand until 1 November 2019.

On the next page you will find the 'Opt-in / Opt-out' form. OEM kindly asks Council's General Manager to fill it out and return a signed copy as soon as possible via email to: drfa.support@justice.nsw.gov.au.

If your Council has any questions, please contact Lalit Singh directly via email Lalit.Singh@justice.nsw.gov.au or phone 02 9212 9335.

Many thanks for your collaboration.

Yours sincerely,

Feargus O'Connor Executive Director

Office of Emergency Management | NSW Department of Justice

Office of Emergency Management | October 2018

Page 1 of 2



Interim Day Labour Co-Funding Arrangements | Opt-in / Opt-out form

OEM requests all NSW local councils to advise OEM of their opt-in / opt-out preference for the interim NSW Day Labour Co-Funding Arrangements.

Cut-off date: 31 January 2019

All supporting documentation can be found on the support portal: https://drfa.support/interimdaylabour2018/

Councils that require further information can contact OEM via email: <u>drfa.support@justice.nsw.gov.au</u>

Instructions: All sections must be filled out.

relation to the interim NSW Day La	464/24 MAIO STOLEY WALLEST STOLEY STO
Document name:	YES
1. OEM_DRFA_factsheet Septemb	per 2018
2. OEM_DRFA_new co-funding mo	odel factsheet
 Appendix D – Day Labour Co-Fu Arrangements Guidelines. 	unding
2. Council's opt-in / opt-out preference	ce is indicated below (select one):
A. The council is OPTING-IN to the	YES
Day Labour Co-Funding Arrang	
Day Labour Co-Funding Arrang B. The council is OPTING-OUT an remain with the pre-DRFA arran	ements.
B. The council is OPTING-OUT an remain with the pre-DRFA arran	ements. Ind chooses to ingements.
B. The council is OPTING-OUT an remain with the pre-DRFA arran	ements.
B. The council is OPTING-OUT an remain with the pre-DRFA arran	ements. Ind chooses to ingements. Date [DD/MM/YY]
B. The council is OPTING-OUT an remain with the pre-DRFA arran 3. Name of the council	ements. Ind chooses to prements. Date [DD/MM/YY]
B. The council is OPTING-OUT an remain with the pre-DRFA arrangement of the council UPPER LACHUAN SHIRE COUNCIL	Date [DD/MM/YY]

Information Only - 17 October 2019

ITEM 10.4 Investments for the month of September 2019

FILE REFERENCE 119/692

AUTHOR Acting Director of Finance and Administration

ISSUE

Council Investment Portfolio Register as at 30 September 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The investment portfolio register as at 30 September 2019 is provided for the information of Council.

REPORT

Investments to 30 September 2019

Investment Institution	Туре	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
СВА	Call	\$800,000	0.95%	N/A	30-09-19	\$1,369.86
Bank of Qld	TD	\$700,000	2.50%	182	16-10-19	\$8,726.03
Bank of Qld	TD	\$1,000,000	2.35%	175	06-11-19	\$11,267.12
Bank of Qld	TD	\$800,000	1.65%	90	03-12-19	\$3,254.79
Bank of Qld	TD	\$500,000	2.00%	189	08-01-20	\$5,178.08
Bank of Qld	TD	\$1,000,000	2.10%	215	29-01-20	\$12,369.86
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,000,000	1.63%	105	27-11-19	\$4,689.04
Bankwest	TD	\$1,000,000	1.85%	161	18-12-19	\$8,160.27
Bankwest	TD	\$1,500,000	1.60%	141	05-02-20	\$9,271.23
Bankwest	TD	\$500,000	1.50%	364	16-09-20	\$7,479.45
Bendigo Bank	TD	\$800,000	2.15%	121	04-10-19	\$5,701.92
Bendigo Bank	TD	\$1,000,000	2.45%	182	23-10-19	\$12,216.44

Information Only INVESTMENTS FOR THE MONTH OF SEPTEMBER 2019 cont'd

					_	
Bendigo Bank	TD	\$1,000,000	1.60%	146	15-01-20	\$6,400.00
Bendigo Bank	TD	\$1,200,000	1.60%	210	18-03-20	\$11,046.58
Bendigo Bank	TD	\$1,000,000	1.55%	266	17-06-20	\$11,295.89
СВА	TD	\$1,009,073	1.08%	120	14-11-19	\$3,582.90
СВА	TD	\$1,000,000	1.72%	120	21-11-19	\$5,654.79
CBA	TD	\$1,000,000	1.65%	90	26-11-19	\$4,068.49
СВА	TD	\$1,000,000	1.69%	119	04-12-19	\$5,509.86
СВА	TD	\$1,000,000	1.53%	141	12-02-20	\$5,910.41
IMB	TD	\$1,000,000	2.60%	203	02-10-19	\$14,460.27
IMB	TD	\$1,300,000	2.45%	91	30-10-19	\$7,940.68
IMB	TD	\$500,000	1.65%	99	11-12-19	\$2,237.67
IMB	TD	\$900,000	1.65%	92	11-12-19	\$3,743.01
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
NAB	TD	\$1,100,000	1.97%	105	09-10-19	\$6,233.84
NAB	TD	\$1,000,000	1.70%	153	22-01-20	\$7,126.03
NAB	TD	\$1,000,000	1.75%	365	05-08-20	\$17,500.00
NAB	TD	\$700,000	1.67%	335	11-08-20	\$10,729.18
		\$29,509,073				\$407,215.47

COUNCIL INVESTMENT PERFORMANCE: -

BUDGET COMPARISON TO 30 SEPTEMBER 2019

Interest on Investments Received YTD	\$142,480
Annual budgeted amount for all funds	\$666,600
Percentage of Interest Received YTD	21.37%
Percentage of Year Elapsed	25.00%

BBSW COMPARISON TO 30 SEPTEMBER 2019

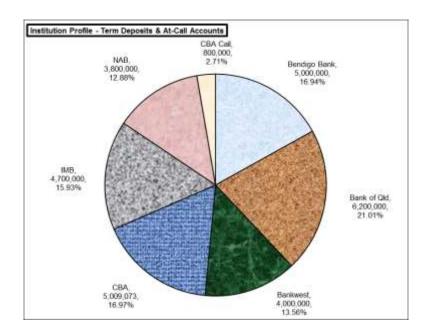
Average market interest rate (90 day BBSW)	1.19%
Average return on all investments	2.05%

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.

FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 30 SEPTEMBER 2019

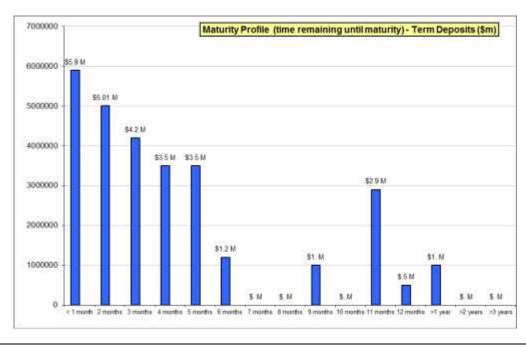
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 30 SEPTEMBER 2019

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



SUMMARY OF AVAILABLE CASH AT 30 SEPTEMBER 2019

TOTAL INVESTMENTS: -

\$ 29,509,073.15

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

General Fund Reserves	\$ 19,578,449.15
Water Supply Fund Reserves	\$ 2,774,923.05
Sewerage Fund Reserves	\$ 5,292,964.55
Domestic Waste Management Fund Reserves	\$ 1,857,125.01
Trust Fund Reserves	\$ 5,611.39

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 17 October 2019

ITEM 10.5 Bank Balance and Reconciliation - 30 September 2019

FILE REFERENCE 119/691

AUTHOR Acting Director of Finance and Administration

ISSUE

Statement of Bank Balance and Reconciliation as at 30 September 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

General Ledger Balance brought forward 31 August 2019	710,926.80
Add: Receipts for September 2019	3,566,543.37
	4,277,470.17
Deduct: Payments for September 2019	4,643,693.53
Balance as at 30 September 2019	(366,223.36)
Balance as per Bank Statement 30 September 2019	397,726.71
Add: Outstanding Deposits	1,653.69
	399,380.40
Deduct: Unpresented Cheques / EFTs	765,603.76
Balance as at 30 September 2019	(366,223.36)

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 17 October 2019

ITEM 10.6 Rates and Charges Outstanding for the month of

September 2019

FILE REFERENCE 119/690

AUTHOR Acting Director of Finance and Administration

ISSUE

Rates and Charges Outstanding Report to 30 September 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 30 September 2019 is detailed.

REPORT

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

	30/09/2019	30/09/2018	30/09/2017
Description			
Total % Rates and Charges	58.97%	60.25%	60.03%
Outstanding			
Total \$ Amount Rates and Charges Outstanding	\$7.177million	\$6.937million	\$6.907million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council receive and note the report as information.

ATTACHMENTS

1. <u>↓</u>	Rate Collection 2020 Year - September Report	Attachment
2.	Arrears of Rates by Category - September 2019	Attachment

Rate Collection 2020 Year

Rating Categories	Levy Raised	Rates Received to	Rates Outstanding to	% Rates Outstanding
	to date	1 October 2019	1 October 2019	1 October 2019
Farmland	5,071,769.00	1,999,758.92	3,072,010.08	60.57%
Residential	1,278,500.58	495,049.18	783,451.40	61.28%
Rural Residential	696,891.40	308,697.37	388,194.03	55.70%
Business	287,023.35	155,603.24	131,420.11	45.79%
Mining	1,944.11	1,944.11		0.00%
Water	931,548.00	371,724.16	559,823.84	60.10%
Sewerage	1,522,250.54	603,438.66	918,811.88	60.36%
Domestic & Comm Waste	1,211,538.78	478,619.26	732,919.52	60.49%
Rural Waste	661,854.60	279,333.54	382,521.06	57.80%
Storm Water	46,792.96	17,152,48	29,640.48	63.34%
**Arrears	460,396.84	281,989.29	178,407.55	38.75%
Overall Total Rates	12,170,510.16	4,993,310.21	7,177,199.95	58.97%

Date 2/10/19
Date 4/10/3019

1:\2019-2020\Rates\Recs\%outst_September 30 -2019

ARREARS OF RATES BY CATEGORY 2 October 2019

Category	Amount Outstanding	% of rates outstanding
Farmland	\$44,883.16	25%
Residential	\$24,931.03	14%
Residential Non Urban	\$12,190.65	7%
Business	\$2,225.84	1%
Mining	\$0.00	0%
Water	\$19,669.96	11%
Sewerage	\$32,895.12	18%
Domestic & Commercial Waste	\$25,812.02	14%
Storm Water	\$1,085.16	1%
Rural Waste	\$14,714.61	8%
Total Amount of Arrears	\$178,407.55	100%

Prepared by M UCMONTO Date 2/10/19.

Authorised by Date 4/10/20/9

I:\2019-2020\Rates\Recs\Arrears of rates by category September 30 - 2019

Information Only - 17 October 2019

ITEM 10.7 Grants Report

FILE REFERENCE 119/689

AUTHOR Grants/Projects Officer

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is an attachment to this report for Councillors information.

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

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

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. Grants and Projects Report - October 2019 Attachment

Grants and Projects Report to Council - 17 October 2019

Grant Application	The second second	ess	an-eromen-				(VAN	CASTON AND ADDRESS OF THE PARTY					
Grantee	Due or Submitted	Project	Council Contrib.		Other Contribution		Amount Requested			Subtotal		oject Cost	Comment/Progress
Fixing Country Roads	10.10.19	Kangaroo Creek Bridge - Bigga	\$965,0	00	\$	8	\$	965,000	S	1,930,000	\$	1,930,000	Lodged
Country Passenger Transport Infrastructure Grant	27.8.19	Gunning and Dalton Bus Stops	\$ 20,0	000			\$	22,000	ş	42,000	\$	42,000	Awaiting news of success
Stronger Country Communities Fund Round 3	18.9.19	Gunning Showground Amenities	\$		\$	8	\$	750,000	ş	750,000	\$	750,000	Awaiting news of success
Grant Projects Fu	nded												
Grantee	Submitted	Project	Cou		Contrib	Other ution		Amount Received		Subtotal		Project Cost	Comment/Progress
Building Better Regions Fund - Round 3	15.11.18	Wombeyan Caves	\$100,0	00	s		s	2,500,000	S	2,500,000	Ś	5,028,000	Infrastructure
Growing Local Economies Fund	05.07.18	Road Upgrade	0.80000880	2012.140	\$	5	\$	2,428,000	\$	2,428,000			Infrastructure
Bridges to Renewal (Round 1)	28.08.14	Replacement of	\$ 75,	000	\$	-	\$	775,000	\$	850,000			Project completed. Completion
Fixing Country Roads 2014	01.11.14	-Abercrombie River Bridge	\$	÷	s	÷	\$	675,000	\$	675,000	S	1,525,000	report and opening ceremony
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$		s	-	\$	70,000	\$	70,000	\$	70,000	Infrastructure

Grantee	Submitted	Project		ouncil ntrib.	Co	Oth ntributio			Amount Received		Subtotal	į	Project Cost	Comment/Progress
Bridges Renewal		Crookwell River Bridge - Woodville Road	\$294	,861	\$	=		\$	294,860	s	589,721	\$	589,721	
(Round 4)	05.02.19	Diamond Creek Bridge - Kangaloolah Road	\$561	,007	\$	1		\$	560,000	\$	1,121,007	\$	1,121,007	Infrastructure
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$42	5,113	\$	11,500	ı.	\$	600,000	\$	1,036,613	ş	1,036,613	Project completed
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$		s		ň	\$	30,000	\$	30,000	s	30,000	Infrastructure
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek	\$ 8	1,260	s	ě	ę i	\$	450,000	\$	531,260		1,062,460	Infrastructure - Preparing for tender
Fixing Country Roads 2015	02.05.16	Bridge Upgrade	\$	74	\$		ŝ	\$	531,230	\$	531,230		3 1,002,400	
Growing Local Economies Fund	05.07.18	Grabine Road Upgrade	\$20	0,000	ş		÷	\$ 3	3,300,000	\$	3,500,000	s	3,500,000	Infrastructure

Grantee .	Submitted	Project		ouncil ontrib.	Con	Other tribution	Amount Received	Subtotal	Pr	oject Cost	Comment/Progress
		PAMP Priorities	Ş	12	s	2	\$ 344,487	\$ 344,487	\$3	44,487	Hume Street Gunning pathway constructed, Nelangio St and Showground to be constructed Laggan awaiting construction.
		Re-energising the Collector Community	\$		\$	8	\$ 220,000	\$ 220,000	\$	220,000	River Park Constructions has installed boardwalk and started pathway on Bourke Street.
Stronger Country Communities Fund (Round 1)	12.09.17	Pat Cullen Community Recreation area	\$ 1	31,000	ş	\$6	\$ 223,564	\$ 304,564	\$	304,564	Premier and Cabinet inspected 18.9.19 - Project completed, inspection undertaken, in discussion regarding rectification of faults
		Clifton Park Community Connection & Pathway	s	Œ.	s	*	\$ 112,189	\$ 112,189	\$	112,189	Premier and Cabinet inspected project 18.9.19 Final report lodged.
		Crookwell Showground Upgrade	\$	72	\$	\$	\$ 275,141	\$ 275,141	\$	275,141	Premier and Cabinet inspected 18.9.19. Milestone 2 report lodged. Toilet/shower block ordered.

Grantee	Submitted	Project	Counc Contrib		Contr	Other ibution	Amou Receive	Subtotal	roject Cos	t Comment/Progress
		Memorial Oval Fit Out	\$	180	s	ā	\$ 315,000	\$ 315,000	\$ 315,000	Premier and Cabinet inspected 18.9.19 - 2nd milestone report lodged and payment received. Project completed. Completion report to be lodged with SCCF and Clubgrants.
Stronger Country	01.05.18	Active Villages Project	\$	ŤX	\$	9	\$ 300,000	\$ 300,000	\$ 300,000	Council resolved to award the 4 outdoor gymnasiums to Imagination Play. Arranging contract.
Communities Fund (Round 2)		Lights Football Action	\$	•	s	5	\$ 150,000	\$ 150,000	\$ 150,000	On site meeting held with REES Electrical.
		PAMP – 1 st priorities	s		\$	ē	\$ 356,772	\$ 356,772	\$ 356,772	Design of Taralga shared path completed. Bigga to be designed. Binda variation logded to change from pedestrian refuge (RMS not approved) to pathway on Queen Street.
		Breadalbane Hall Pergola	s	\$	s	-	\$ 67,000	\$ 67,000	\$ 67,000	Pergola due to be finished in October. Milestone 2 report lodged.

Clifton Park Community Connections and Pathway







Information Only - 17 October 2019

ITEM 10.8 Action Summary - Council Decisions

FILE REFERENCE 119/658

AUTHOR Acting General Manager

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Summary sheet from the:-

Council Meeting: 16 August 2018

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

Council Meeting: 16 May 2019

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

Council Meeting: 20 June 2019

137/19	Council request the Minister of Local Government and the Office of Local Government grant an exemption for all the Councillors in relation to Pecuniary Interests under the Code of Conduct to deal with amendments and all matters associated with the Upper Lachlan Local Environmental Plan (LEP).	GM/DEP	Individual Councillors to make a decision in relation to Pecuniary Interest.
143/19	Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee. Council ensure that the proper processes have been undertaken in compliance with the Local Government Act 1993 and the Environment and Planning Assessment Act 1979 to reclassify the Community Land to Operational Land.	DOI	Report to be reported to a future Council Meeting after the compulsory acquisition of land.
153/19	That the Streetscape Committee recommends to Council to purchase the models or types of seats (CPS18-TI-AR), bins (ABEH240-TI) and noticeboards (2PUN122-SM-NB) so that detailed engineering design can be completed and installation progress without further delay.	DOI	Final design received on 2 October 2019. Costings are being finalised. Quotation to be requested in October 2019.
161/19	The potential land sale be deferred to allow further discussions with Crookwell Taralga Aged Care after a Councillor workshop with a presentation from the Director of Environment and Planning on how the expansion of Crookwell Taralga Aged Care facility in Crookwell fits into the proposed Strategic Housing Plan.	GM/DEP	Councillor workshop to be held on 29 October 2019.

Council Meeting: 15 August 2019

206/19	That Council create a Policy to set out the	DOI	Report provided to
	processes which should be adopted when		17 October 2019
	naming any public infrastructure.		Council Meeting.

Council Meeting: 19 September 2019

237/19	Council name the new footbridge in the Pat Cullen Reserve as the Dame Mary Gilmore Footbridge.	DOI	Project initiated - CRM raised on 8 October 2019.
238/19	The remaining monies from the Christmas in the Park Committee be vested in Council.	DFA	Correspondence was forwarded 26 September 2019.
240/19	Council considers the Collector Road footpath in Gunning as part of the 2020/2021 Operational Plan Budget.	DOI/DFA	To be considered as a part of the 2020/2021 budget workshop.
241/19	Council receives and notes the report as information and a further report be provided to Council with respect to costings on the access ramp at the Health Care Centre, Crookwell.	DOI	Report to be provided to 21 November 2019 Council Meeting.
242/19	 Council resolve to endorse the NSW Outdoor Dining Policy for the entire Local Government Area. Council delegate to the General Manager the power to amend the Policy to align it with any subsequent modification of the model policy updated by the NSW Small Business Council. 	DEP	Policy placed in register and website on 3 October 2019.
243/19	Council submits a report to the Traffic Committee requesting consideration of the current parking in the main street of Crookwell and its impact on its feasibility of providing outdoor seating in the main street.	DOI	Report to be provided to a future Local Traffic Committee Meeting.
244/19	Council adopts the reviewed Keeping Poultry (Residential Areas) Policy.	EA	Policy placed in register and website on 3 October 2019.
245/19	Council adopts the reviewed Pesticide Use Notification Policy.	EA	Policy placed in register and website on 3 October 2019.
246/19	 Council endorse the draft Local Strategic Planning Statements for Community and Government Consultation. Council develop a community engagement process prior to exhibiting the Draft Local Strategic Planning Statements. 	DEP	Councillor workshop to be held on 29 October 2019.

247/40	Council propore a droft planning proportion	DED	Dianning property
247/19	Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.	DEP	Planning proposal commenced and to be reported back to a future Council Meeting.
248/19	 Council lodge a funding application for the sealing of the unsealed section of Wheeo Road from Boorowa Road to Grabben Gullen Road prioritising the section between Hawthorne Tree Road to Grabben Gullen. Council lodge a funding application for the sealing of the unsealed section of Peelwood Road from Phil's River to Peelwood village prioritising the section from Phil's River to Flowerburn Road. 	DOI	Scoping for work has commenced in preparation for a suitable future grant application.
250/19	 Council make application and negotiate for the lease of land, Part Lot 4231 in DP 1217717, from Transport NSW for the site adjacent to the Crookwell Men's Shed, in Park Street Crookwell, to establish a RV Friendly Park. Subject to negotiation of a lease with Transport NSW that have terms that are acceptable to Council; the expenditure estimate of \$130,000 be included in the Council 2020/2021 Operational Plan for the lease of Part Lot 4231 in DP 1217717, for the construction of the Crookwell RV Park. 	DFA	Council staff to prepare lease application documentation by 31 October 2019.
251/19	Council in accordance with Part 3, of the Administrative Framework Procedures for the Administration of the Model Code of Conduct for Local Councils, appoints suppliers, for a three year term to expire on 30 June 2022, to a Panel of Conduct Reviewers as follows: • Echidna Associates • Meehan and Meehan • Applied Integrity Solutions • Train Reaction • Sinc Solutions • Centium • O'Connor Marsden • Australian Workplace Training • Weir Consulting • Mediate Today • Nemesis Consultancy Group • Redenbach Lee Lawyers	EA	Correspondence forwarded on 10 October 2019.

252/19	Council adopts the reviewed Government Information (Public Access) Policy.	EA	Policy placed in register and website on 3 October 2019.
253/19	Council adopt the reviewed Government Information Public Access (GIPA) Agency Information Guide.	EA	Policy placed in register and website on 3 October 2019.
254/19	Council provide in principle support to funding applications to the Stronger Country Communities Fund Round 3 for the following projects: Crookwell Golf Club – new concrete pathways at the Crookwell golf course; Collector Community Association – construction and installation of a Multi-Purpose Court at Collector Oval; Kiamma Creek Landcare Group – construction of a Park Shelter, double access barbeque and picnic seating at Pat Cullen Reserve Kiamma Creek; Gunning District Association – Upper Lachlan Youth Social Inclusion Pilot Program.	GO GM/EA	Support letters sent 20 September 2019. Letters sent to
	Agenda for the business of the Ordinary Meeting of Council. 2. Council adopts Schedule B as being appropriate for the various Committee structures, current Committee memberships and appointment of representations/delegates. 3. Council appoints the below mentioned Committees in accordance with Clause 20.5 of the Upper Lachlan Shire Council Code of Meeting Practice.	OW/LA	Committees on 26 September 2019 advising of Council representative/delegate.
259/19	Council adopts the reviewed Questions with Notice Policy.	EA	Policy placed in register and website on 3 October 2019.
262/19	The Minutes of the Economic Development Task Force Committee meeting held 2 September 2019 be received and noted. Item 6.1 Economic Growth & Development Planning Report		

	That Council receive, note and adopt the Economic, Growth and Development Planning Report 2019.	EA	Plan placed on website 3 October 2019.
	Item 6.2 Review of the EDTF Charter		
	That Council change the meeting composition to accommodate six (6) community representatives and the Economic Development Officer be included as the secretariat.	DEP	Reported to EDTF meeting on 30 September 2019.
	That Doug McIntyre, Susan Reynolds and Terry Lovelock be appointed to the EDTF Committee as a community representative.	EA	Correspondence sent 30 September 2019.
	Item 6.3 Community Welcome Day Applications		
	That Council move all applications for funding of \$500 each and that the two applications from Crookwell split the \$500 offered and receive \$250 each.	DEP	Payments are being processed on 4 October 2019.
	Item 6.5 How important is water in the Strategic Planning of our town and villages		
	That Council research and develop a water sensitive design policy for the Shire.	DEP	Proposal to be included in draft housing strategy.
	Item 6.6 Collector RV Site suggestion		0,
	That the Strategic Planning section of Council consider this proposed site in the upcoming LEP review.	DEP	Consideration of the proposal as part of the upcoming LEP review.
265/19	Council approve a write-off of \$2,583.50 in water usage charges on Account Number 1672 for Mr AL and Mrs JB Willis, 80 Wade Street, Crookwell.	DFA	Write off transaction completed on 4 October 2019.
266/19	Council accept the contract from Imagination Play to supply and construct 4 outdoor gymnasiums in Dalton, Collector, Gunning and Taralga at a quoted total fixed price of \$273,602.10 (ex GST).	DOI	Contract is being prepared.
268/19	Council purchase one Iveco Acco Euro 6 with Superior Pak Side loading body from Nowra Truck and Tractor for the sum of \$372,529 (Ex GST).	DOI	Iveco notified. Purchase order issued and sent on 2 October 2019.

269/19	1. Council note the engagement of Divall's Earthmoving by acceptance of quotations, for the replacement of timber bridges at Jeffreys Road/ Bridgy Creek for \$221,888 (Ex GST) and at Peelwood Road/unknown creek for \$169,296 (Ex GST) with culvert structures;	DOI	Contract signed with Divall's Earthmoving.
	2. Council note the engagement of InQuik Pty Ltd Bridging Systems, by acceptance of quotations, for the replacement of the timber bridge, for the supply and installation of bridge at Reids Flat Road 2/Coates Creek for a total price of \$277,877 (Ex GST).	DOI	Negotiations are continuing with InQuik.
	3. Council accept the quotations for the replacement of InQuik Pty Ltd Bridging System for the replacement of Wilcox Road/Cliffords Creek Bridge and Julong Road 1/Crookwell River Bridge for a total price of \$474,228 (Ex GST).	DOI	Negotiations are continuing with InQuik.
	4. Council endorse the replacement of Arthursleigh Road/Sandy Creek Timber Bridge using internal Council staff for the construction of the culvert structure.	DOI	Works are being scheduled by project team.
270/19	 Council enter negotiations with the two providers seeking a commercial return; Council advertise an EOI based of the concept plan B7 if the commercial negotiations fail. 	DOI	Negotiations are being programmed before 31 October 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

11.1	2019/2020 Local Heritage Places Grant Applications	204
11.2	Draft Sustainable Communities Upper Lachlan Shire Council Energy Masterplan	208

Environment and Planning - 17 October 2019

ITEM 11.1 2019/2020 Local Heritage Places Grant Applications

FILE REFERENCE 119/661

AUTHOR Director of Environment and Planning

ISSUE

To provide details of the assessment and recommendations for the allocation of grants under the 2019/2020 Local Heritage Places Grant Program.

RECOMMENDATION That -

- 1. Council notes the content of the report and endorses the proposed allocation of the following 2019/2020 Local Heritage Places Grant Program grants:-
 - BEST Family Burial Vault Gunning General Cemetery (Church of England Section) - \$3,000.00
 - Uniting Church Collector Lot 1 DP 194674 \$3,000.00
- 2. Letters of Offer be sent to the successful applicants.

BACKGROUND

Upper Lachlan Shire Council recently invited applications under the 'Local Heritage Places Grants Program 2019/2020. Two (2) application were received. These application have been assessed by Council's Heritage Advisor, Dr Jennifer Lambert Tracey and that assessment has been peer reviewed by Council's Director of Environment and Planning. The purpose of this report is to present the recommendations of Local Heritage Places Grants Program 2019/2020 to Council for endorsement.

REPORT

Council's Local Heritage Places Grant Program provides support to property owners to undertake work to conserve local heritage items. The Program is part funded by the Department of Premier and Cabinet and the Heritage Council of NSW. A total of \$11,000 is available to offer, with the advertised allocation being grants between \$1,000 and \$3,000 (Maximum). The grants are offered on a 'dollar for dollar' basis, that is, the program will match each dollar spent by the applicant up to the maximum grant amount. In some cases the applicant contributes funds greater than the grant amount. Depending on the quality and number of application it is at Council's discretion to offer amounts of funding proportionate to the cost of the restoration projects proposed.

Environment and Planning 2019/2020 LOCAL HERITAGE PLACES GRANT APPLICATIONS cont'd

Grant Assessment Criteria

In assessing the priority of applications the following criteria was used. With the exception of Item 1, it is not essential for projects to meet all of the criteria:

- 1. Technical and financial ability to complete the project by 24 April 2020.
- 2. Amount of financial contribution by applicant.
- 3. Complement broader conservation objectives (for example, implement findings of heritage studies).
- 4. Encourage the conservation of other heritage items.
- 5. Restoration of local heritage building or item highly valued by the community.
- 6. Highly visible to the public.
- 7. High public accessibility (for example, local museum or church).
- 8. Area that receives little or no funding.
- 9. Conservation creates hardship.
- 10. Urgent projects to avert threat to a heritage item.
- 11. Owners with outstanding Council rates may be ineligible.

Assessment

In assessing each application a level of heritage significance is given. The following levels of significance were used to assist in ranking the applications:

- 1. State Significant
- 2. Exceptional Local Significance
- 3. High Local Significance
- 4. Moderate Local Significance

For each application the following options are available:

- Offer heritage grant
- Place on reserve list if any grants are not accepted or are not acted upon
- Do not offer grant.

The number of applications submitted for 2019/2020 has decreased, possibly due to the current economic stress in the community and climatic conditions. Discussions with residents / potential grant applicants, confirms that there remains a consistent interest in the preservation and restoration of heritage properties. Efforts by the Heritage Advisor are ongoing in assisting owners with their personal efforts to protect the historical qualities of their properties. Both the grant applications submitted deserve funding and both restoration projects have the potential to benefit the retention of community and social history in the Shire. The following provides details of each application and an assessment and recommendation in regard to funding for 2019/2020.

Application No.	1/2019-2020
Location:	BEST – Family Burial Vault – Gunning General Cemetery (Church of England Section).
LEP 2010 listed:	Gunning General Cemetery is listed on the LEP.
Proposal:	Repairs / professional heritage conservation of the burial vault.
Estimated Cost:	\$ 6,500

Environment and Planning 2019/2020 LOCAL HERITAGE PLACES GRANT APPLICATIONS cont'd

Grant requested:	\$ 3,000
Assessment:	Level of Significance - High Local Heritage Significance
Recommendation:	Offer \$3,000 grant

Application No.	2/2019-2020
Location:	Uniting Church, Collector, NSW - Lot 1 DP 194674
LEP 2010 listed:	Yes – Item 31
Proposal:	The proposed work to the church building involves repair and replacement of the external timbers of the church. They are exposed to the elements and their deterioration is a threat to the internal structure of the roof and the overall integrity of the building. Once these timbers are repaired and or replaced they will be painted with weatherproof paint of the same colour to maintain the historical integrity and appearance of the church.
Estimated Cost:	\$6,235.00
Grant requested:	\$3,000
Assessment:	Level of Significance – Moderate Local Heritage Significance.
Recommendation:	Offer \$3,000 grant

Given the reduced number of applications for funding under the 2019/2020 Local Heritage Places Grant Program the allocation proposed in the recommendation provides an appropriate allocation from the total available (\$11,000) grant funding.

POLICY IMPACT

The assessment and review of the grant applications has been undertaken in accordance with the local Heritage Fund Grant Guidelines.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

These grants are supported and part funded by the Department of Premier and Cabinet and the Heritage Council of NSW under the Local Heritage Places Grant Funding Program with up to \$5,500 for Period 1 (2019/2020) and up to \$5,500 for Period 2 (2020/21). Council Operational Plan 2019/2020 has allocated the required dollar for dollar amount to support this funding.

RECOMMENDATION That -

1. Council notes the content of the report and endorses the proposed allocation of the following 2019/2020 Local Heritage Places Grant Program grants:-

Environment and Planning 2019/2020 LOCAL HERITAGE PLACES GRANT APPLICATIONS cont'd

- BEST Family Burial Vault Gunning General Cemetery (Church of England Section) \$3,000.00
- Uniting Church Collector Lot 1 DP 194674 \$3,000.00
- 2. Letters of Offer be sent to the successful applicants.

ATTACHMENTS

Nil

Environment and Planning - 17 October 2019

ITEM 11.2 Draft Sustainable Communities Upper Lachlan Shire Council

Energy Masterplan

FILE REFERENCE 119/688

AUTHOR Director of Environment and Planning

ISSUE

A Draft Energy Masterplan for Upper Lachlan Shire Council has been completed and is suitable for public exhibition.

RECOMMENDATION That -

- Council place the Draft Sustainable Communities Energy Masterplan for Upper Lachlan Shire Council on public exhibition for a period of 30 days.
- 2. Council consider priorities listed in the Draft Sustainable Communities Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.

BACKGROUND

At the Ordinary Council Meeting held on the 20 December 2018, the Council Resolution Number 372/18 stated that Council sign the Memorandum of Understanding for participation in the Office of Environment and Heritage (OEH) Sustainable Councils and Communities Program (now identified as the NSW Government Planning Industry and Environment). The Program is a \$1.7 million, four-year pilot program working with 18 resource constrained councils to help them better understand their energy use, so they can make the business case for efficiency or upgrade projects.

REPORT

The Sustainable Councils and Communities (SCC) Program is funded by the NSW Climate Change Fund and works with councils across NSW to increase renewable energy and improve the energy efficiency of council buildings and facilities as well as the community. It is designed to overcome a number of barriers reported by smaller local governments in NSW, including low ratepayer base, high operating costs and limited resources. These barriers result in resource-constrained-councils missing out on opportunities for financial savings and other co-benefits that can be achieved through improving the energy productivity of public facilities.

The Draft Energy Masterplan responds to these strategies by developing short, medium and long term action plans for Council operations to be more energy efficient and to install renewable energy systems.

Environment and Planning

DRAFT SUSTAINABLE COMMUNITIES UPPER LACHLAN SHIRE COUNCIL ENERGY MASTERPLAN cont'd

Implementation of the actions included in the Masterplan will reduce Council's costs and carbon footprint, and demonstrate Council's intent to be a leader in the community's efforts to respond to climate change. Council will also look to continue to work with the Sustainable Councils and Communities Program to ensure its focus is on both its operations and on helping the community reduce its carbon footprint and energy costs.

Future reviews of the Energy Masterplan will consider a range of additional inclusions, such as setting renewable energy and carbon reduction targets, sustainable transport, reducing emissions from waste, purchasing energy from renewables, as well as revising these plans for Council's facilities.

The report details capital costs of solar PV initiatives and lighting to Council buildings and infrastructure totalling \$1,354,686 and capital costs of LED lighting replacing existing street lights at a capital cost of \$265,000.

Council staff recommends an implementation program over a ten year timeframe based on the priorities listed in the Draft Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.

Council would like to seek the communities' views on the Draft Energy Masterplan for Upper Lachlan Shire Council. As such the Draft Energy Masterplan will be placed on public exhibition for a period of 30 days.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

As detailed within the draft Energy Masterplan.

RECOMMENDATION That -

- 1. Council place the Draft Sustainable Communities Energy Masterplan for Upper Lachlan Shire Council on public exhibition for a period of 30 days.
- 2. Council consider priorities listed in the Draft Sustainable Communities Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.

ATTACHMENTS

1. <u>U</u>	Sustainable Councils Communities Draft Energy Masterplan	Attachment
	Upper Lachlan Shire Council	



100% Renewables

Sustainable Councils and Communities

Upper Lachlan Shire Council

Draft ULSC Energy Masterplan

Date: 25 September 2019



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Overview

Upper Lachlan Shire Council and the community have roles to play in ensuring the region contributes to efforts to mitigate climate change. Taking action to reduce energy use, increase renewable energy and reduce carbon emissions is aligned with Council's Community Strategic Plan and the Tablelands Regional Community Strategic Plan. Adoption of an Energy Masterplan will see cost-effective actions incorporated into Delivery Program and Operation Plans of Council going forward.



In particular the RCSP Environment strategy highlights Council's role as including:

OUR ENVIRONMENT: Strategy EN2

- · Adopt environmental sustainability practices.
 - To internally consider and apply appropriate practices in each of the local government organisations and offices, such as water conservation, energy efficiency, recycling
 - To encourage the use of environmentally sustainable practices in suppliers' and Council services, for example water sensitive urban design (WSUD) in local designs, considering sustainability in tender assessments, and investigate improvements in Council operational practices such as pesticides used, fuel and energy consumption etc.

OUR ENVIRONMENT: Strategy EN5

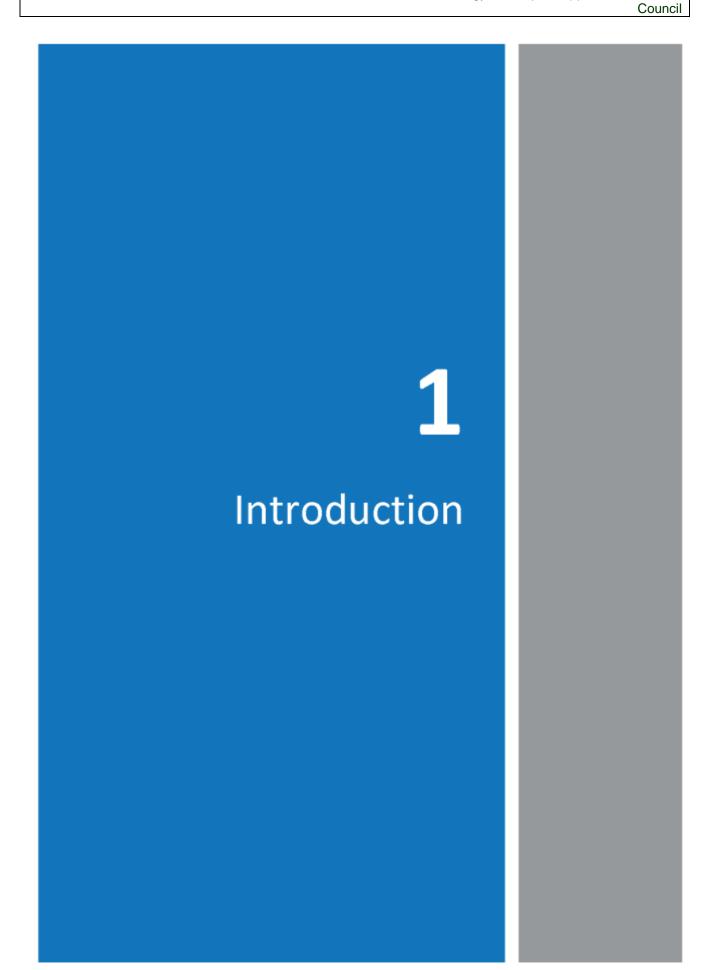
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- To investigate and implement approaches to reduce our carbon footprint
 - o To develop initiatives that aim to reduce Council's carbon footprint through internal procurement processes.
 - To support residents, businesses and industry in reducing their carbon footprints in their homes, businesses, and lifestyle choices.
 - Develop or maintain walking and cycling paths and facilities to encourage active transport.
 - o Support the development of renewable energy facilities where appropriate in the region.

This Energy Masterplan responds to these strategies by developing short, medium and long term action plans for Council operations to be more energy efficient and to install renewable energy systems. Implementation of the actions included in the Masterplan will reduce Council's costs and carbon footprint, and demonstrate Council's intent to be a leader in the community's efforts to respond to climate change. Council will also look to continue to work with the Sustainable Councils and Communities Program to ensure its focus is on both its operations and on helping the community reduce its carbon footprint and energy costs.

Future reviews of the Energy Masterplan will consider a range of additional inclusions, such as setting renewable energy and carbon reduction targets, sustainable transport, reducing emissions from waste, purchasing energy from renewables, as well as revising these plans for Council's facilities.





1 Executive summary

100% Renewables was commissioned by the Department of Planning, Industry and Environment under the Sustainable Council and Communities Program to develop an Energy Masterplan for Upper Lachlan Shire Council. The Energy Masterplan aims to increase the proportion of Council's energy supplied from renewables and energy efficiency, through the development of a strategic plan that is aligned with Upper Lachlan's Community Strategic Plan and capable of being integrated into future Delivery Program and Operational Plans.

The Sustainable Councils and Communities (SCC) Program is funded by the NSW Climate Change Fund and works with up to 18 resource-constrained councils across NSW to increase renewable energy and improve the energy efficiency of council buildings and facilities as well as the community. It is designed to overcome a number of barriers reported by smaller local governments in NSW, including low ratepayer base, high operating costs and limited resources. These barriers result in resource-constrained-councils missing out on opportunities for financial savings and other co-benefits that can be achieved through improving the energy productivity of public facilities 1.

1.1 Summary of the opportunity for Upper Lachlan Shire Council

This Energy Masterplan has considered stationary energy sources only, and so no consideration is given in this plan to energy and emissions from transport, nor for waste disposal or treatment.

The estimated cost of energy efficiency (including streetlighting) and onsite solar PV projects (short, medium and long term) is around \$1,360,000 including:

- \$980,000 estimated for onsite solar PV and battery storage projects at today's prices)
 - o 443 kW of solar PV + 430 kWh of battery storage
- \$32,000 for building LED lighting upgrades
- \$265,000 estimated for LED streetlights
- \$82,500 estimated for implementing VSD controls

The expected cost savings to Council are \$227,000 per year in the long term, including:

- An estimated \$159,000 from solar PV and battery storage projects
- Nearly \$7,000 per year for lighting projects
- Potentially \$53,000 from street lighting upgrades, including both energy use savings and maintenance savings
- An estimated \$7,700 from VSD controls

For all the projects the overall expected payback is around 6 years, whereas individually they are:

- · An estimated 6.2-year payback for solar PV and battery storage projects
- An estimated 4.6-year payback for lighting projects
- · An estimated 5-year payback for street lighting upgrades
- An estimate for 10-year payback for VSD controls

The financial return to Council from these measures is excellent and provides a strong case for investment. Implementation in stages is feasible and advised, with the most cost-effective projects first, followed by larger or less economic projects in the medium to long term (when batteries are

¹ See Appendix A for more details of the SCC Program



cheaper). This approach is reflected in the recommended short, medium- and long-term implementation priorities for Council.

1.2 Impact on consumption and emissions for Upper Lachlan Shire Council

Council's grid electricity consumption amounts to 1,619 MWh per year based on 2017/18 data. Upper Lachlan Shire Council currently does not meet any demand with solar PV.

Implementation of all energy efficiency opportunities in this masterplan will reduce grid electricity demand by 167 MWh per year, which would amount to 10% of Councils current demand. Furthermore, if Council implements all the modelled solar PV opportunities in this masterplan amounting to 443 kW of solar PV with 430 kWh of battery storage, renewable energy would comprise 38% of Councils total electricity requirement.

1.3 Quick wins

There are several opportunities identified in Section 5 of the Energy Masterplan that have varying levels of savings and timings associated with them. Of these opportunities, two short-term opportunities are highlighted as potential 'quick-wins' that Council could pursue in the very short term. These opportunities are highlighted below in Table 1.

TABLE 1: QUICK WIN OPPORTUNITIES FOR UPPER LACHLAN SHIRE COUNCIL

Site	End use equipment	Energy saving option	Capital cost	Expected savings pa
Crookwell WTP	Solar PV	Install a 50-kW solar PV array to meet daytime demand at the WTP. It is assumed that 80% of the solar energy generated is consumed on site, and that there is flexibility in the operation of the plant for greater % of daytime operation.	\$69,720	\$19,581
Crookwell Library	Lighting	Most indoor lights are twin 36W linear fluoroes and can be upgraded to LED technology.	\$7,000	\$2,000

Council's energy and carbon footprint



2 Upper Lachlan Shire Council²

Upper Lachlan Shire Council is a local government area in the Southern Tablelands region of New South Wales, Australia. The council services an area of 7,102 square kilometres and is located a two and half hour drive from Sydney and less than one hour from Canberra. More than 6% of Upper Lachlan Shire Council is protected including national parks and nature reserves.

As at 2018 there were 7,961 people residing in Upper Lachlan Shire Council according to the ABS. From a total of 1,152 businesses, over 25% of workers are employed in the agriculture sector, which is the region's highest employing sector.

Upper Lachlan Shire has several small towns, with more than 25% of people resident in the town of Crookwell itself. Other towns have resident populations of up to a few hundred, including the towns of Collector, Gunning, Bigga, Laggan, Grabben Gullen and Taralga.

Council provides water and wastewater services, community facilities, waste management, roads and vegetation management, sport and recreation, and planning and administration services from its facilities across Council. From an energy perspective Council has 104 metered electricity accounts and operates a fleet of diesel and petrol vehicles. Council also pays for street lighting services (energy and maintenance), though these assets are owned and managed by Essential Energy.



FIGURE 1: UPPER LACHLAN SHIRE COUNCIL BOUNDARY MAP

Information sourced from https://en.wikipedia.org/wiki/Upper_Lachlan_Shire, https://itt.abs.gov.au/itt/r.jsp?RegionSummary®ion=17640&dataset=ABS_REGIONAL_LGA2018&geoconcep_t=LGA_2018&maplayerid=LGA2018&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS2016&datasetLG_A=ABS_REGIONAL_LGA2018®ionLGA=LGA_2018®ionASGS=ASGS_2016, and https://www.upperlachlan.nsw.gov.au/



2.1 Solar uptake in Upper Lachlan Shire Council

Some 22% of dwellings (APVI http://pv-map.apvi.org.au/) in the LGA have installed solar PV as at early 2019. This places Upper Lachlan Shire LGA in the top 40% of NSW councils in terms of the number of residents taking up solar panels. In addition to 905 residential systems, there have been 56 installations of 10-100 kW in capacity and two systems greater than 100 kW, which tend to be commercial-scale systems. Local governments near Upper Lachlan Shire Council, including Yass Valley, Snowy Valleys and Hilltops, have reached similar solar uptake levels.



FIGURE 2: UPTAKE OF SOLAR PV IN UPPER LACHLAN SHIRE AND SURROUNDING REGIONS

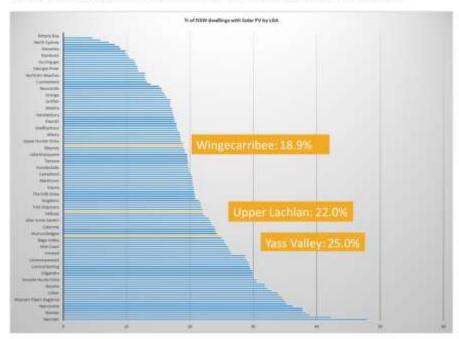


FIGURE 3: PERCENTAGE OF NSW DWELLING WITH SOLAR PV BY LGA

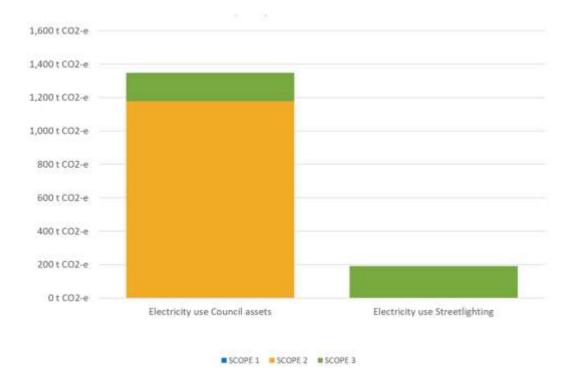


3 Council's 2017/18 energy use and carbon footprint

Council's energy use and carbon footprint were assessed based on electricity consumption only, and additional emissions from fleet, landfill gases, sewerage treatment emissions and other sources such as refrigerants are excluded.

TABLE 2: COUNCIL'S ENERGY USE AND CARBON FOOTPRINT

Emission Source	Activity Data	Units	Scope 1	Scope 2	Scope 3 ³	t CO₂-e	%
Electricity use Council assets	1,419,030	kWh		1,178	170	1,348	87.64%
Electricity use Streetlighting	200,081	kWh			190	190	12.36%
TOTAL (t CO2e)	1,619,121	kWh	enter teneral	1,178	360	1,538	100%



³ Greenhouse gas emissions are arranged into three "Scopes" for reporting. "Scope 1" refers to direct emissions released from an activity – for example burning fuel in a car or truck or leakage of refrigerant gases from an air conditioning system. "Scope 2" refers to indirect emissions from energy used at a site – nearly all Scope 2 emissions are electricity consumed by the user. "Scope 3" encompasses all other "upstream" and "downstream" emissions released as a result of your activities. Good examples include emissions from the extraction and distribution of fuel to your vehicle before you burn it, or extraction of coal and gas for electricity generation and distribution to your premises. It also includes, for example, emissions from employee travel, business travel, consumables purchases by your business but not under your direct control. Included Scope 3 emissions here are limited to transmission and distribution of electricity.



FIGURE 4: UPPER LACHLAN SHIRE COUNCIL CARBON FOOTPRINT BY EMISSION SOURCE

The primary focus of this Energy Masterplan is electricity consumption, and energy and cost savings that Council can achieve through feasible and cost-effective projects in the short, medium and long term.

In 2017-18 Council consumed 1,619 MWh of grid electricity at a cost of \$480,886. Electricity was consumed at 104 facilities and unmetered supplies, ranging from swimming pools, office buildings, water and sewer treatment systems, community buildings, depots, parks & ovals, and streetlights. Electricity end-use is split across four broad types of equipment, including lighting, general power and appliances, motor systems (for water and wastewater as well as swimming pools), and air conditioning (HVAC). An estimate of energy end-use was made for Council's assets as shown below, based on typical energy end-use splits for other regional councils.

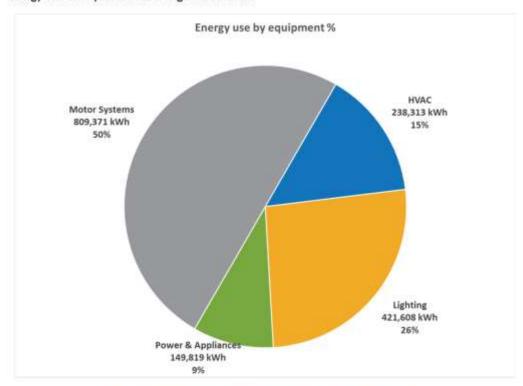


FIGURE 5: UPPER LACHLAN SHIRE COUNCIL ENERGY USE BY EQUIPMENT

A 2-day visit to Upper Lachlan Shire LGA was made to discuss and inspect a range of large and mediumsized energy using sites to identify and discuss potential energy saving opportunities to reduce Council's energy demand in these areas. The site visits and discussions included 21 sites covering over 88% of Council's energy use as tabulated below.



TABLE 3: UPPER LACHLAN SHIRE COUNCIL SITE-LEVEL ENERGY USE (VISITED SITES)

Site	2017-18 kWh
Streetlights	200,081 kWh
Crookwell Waterworks (part year old and new plant)	158,298 kWh
Crookwell Sewerage Treatment Works	133,718 kWh
Water Supply (part year old and new plant)	126,867 kWh
Gunning Water Treatment Plant	82,799 kWh
Taralga Sewerage Treatment Plant	82,062 kWh
Taralga Raw Water Pump Station	60,829 kWh
Council Depot	59,634 kWh
19A Robertson Street Crookwell - Env & Plan	59,374 kWh
Council Administration Office (HR Office)	55,992 kWh
Crookwell Sewerage Pumping Stn	55,669 kWh
Taralga Water Treatment Plant	50,042 kWh
Gunning Pumping Station	41,060 kWh
Council Chambers	40,192 kWh
Gunning Treatment Works End	30,721 kWh
Gunning Medical Centre	29,020 kWh
Library	27,951 kWh
Memorial Hall	25,898 kWh
Baths	25,160 kWh
Swimming Pool Barbour Park	21,276 kWh
Crookwell Visitors Centre	15,279 kWh
Rural Fire Control Centre	15,121 kWh
Other council sites not visited	222,068 kWh

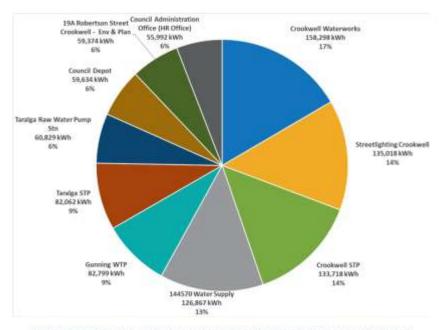


FIGURE 6: UPPER LACHLAN SHIRE COUNCIL'S TOP 10 SITES FOR ENERGY CONSUMPTION

3 Global and local context



4 Renewables and emissions targets - context and local government experience

One outcome of an Energy Masterplan focused on renewable energy and energy efficiency may be future setting by Upper Lachlan Shire Council of targets for renewables and/or carbon emissions. The context for setting targets is outlined below for Council to consider.

Global bodies, countries and states are setting targets that reflect global concerns about climate change. An increasing number of local councils around Australia are also setting ambitious targets and seeking to provide leadership and act as examples to their communities.

In considering such a step we highlight three important aspects for Upper Lachlan Shire Council:

- 1. What global, national and local government targets should Council be aware of?
- 2. What can or should be included within the scope of targets?
- 3. What challenges are being faced by councils that have set very ambitious goals?

4.1 What global, national and local government targets should council be aware of?

4.1.1 Global context for action

Internationally there are three primary drivers for urgent action on climate.

- Sustainable Development Goals (SDGs)
 - In 2015, countries adopted the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals. Governments, businesses and civil society together with the United Nations are mobilising efforts to achieve the Sustainable Development Agenda by 2030⁴. The SDGs came into force on 1 January 2016 and call on action from all countries to end all poverty and promote prosperity while protecting the planet.
- 2. Paris Agreement
 - To address climate change, signatory countries adopted the Paris Agreement at the COP21 in Paris on 12 December 2015. The Agreement entered into force less than a year later. In the agreement, signatory countries agreed to work to limit global temperature rise to well below 2°C Celsius, and given the grave risks, to strive for 1.5°C Celsius⁵.
- 3. Special IPCC report on 1.5℃ warming
 - In October 2018 in Korea, governments approved the wording of a special report on limiting global warming to 1.5°C. The report indicates that achieving this would require rapid, far-reaching and unprecedented changes in all aspects of society. With clear benefits to people and natural ecosystems, limiting global warming to 1.5°C compared to 2°C could go hand in hand with ensuring a more sustainable and equitable society⁶.

⁴ Sourced from https://www.un.org/sustainabledevelopment/development-agenda/

⁵ Sourced from https://www.un.org/sustainabledevelopment/climatechange/

⁶ Sourced from https://www.ipcc.ch/news and events/pr 181008 P48 spm.shtml









FIGURE 7: GLOBAL CONTEXT FOR ACTION ON CLIMATE

4.1.2 National, States and Territories targets

At a national level, Australia's response to the Paris Agreement has been to set a goal for GHG emissions of 5% below 2000 levels by 2020 and GHG emissions that are 26% to 28% below 2005 levels by 2030. A major policy that currently underpins this is the Renewable Energy Target (RET). This commits Australia to source 20% of its electricity (33,000 GWh p.a., estimated to equate to a real 23% of electricity) from eligible renewable energy sources by 2020. The scheme runs to 2030. These two key targets are illustrated below.



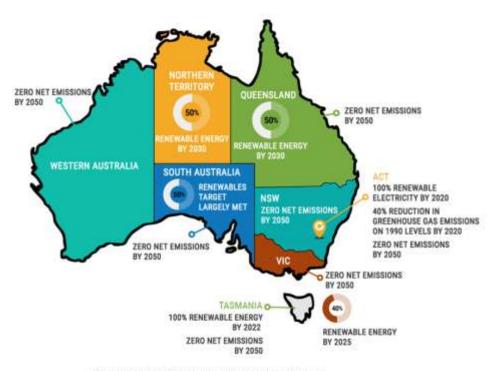
FIGURE 8: AUSTRALIA'S RENEWABLE ENERGY AND CARBON GOALS - NATIONAL LEVEL

According to the Clean Energy Regulator⁷, with the capacity of new build commencing generation in 2018 combined with the expected accreditations in 2019 and 2020, we expect (renewable energy) generation to step up from around 22,000 gigawatt hours in 2018 to around 30,000 gigawatt hours in 2019 and 40,000 gigawatt hours in 2020. This exceeds the RET 20% target by some 7,000 GWh.

At a sub-national level, most states and territories have established aspirational emissions targets as well as some legislated targets for renewable energy.

March 2018, Australian Government — Clean Energy Regulator. 2018 Annual Statement to the Parliament on the progress towards the 2020 Large-scale Renewable Energy Target.





CARBON REDUCTION AND RENEWABLE ENERGY COMMITMENTS OF STATES AND TERRITORIES

FIGURE 9: AUSTRALIA'S RENEWABLE ENERGY AND CARBON GOALS - STATE & TERRITORY LEVEL

In NSW the Climate Change Policy Framework outlines the State's target of reaching net-zero emissions by 2050. This is an aspirational objective and helps to set expectations about future GHG emissions pathways to help others to plan and act. The policy framework will be reviewed in 2020.

4.1.3 NSW local government targets

NSW local governments are leaders nationally in setting ambitious targets for renewable energy and emissions reduction within their operations, supported by long term action plans to help them achieve their goals, linked to their Community Strategi Plans as well as their Delivery Programs and Operational Plans

Increasingly NSW local governments are also developing action plans to mitigate climate change through greater efficiency and renewable energy uptake in their communities, and the focus of transport and waste management strategies is also increasingly focused on climate change mitigation.

Targets set by NSW local councils up to September 2019 are illustrated below.

http://www.environment.nsw.gov.au/topics/climate-change/policy-framework



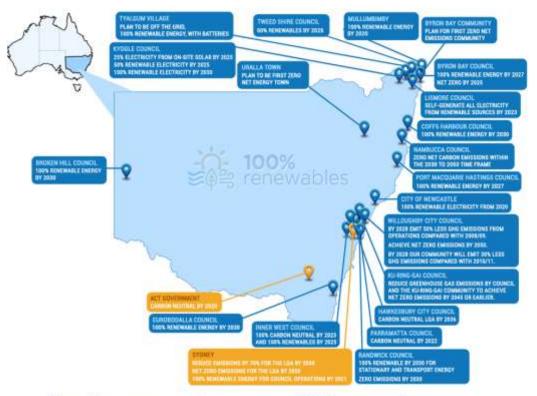


FIGURE 10: RENEWABLE ENERGY & CARBON TARGETS BY NSW COUNCILS AND COMMUNITIES

4.2 What can or should be included within the scope of targets?

Typically, both renewable energy and carbon emissions are considered in the context of climate targets. For Upper Lachlan Shire Council this can include:

- Stationary energy including electricity,
- · Transport energy including petrol and diesel for operational vehicles,
- Carbon emissions <u>directly</u> associated with the burning of fuel and use of electricity (Scope 1 and Scope 2 emissions respectively per greenhouse gas accounting),
- Carbon emissions <u>indirectly</u> associated with fuel and electricity consumption i.e. upstream extraction, production and transport processes for fuels and electricity (Scope 3 emissions),
- Carbon emissions associated with the running of operations such as air travel, employee commute, consumables, catering and the like (Scope 3 emissions), and
- Carbon emissions associated with waste from operations; for Councils this also includes waste from community / business that is managed and disposed of in the LGA. This may include legacy as well as ongoing waste management, depending on the accounting method.

When considering what should be included in targets it is important to consider factors such as:

- Energy that can be influenced or controlled (e.g. electricity use can be influenced with energy
 efficiency, rooftop solar and buying renewable energy, but transport energy use influence may
 be low until low and zero-emissions vehicles are more widely available).
- Emissions that can be controlled or influenced in particular waste disposal and management.



- The materiality or significance of some emissions sources.
- Whether or not good data are available that Council can track and report on.

There is no one preferred approach to selecting what should be included in targets. In our experience the availability of good data tends to influence what is included in the scope of renewable energy and /or carbon emissions targets. Many plans start with a narrow scope of significant emissions sources with an intent to expand the scope of targets over time as better data and more detailed plans start to be developed.

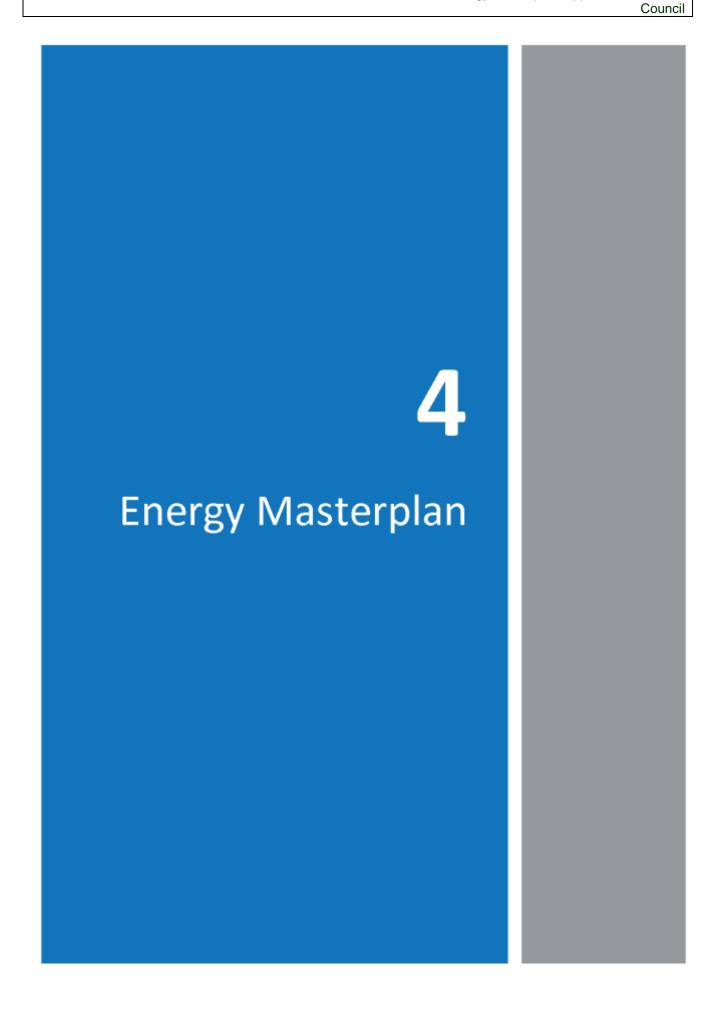
4.3 What challenges are being faced by organisations that have set very ambitious goals?

Setting targets is often about striking a balance between what we know can be achieved with today's commercially available solutions and what will be available in coming years. This is why many targets for renewable energy for example are 100% by 2030, as it is expected that battery storage for solar, and renewable energy sourcing for energy supply will be readily available and cost-effective by that time. Interim targets tend to focus on onsite measures that are known to be cost-effective such as energy efficiency and solar panels; in some cases, large-scale bulk purchasing of renewables is also now cost effective.

Both interim and ambitious long-term targets present challenges that other organisations have encountered in our experience. These should be considered by Upper Lachlan Shire Council if looking to set emissions targets in future, and include:

- Ongoing internal support, resources and funding this is often the most common barrier and challenge; how to gain and sustain the support and funds internally to make efficiency and renewable energy initiatives happen. There are usually limited funds, competing priorities and resources are stretched.
- Understanding electricity markets and organisations' energy purchasing processes and limitations. The ability to meet an ambitious renewable energy goal cost-effectively is heavily influenced by how electricity is sourced from the market. Energy procurement will most likely deliver 60-80% of most organisation's ambitious (i.e. 100%) renewable energy goal.
- 3. Transport and waste are sources of large carbon emissions but solutions to achieve stepchange in energy demand, renewable energy or carbon emissions in the short to medium term can be limited. Understanding what timeframes will apply to the availability of cost-effective abatement from transport and waste is needed if achievable targets are to be set for these emissions sources.
- Underlying growth and the modest impact of onsite actions: understanding that energy
 efficiency, onsite solar, purchasing renewables, waste management and sustainable transport
 are all important to act on if deep cuts in emissions are to be achieved.

The greater the level of organisational support and understanding of the nature, scale and timing of opportunities, as well as an understanding of the type and scale of changes that will occur to an organisation's assets over time helps to set targets that are realistic and achievable.





5 Positioning of an Energy Masterplan

Council's activities are guided by its Community Strategic Plan (to 2023) and by the Tablelands Regional Community Strategic Plan (2016-2036). The Energy Masterplan will be one of several strategic plans that respond to these community plans and inform Council's Delivery Program (4-yearly) and annual Operational Plans.

The positioning of the Energy Masterplan within Council's other plans is illustrated below in Figure 11.

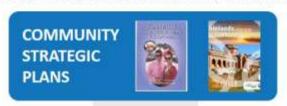






FIGURE 11: ALIGNMENT OF THE ENERGY MASTERPLAN FOR UPPER LACHLAN SHIRE COUNCIL



6 Identified short, medium and long-term opportunities

The site inspections, discussions with staff and data analysis were used to identify actions that can be implemented that will lead to energy and cost savings to Upper Lachlan Shire Council. A full table of the identified opportunities, with a description and recommended priority is shown below. Following this, business cases are outlined for selected opportunities such as solar PV and energy efficient lighting.

The rationale for arranging opportunities into short, medium- and long-term masterplans is to help Council with its planning, and reflects factors such as payback, ease of implementation and cost. The timing of the recommended short-term plan is to the end of the current Delivery Program cycle, with the medium-term plan aligned with the following Delivery Program period, and so on.

6.1 Short term plan (up to 2021/22)

TABLE 4: UPPER LACHLAN SHIRE COUNCIL SHORT TERM PLAN

Site	End use equipment	Energy saving option
Council		Council to continue partnering with SCC Program to improve energy efficiency and affordability in the Upper Lachlan community
Taralga STP	Solar PV	While load on the plant is 82 MWh per year this is intermittent with 10 cycles per day of diffused aeration operation where the largest demand will occur, followed by decant cycles when demand is low. As such it is likely that a 15-kW system will be best suited to ensure most of the solar energy is consumed on-site. A 20% export to the grid is assumed.
Crookwell RFS	Lighting	Most lights are twin 36W linear fluorescent, excepting external floodlights which are a mix of HID and LED. Training room lights should be changed to LED on failure as they are infrequently used. Office and workshop areas have approximately 100 twin fittings and these can be upgraded to LED battens and panels.
Crookwell RFS	Solar PV	After LED a small 5 kW solar array would likely be the most suitable size PV system for the site, with 80% self- consumption assumed.
Gunning WTP	Solar PV	A 30-kW system is assumed to be feasible with two-thirds self-consumption; this can be ground mounted near the raw water pump station or roof mounted at the main plant.
Gunning Medical Centre	Lighting	Most indoor lights are twin 36W linear fluoroes and can be upgraded to LED technology.
Gunning Medical Centre	Solar PV	We estimate that a system no larger than 10 kW would be suitable (subject to space - the low north-east and higher north-west roofs of the Court may also be suitable), with an assumed 80% self-consumption.



Gunning Office - Admin & Chambers	Solar PV	The north-west roof of the office or chambers buildings are likely to be preferred (tree next to the chambers building provides excessive shade). Confirmation would be required about whether the training room roof could be used (via Essential Energy as this building is on a different NMI). A 10-kW array is assumed to be suitable with 20% assumed exported mostly on weekends.
Crookwell WTP	Solar PV	Install a 50-kW solar PV array to meet daytime demand at the WTP. It is assumed that 80% of the solar energy generated is consumed on site, and that there is flexibility in the operation of the plant for greater % of daytime operation.
Crookwell Depot	Solar PV	The impact of LED lighting on the energy demand at the depot is to be confirmed. A 15-kW solar PV array is likely to be an appropriate size (30 kW could meet all demand after LED lighting implementation). Given weekday-only operation, export on weekends would be high, taken to be one third of generation.
Crookwell Library	Lighting	Most indoor lights are twin 36W linear fluoros and can be upgraded to LED technology.
Crookwell Library	Solar PV	The north-west facing roof of the memorial hall and library building looks ideal for solar subject to structural issues. The opening hours of the library make it a good candidate for solar PV after lights have been upgraded to LED. A 5-kW system is suggested, with the assumption that a sizeable % of the site's energy demand is for early morning heating in winter when solar yield is low. We assume 80% of the solar yield is consumed on site.
Crookwell Offices & Chambers	New Design	A planned new facility offers opportunity to demonstrate leadership, achieve significant energy savings and plan for future adoption of Electric vehicles. No analysis has been performed at this stage, however plans - if available - should be reviewed to highlight energy efficiency, renewable energy and sustainable transport aspects that could be considered.

6.2 Medium term plan (2022/23 to 2025/26)

Site	End use equipment	Energy saving option
Council		Review/evaluate the Energy Masterplan for the Delivery Program to 2025/26
Council		Council to continue partnering with SCC Program to improve energy efficiency and affordability in the Upper Lachlan community
Taralga WTP	Solar PV	The new shed will be 15 x 14m, with an area 15 x 9m to be north facing. Aside from access to the membrane plant the roof may be able to host solar panels. A 16.75 kW array would cover 75% of the roof, generate 22



Street Lighting	Lighting	LED lights for residential / local roads are approved in the Essential Energy network and several councils have implemented this with a payback of 4-5 years. There is an opportunity for ULSC to implement this initiative - ideally when the next bulk lamp upgrade occurs.
Crookwell Memorial Hall	Lighting	Most indoor lights are twin 36W linear fluoros and can be upgraded to LED technology.
Gunning Office - training building	Solar PV	Subject to implementation of LED lighting and HVAC actions, review energy demand and scope a suitable solar PV size for the facility (e.g. 5 kW).
Gunning Office - training building	HVAC	Review bills for the next 2 or 3 quarters for the Training room account and review potential savings if a small split is installed to serve the office areas, with the larger ducted system only operated on days when training is run.
Gunning Office - training building	Lighting	Offices are now regularly used; training rooms may not be in use but provide access through to the amenities so may run most days. Upgrading to LED will save 60% of lighting energy use.
Gunning STP	Solar PV	Energy demand is low at 31 MWh per year, with 9 or 10 aeration cycles daily for an hour. With aerators accounting for most of the site's demand solar PV will see reasonably high export levels. A 10-kW system (ground mount behind the main switch) is assumed to export one third of energy generation.
Gunning Raw Water Pumps	Solar PV	Average energy demand if the pumps ran 8 hours a day would be 14 kW. A 20-kW array is suggested that can meet a portion of demand when this situation is feasible. One third export to grid is assumed.
Gunning WTP	VSD Control	Clear water pumps use soft start control and consume 33% of the plant's energy demand (assumed ~6 hrs per day operation of one 15 kW pump). VSD control is assumed to be able to reduce energy use by 30%.
Gunning WTP	VSD Control	Raw water pumps use soft start control and consume 17% of the plant's energy demand (assumed ~6 hrs per day operation of one 7.5 kW pump). VSD control is assumed to be able to reduce energy use by 30%.
Gunning WTP	Lighting	Lighting is T5 and fairly new so it may not be warranted to replace these at this time. As lights begin to fail consideration should be given to replacing plant fluorescent lights with LED, which consumes 45% less energy.
Crookwell STP	Solar PV	Based on the site's operations and energy demand we estimate that 30 kW of solar PV can be considered, ground mount to the east side of the plant, with one third export assumed due to intermittent operation.
Taralga Raw Water pumps	Solar PV	Average energy demand if the pumps ran 8 hours a day would be 21 kW. A 30-kW array is suggested that can meet a portion of demand when this situation is feasible. One third export to grid is assumed.
Taralga WTP	Solar PV	The sloped land below the dam inside Council's fence may be an alternate location for a solar array. Losses would be higher as the array would be ~100m from the plant, and costs for cabling and a ground mount array would be higher. A 10% export to grid is assumed.
		MWh per year, equal to 43% of the site's electricity demand. This size assumes there is flexibility to ensure the plant normally runs during the daytime. A 10% export to grid is assumed.



Street Lighting	Lighting	Main road LED lights are expected to be available in the short to medium term and there will be an opportunity
		in the next 1 or 2 bulk replacement cycles for ULSC to implement this initiative.

6.3 Long term masterplan (after 2025/26)

TABLE 6: UPPER LACHLAN SHIRE COUNCIL LONG TERM PLAN

Site	End use equipment	Energy saving option
Taralga WTP	Solar PV & Battery Storage	Total plant demand is 50 MWh which could be met with an expanded solar array with battery storage. A preliminary estimate of 35 kW of PV plus 40 kWh of storage is made, which would be reviewed at a later time based on plant demand and operation of a smaller array. A 20% export to grid is assumed.
Taralga STP	Solar PV & Battery Storage	If a large % of the plant's energy demand is to be met by solar a larger array and battery will be needed to address the intermittent operation of the plant (compared with the short-term Plan size). Expanding to a 50-kW array with a 50-kWh battery system would generate 80% of the site demand and likely meet 60% of demand with the balance exported.
Crookwell RFS	Solar PV & Battery Storage	After LED lighting a 10-kW solar array plus battery (20 kWh) would be the most suitable size PV system for the site, with 80% self-consumption assumed. This could be done after an initial 5 kW system is implemented and battery costs decrease.
Crookwell STP	Solar PV & Battery Storage	Expansion to a 60 kW PV system with a 75-kWh battery would meet a reasonable % of the site's energy demand, with one third export assumed due to intermittent operation.
Crookwell Sewer Pump Station #1	VSD Control	Investigate the benefit of installing VSD control on the SPS pumps. A 30% saving compared with current soft start / soft stop (SS/SS) control is assumed to be achievable.
Gunning WTP	Solar PV & Battery Storage	A 50-kW system with 50 kWh battery is assumed to be feasible with 80% self-consumption. Depending on whether a smaller roof or ground mount system is installed in the short term, this may be an expansion to 50 kW with battery.
Gunning Library	Solar PV & Battery Storage	Intermittent hours limit the potential for a solar-only approach. Energy use supports a 10 kW PV system with battery to meet most of the site's energy demand (slightly undersized if lights can be changed to LED). We assume a 20-kWh battery and 80% self-consumption.
Gunning Office - Admin & Chambers	Solar PV & Battery Storage	Subject to space and heritage considerations install 20 kW solar PV and a 40-kWh battery to meet a large % of the site's energy demand. Assumed at this stage that 80% of the solar energy is self-consumed. If a smaller system is implemented in the short term this may be an expansion up to 20 kW.



Crookwell WTP	Solar PV & Battery Storage	Install a 99-kW solar PV array and a battery system of 100 kWh, to meet daytime demand at the WTP. It is assumed that 80% of the solar energy generated is consumed on site, and that there is flexibility in the operation of the plant for greater % of daytime operation. If a smaller system is implemented in the short term this may be an expansion up to 99 kW.
Crookwell Library	Solar PV & Battery Storage	The north-west facing roof of the memorial hall and library building looks ideal for solar subject to any structural issues. A 15 kW PV system with a battery (30 kWh) is assumed to be 80% self-consumed with a further 20% exported. If a smaller system is implemented in the short term this may be an expansion up to 15 kW.
Crookwell Memorial Hall	Solar PV & Battery Storage	The north-west facing roof of the memorial hall and library building looks ideal for solar subject to any structural issues. With very intermittent use of power the case for solar PV on its own is fairly weak with the chance most power is exported. A 15 kW PV system with a battery (30 kWh) is assumed to be 80% self-consumed with a further 20% exported.

6.4 Continuous improvement measures

TABLE 7: CONTINUOUS IMPROVEMENT MEASURES

Site	End use equipment	Energy saving option
Council facilities / buildings	Lighting	Other sites will also have a range of lighting, including older fluorescent lamps and halogen or CFL downlights. Council will see added savings over time as these are replaced with LED lights on fail — in general most other lights will have low utilisation and a bulk replacement is not justified.
Council facilities / buildings	HVAC	Air conditioning at Council's sites is generally supplied by split system AC units. Replacement is generally not justified for energy savings (even with part subsidies it is likely paybacks would be several years), and controls are generally user managed. The opportunities for Council to improve the energy efficiency of air conditioning include: Review the design of planned new systems, Access the NSW Government's Climate Change Fund (https://www.environment.nsw.gov.au/topics/climate-change/nsw-climate-change-fund) to access a \$200 – \$1000 discount off new and replacement air conditioner costs by installing high efficiency split, ducted or multi-split systems purchased through approved installers. Implement sustainable procurement practices based on the 2017 Sustainable Procurement Guide for NSW local governments (https://www.lgnsw.org.au/files/imce-uploads/127/esstam-sustainable-procurement-guide-30.05.17.pdf)



Council facilities / buildings	Power & appliances	Power and appliances represent a fairly modest % of Council's electricity use, small servers that run 24/7, office equipment such as computers, copiers and printers, to appliances like fridges, boiling water units, microwaves, dishwashers and televisions. To improve the energy efficiency of office equipment and appliances Council should implement sustainable procurement practices based on the 2017 Sustainable Procurement Guide for NSW local governments.
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6.5 Business cases for selected opportunities

6.5.1 Solar PV initiatives

Solar PV opportunities identified above were modelled and an initial cost-benefit analysis performed based on current per-kWh rates (after discounts). The outcome from this analysis is presented below. In preparing this analysis the following assumptions are used:

- · Export of solar energy generation is taken to have a feed-in rate of 8c/kWh
- . Capital cost of roof mounted systems is taken to be \$1.20/watt installed, while ground mounted systems are assumed to cost \$1.40/watt installed
- . Net present value and internal rate of return are calculated over a 25-year life, with maintenance and inverter replacement costs considered

TABLE 8: SUMMARY FINANCIAL ANALYSIS OF SOLAR PV OPPORTUNITIES

Site	Type of installation	Solar capacity kW	Battery capacity kWh	Capital cost net \$ ex GST	Savings	Payback in years	IRR %	Carbon Abatement p.a.	% of energy exported	% of site energy met by solar
Crookwell STP	Ground mount	30.2kW		\$42,280	\$9,216	3.40 Years	28.92%	42.59 t CO₂-e	33.3%	25.9%
Crookwell Library	Roof mounted - Flush	5.0kW		\$6,036	\$1,859	3.44 Years	28.66%	6.32 t CO ₂ -e	20.0%	22.0%
Gunning Office - Admin & Chambers	Roof mounted - Flush	3.7kW		\$4,428	\$1,288	3.65 Years	26.88%	4.63 t CO ₂ -e	20.0%	8.1%
Crookwell WTP	Ground mount	49.8kW		\$69,720	\$19,581	3.78 Years	25.92%	70.31 t CO₂-e	20.0%	43.3%
Crookwell RFS	Roof mounted - Flush	5.0kW		\$6,036	\$1,692	3.80 Years	25.78%	6.26 t CO ₂ -e	20.0%	40.4%
Taralga RWP	Ground mount	30.8kW		\$36,960	\$10,374	3.82 Years	25.40%	42.16 t CO₂-e	33.3%	56.3%
Taralga WTP	Roof mounted - Flush	16.1kW		\$19,320	\$5,230	3.91 Years	25.17%	17.52 t CO₂-e	10.0%	38.4%



Gunning Medical Centre	Roof mounted - Flush	7.7kW		\$9,252	\$2,451	4.00 Years	24.45%	8.40 t CO ₂ -e	20.0%	28.2%
Taralga STP	Roof mounted - Flush + Ground mount	15.5kW		\$20,508	\$5,388	4.05 Years	24.12%	19.61 t CO₂-e	20.0%	23.3%
Gunning STP	Ground mount	10.3kW		\$14,420	\$3,810	4.05 Years	23.97%	14.63 t CO₂-e	33.3%	38.7%
Crookwell Depot	Roof mounted - Flush	15.1kW		\$18,120	\$4,698	4.14 Years	23.33%	19.01 t CO ₂ -e	33.3%	25.9%
Gunning WTP	Ground mount	29.6kW		\$41,440	\$10,523	4.22 Years	22.85%	42.18t CO ₂ -e	33.3%	41.4%
Gunning Office - Training building	Roof mounted - Flush	5.0kW		\$6,036	\$1,523	4.26 Years	22.80%	6.23 t CO ₂ -e	20.0%	15.1%
Gunning Office - Training building	Roof mounted - Flush	15.1kW		\$18,120	\$4,354	4.47 Years	21.63%	17.83 t CO₂-e	20.0%	43.3%
Taralga WTP	Ground mount	16.6kW		\$23,240	\$5,445	4.51 Years	21.62%	18.25t CO ₂ -e	10.0%	40.0%
Gunning WTP	Roof mounted - Flush	29.5kW		\$35,400	\$8,430	4.51 Years	21.27%	33.79 t CO ₂ -e	33.3%	33.2%
Crookwell STP	Ground mount - West facing	60.0kW	75 kWh	\$84,000	\$16,189	5.65 Years	16.39%	74.82 t CO ₂ -e	33.3%	45.5%
Taralga STP	Ground mount	50.6kW	50 kWh	\$108,340	\$18,590	6.21 Years	15.11%	67.67 t CO₂-e	20.0%	80.5%



Crookwell WTP	Ground mount - LGC scale	98.8kW	100 kWh	\$252,840	\$38,801	6.95 Years	13.27%	139.32 t CO ₂ - e	20.0%	85.9%
Gunning WTP	Ground mount - LGC scale	50.6kW	50 kWh	\$128,580	\$19,719	6.95 Years	13.27%	70.46 t CO₂-e	20.0%	83.0%
Gunning Office - Admin & Chambers	Ground mount - LGC scale	11.1kW	15 kWh	\$25,680	\$19,719	7.09 Years	12.92%	13.87 t CO₂-e	20.0%	24.2%
Taralga WTP	Roof mounted - Flush with microinvert ers	32.7kW	40 kWh	\$75,780	\$3,860	7.20 Years	12.67%	40.65t CO ₂ -e	20.0%	79.2%
Gunning Library	Ground mount	10.1kW	20 kWh	\$27,120	\$11,223	7.28 Years	12.59%	12.51 t CO₂-e	20.0%	85.7%
Crookwell Library	Roof mounted - Flush	15.1kW	30 kWh	\$40,620	\$3,938	7.75 Years	11.61%	18.91 t CO₂-e	20.0%	66.0%
Crookwell Memorial Hall	Roof mounted - Flush	15.1kW	30 kWh	\$40,620	\$5,566	7.90 Years	11.33%	18.90 t CO ₂ -e	20.0%	71.2%
Crookwell RFS	Roof mounted - Flush	10.1kW	20 kWh	\$27,120	\$5,470	8.59 Years	10.11%	12.51 t CO ₂ -e	20.0%	80.7%
Crookwell STP	Roof mounted - Flush	60.3kW	75 kWh	\$140,670	\$3,378	8.38 Years	9.99%	84.79 t CO ₂ -e	33.3%	51.6%

Images of modelled arrays are shown in Appendix B. Copies of all modelling are provided as separate files to Upper Lachlan Shire Council.



6.5.2 Lighting

Lighting systems at the following sites are identified to be suitable for upgrade to LED technology. Estimates of savings are indicative and we believe conservative. Council may be able to avail of incentives available to small businesses under the NSW Energy Saver Program to ensure that Energy Saving Certificate (ESC) discounts are applied, by engaging an approved supplier under this scheme.

Site	Current technology and quantities (approx.)	Energy and cost savings with LED upgrade	Capital cost estimate	Simple payback estimate
Crookwell RFS	Most lights are twin 36W linear fluorescent, excepting external floodlights which are a mix of HID and LED. Training room lights should be changed to LED on failure as they are infrequently used. Office and workshop areas have approximately 100 twin fittings with medium utilisation and these can be upgraded to LED battens and panels.	5,500 kWh savings in electricity \$2,000 in energy and maintenance savings	\$10,000	5.00 Years
Gunning WTP	Lighting is T5 and fairly new so it may not be warranted to replace these at this time. As lights begin to fail consideration should be given to replacing plant fluorescent lights with LED, which consumes 45% less energy.	2,000 kWh savings in electricity \$1,000 in energy and maintenance savings	\$8,000	8.00 Years
Gunning Medical Centre	Most indoor lights are twin 36W linear fluoroes and can be upgraded to LED technology.	3,000 kWh savings in electricity \$1,000 in energy and maintenance savings	\$3,000	3.00 Years
Gunning Office - training building	Offices are now regularly used; training rooms may not be in use but provide access through to the amenities so may run most days. Upgrading to LED will save 60% of lighting energy use.	1,500 kWh savings in electricity \$500 in energy and maintenance savings	\$2,000	4.00 Years
Crookwell Library	Most indoor lights are twin 36W linear fluoroes and can be upgraded to LED technology.	5,000 kWh savings in electricity \$2,000 in energy and maintenance savings	\$7,000	3.50 Years



Crookwell Memorial Hall	Most indoor lights are twin 36W linear fluoroes and can be upgraded to LED technology.	2,000 kWh savings in electricity \$500 in energy and maintenance savings	\$2,000	4.00 Years
Street Lighting	LED lights for residential / local roads are approved in the Essential Energy network and several councils have implemented this with a payback of 4-5 years. There is an opportunity for ULSC to implement this initiative - ideally when the next bulk lamp upgrade occurs.	48,000 kWh savings in electricity \$28,000 in energy and maintenance savings	\$140,000	5.00 Years
Street Lighting	Main road LED lights are expected to be available in the short to medium term and there will be an opportunity in the next 1 or 2 bulk replacement cycles for ULSC to implement this initiative.	72,000 kWh savings in electricity \$25,000 in energy and maintenance savings	\$125,000	5.00 Years
TOTAL		139,000 kWh per year and \$60,000 incl maintenance	\$297,000	4.95 years



Appendix A: Sustainable Councils and Communities Program

The Sustainable Councils and Communities (SCC) Program aims to work with up to 18 resource constrained councils across NSW to improve the energy efficiency of council buildings and facilities. The program aims to help councils understand, prioritise and implement energy efficiency and renewable energy upgrades.

This program is funded by the NSW Climate Change Fund and delivered by the NSW Department of Planning, Industry and Environment (DPIE).

The Sustainable Councils and Communities Program aims to:

- Identify opportunities for councils to save energy, money and increase energy efficiency knowledge among council staff;
- Support councils in using energy data to develop business cases for efficiency or upgrade projects and become 'investment ready';
- Increase knowledge and capacity in LGAs through energy efficiency programs aimed at supporting households, businesses and communities.

This program is designed to overcome a number of barriers reported by smaller local governments in NSW. Due to internal resource constraints such as a low rate payer base, and high operational costs from large road networks and aging infrastructure, many councils are unable to devote internal capacity to manage and implement energy savings projects. These barriers result in resource-constrained missing out on opportunities for financial savings and other co-benefits that can be achieved through improving the energy productivity of public facilities.

DPIE also has a suite of programs focused on supporting households, businesses and communities across NSW. These programs include:

- The Appliance Replacement Offer
- Solar housing upgrades for social housing
- Energy efficiency for businesses and households
- Community engagement, capacity building and leadership.

DPIE will aim to connect communities to these programs and assist in driving energy efficiency and affordability for regions.

It is anticipated that councils participating in the Sustainable Councils and Communities Program will:

- Deliver scoped, verified, and prioritised opportunities to save energy and money
- Develop business cases for potential energy efficiency infrastructure improvements
- Identify funding pathways and opportunities
- Have connected and empowered communities with increased knowledge and understanding of government energy efficiency and affordability programs

Upper Lachlan Shire Council signed a memorandum of understanding (MoU) with the (former) NSW Office of Environment and Heritage (OEH) to participate in the SCC program in late 2018.



Appendix B: Solar PV modelled sites

Crookwell Depot 15.1 kW



Crookwell Library 5.03 kW & 15.1 kW







Crookwell Memorial Hall 15.1 kW





Crookwell RFS 5.03 kW & 10.1 kW







Crookwell STP 30.2 kW & 60.3 kW







Crookwell WTP 49.8 kW & 98.9 kW



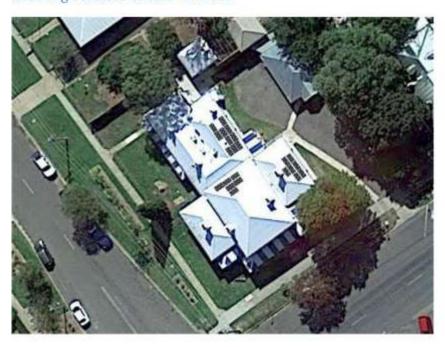




Gunning Library 10.1 kW



Gunning Medical Centre 7.71 kW





Gunning Office - Admin & Chambers 3.69 kW & 11.1 kW







Gunning Office - Training building 5.03 kW & 15.1 kW9





⁹ Note a 15.1 kW system is modelled solely to assess the roof PV capacity, in the event this can be used to supply the admin office and Chambers building. This model is excluded from business case analysis.



Gunning Raw Water Pumps 19.8 kW



Gunning STP 10.3 kW





Gunning WTP 29.6 kW (roof & ground options) & 50.6 kW









Taralga Raw Water Pumps 30.8 kW





Taralga STP 15.5 kW (roof & ground options) & 50.6 kW







Taralga WTP 16.10 kW (roof), 16.60 kW (ground) & 32.70 kW (combined)











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12 INFRASTRUCTURE DEPARTMENT

The following items a	e submitted for	consideration ·
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12.1	Infrastructure Assets Naming Policy	260
12.2	Request for Waiver of Section 138 Fees	294

Infrastructure Department - 17 October 2019

ITEM 12.1 Infrastructure Assets Naming Policy

FILE REFERENCE 119/612

AUTHOR Assets & Risk Coordinator

ISSUE

Formalise the principles by which Upper Lachlan Shire Council names or re-names community infrastructure and public places, excluding street and road naming.

RECOMMENDATION That -

 Council place the draft Infrastructure Assets Naming Policy on public exhibition for 28 days.

BACKGROUND

At the Ordinary Council Meeting held on 15 August 2019, Council Resolution Number 206/19 stated "that Council create a Policy to set out the processes which should be adopted when naming any public infrastructure." This report addresses this Council resolution.

REPORT

In response to the Council resolution a draft Infrastructure Assets Naming Policy has been developed. A copy of this policy is an attachment to this report. It is recommended that the draft policy is placed on public exhibition for community consultation for 28 days. Should there be no material change, it is recommended that the policy is adopted.

The Policy is unsuitable for use as road naming, however, the proposed names for infrastructure assets should be considered using the principles of the Geographical Names Board of NSW Policy. Copy of the Place Naming is Attachment 2.

POLICY IMPACT

Council received several requests for the naming of various Council assets. This policy is aimed at addressing these naming requests.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Infrastructure Department INFRASTRUCTURE ASSETS NAMING POLICY cont'd

RECOMMENDATION That -

 Council place the draft Infrastructure Assets Naming Policy on public exhibition for 28 days.

ATTACHMENTS

1. <u>↓</u>	1. Draft Council - Infrastructure Assets Naming Policy	
2.	Geographical Names Board of NSW Policy Place Naming - July	Attachment
	2019	

Policy Title:	Infrastructure Assets Naming Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	17 October 2019
Resolution Number:	XX/19
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	17 October 2019
Resolution Number:	XX/19
Next Policy Review Date:	2021

PROCEDURES/GUIDELINES:-		
Date procedure/guideline was developed;	4 October 2019	
Procedure/guideline reference number:		

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

PURPOSE:

To ensure a consistent and transparent approach to the naming of Council's existing and proposed infrastructure assets.

2. SCOPE:

This policy applies to infrastructure assets within the Upper Lachlan Shire Council Local Government Area.

Street and road Names are not included in this policy

3. RELATED POLICIES:

- Street & Road Naming Policy
- Geographical Names Board of NSW Policy Place Naming
- ULSC Infrastructure Plan

4. DEFINATIONS:

To assist in interpretation, the following definitions apply:

Council means Upper Lachlan Shire Council (ULSC)

GNB Geographical Names Board of NSW

Infrastructure Assets means a road and other road related infrastructure under the control of Council.

Road has the meaning given under the NSW Roads Act 1993.

Naming convention means a standardised and unambiguous system used to name streets, places, objects, installation and geographical features within Upper Lachlan Shire Council.

Geographical features means natural or environmental aspects of particular region or area.

Dual naming means a system of applying an additional name to geographical and environmental features where there is strong evidence or pre-existing Aboriginal place name.

Public land means a place open to the public and is under the care, management or ownership of Council, including parks, gardens, trails, habitats, reserves, waterways, sports grounds, community facilities, picnic shelters; may also be referred to as a Council assets.

V1: 17.10.2019

5. POLICY STATEMENT:

The naming of infrastructure assets provides an opportunity to honour individuals and groups for contributions and achievements that deserves recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history.

Naming of infrastructure assets may arise either:

- At the instigation of Council, or the community for existing unnamed infrastructure assets; or
- As a result of new infrastructure assets being constructed as part of Council works or residential development.

This policy provides a consistent approach to the naming of infrastructure assets to ensure that:

- Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- Any new infrastructure asset name does not conflict with existing names presently in use; and
- Council's road network has an easily rec organisable system of road name signs that assist both pedestrians and motorist and provides a safe traffic environment.

5.1 Naming

Names will be assessed for inclusion in the Approved Place Names Register against the following criteria:

- Diversity of place names within the local government area;
- In line with Geographical Names Board of NSW Policy Place Naming
- Consists of less than 35 characters (including spaces and excluding infrastructure asset type;
- Propriety of the name; and
- For the naming of roads, communication consist of own word, easily read, spelt and pronounced) in order to assist Emergency Services, service providers and the public.

Applications will not be considered where the name is:

- Of person still active in their service, position or community;
- Offensive or likely to give offence;
- Inappropriate sounding when pronounced;
- Considered as a commercial or company name;
- Deemed to be incongruous-out of place;
- A given name, except where it is necessary to identify an individual to avoid ambiguity; and

V1: 17.10.2019 3

 For the naming of roads, unduly long and composed of more than one word.

Applications will be assessed by Council with applicants notified in writing of the outcome of their application.

5.2 Renaming

Renaming is discouraged however an infrastructure assets may be considered for renaming upon request if the name is:

- Not in line with Geographical Names Board of NSW Policy Place Naming
- a person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- a strong community desire (for example over 100 submissions) for a name change;
- · duplicated elsewhere in the Council area;
- found that the information submitted regarding the naming of infrastructure asses is factually incorrect.

5.3 Nominations

If Council is instigating the naming of an infrastructure assets, a notice will be placed on Council's website and advertised in the local newspaper. Council may also seek specific input from community groups, property owners/residents or other representative bodies as deemed necessary to ensure that community consultation has taken place.

Members of the public may submit at any time, naming ideas, for consideration. Submissions should be sent to the General Manager in writing and should include the following information:

- Name/s selected to the GNB place naming policy;
- · Type of infrastructure Asset to be named
- Exact location and/or locality of the infrastructure asset; and
- Any other relevant information pertaining to the suggested name/s in order to make a decision.

5.4 Approving Nominations

Council may adopt, alter or reject any recommendation presented.

When naming or renaming a public infrastructure, Council must consider:

 A public notice is published in a local newspaper seeking submissions within 28 days to request proposed infrastructue names;

V1: 17.10.2019

- Following 28 days, the response from the public, a review of the proposed names must be conducted using the principle of the GNB Place Naming Policy.
- 3. If Council receive several proposed names, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a name of the infrastructure from the choices submitted.
- The public have the opportunity at the Council meeting with the infrastructure naming item listed to speak for or again any name proposed.
- Following a resolution by Council on the proposed names or re-naming of infrastructure Council will:
 - Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision;
 - Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
- 6. Council staff to install signage on the new infrastructure name
- The Asset register shall be updated with new the infrastructure name:

5.5 New Development

Proposed names received by the developer will be assessed and approved by the Development Engineering unit as part of the Development Approval Process.

Property developers who wish to name an alternative name for the infrastructure assets, an application must be received in an approved form. Application must propose a name that complies with this policy.

RESPONSIBILITY

Director of Infrastructure

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

V1: 17.10.2019

Manager of Assets & Design

Managers process of infrastructure naming in with this policy, provides budget for naming infrastructure, review, advertise, adopts, approve infrastructure names for naming purposes and help with road naming register.

Design Engineer

Reviews submission by Developers'on infrastructure names Provides, recommendation to Manager of Asset and Design.

Asset & Risk Coordinator

Maintain and update this Asset register and review this policy.

7. REVIEW TIMELINES

This policy will be reviewed when any of the following occurs:

- The related legislation or governing documents are amended or replaced; or
- · Other circumstances as determined from time to time by Council; or
- Two years from date of adoption.





Geographical Names Board of NSW Policy

Place Naming



Title: Geographic Names Board of NSW Policy

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DCS P18/10/077

NSW Geographical Names Board Place Naming Policy

Document Control

Version and amendment table

Date	Version	Amendments	Authorised
23 April 15	1.0	First draft	B Hirst / B Goodchild
12 Nov 15	2.0	First circulation to members	B Hirst / B Goodchild
20 Dec 15	3.0	Amended based on GNB feedback	B Hirst / B Goodchild
8 March 16	3.1	Aboriginal policy updated based on feedback received.	B Hirst / B Goodchild
10 March 16	4.0	Formatted for document consistency	B Hirst / B Goodchild
18 March 16	5.0	Amended based on March GNB meeting	B Hirst / B Goodchild
19 April 16	5.1	Minor amendments and changes accepted	B Hirst / B Goodchild
2 May 16	6.0	Amendments based on Secretariat input	B Hirst / B Goodchild
6 May 16	6.1	New section on changing names	B Hirst / B Goodchild
May 17	6.2	Update to section 6.1 and 11,1	N Underwood
Sep 18	6.3	Update branding	N Underwood
4. Jul 19	6.4	Update to section 10.2	N Underwood

Repeals and Review

The policies identified in this document are consistent with national and international best practice. They repeal all existing Geographical Names Board of NSW (GNB) policies and guidelines in respect to geographical naming in NSW, apart from those included in the NSW Addressing User Manual, which are complementary to these policies. They do not apply retrospectively, and any arrangements that predate these rules are not necessarily subject to its terms.

Recognition of any existing NSW geographical name that does not conform to these policies does not establish a precedent for any future naming proposal.

This document is to be revised annually or as required. Where minor changes are required, the GNB must ensure the version number is updated. However, where changes in legislation or operating environment result in substantive rewriting of the document, the sponsor must create a new document and ensure it is entered into TRIM (electronic file management system). This will ensure the integrity of the original document.

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1 Scope

This policy applies to the operations of the GNB and its Secretariat.

2 Responsibilities

Geographical Names Board

The GNB is responsible for the governance of this policy.

Department of Customer Service (DCS)

DCS is responsible for the administrative management, technical support and promotion of the policy under the auspices of the GNB.

3 Glossary

Act	Geographical Names Act 1966 No 13	
CGNA / PCPN	PCPN Committee of Geographic Names of Australasia – now renamed the Permanent Committee on Place Names. Part of ICSM	
GNB / Board	Geographical Names Board of NSW as constituted under the Act	
DCS	Department of Customer Service	
Gazetteer	List of geographical names. In NSW the Geographical names gazetteer is stored in the Geographical Names Register database.	
Geographical name The name of a place as determined by the provisions of the Act a notified in the Gazette as a geographical name, but does not incluname which has ceased to be a geographical name under the Act.		
GNB (the GNB)	Geographical Names Board as constituted under the Act	
ICSM	Intergovernmental Committee on Surveying and Mapping	
Place Defined by the Act as 'any geographical or topographical feature area, district, division, locality, region, city, town, village, settlement rallway station or any other place within the territories and water. State of New South Wales but does not include any road, any are the meaning of the Local Government Act 1993) or area of opera a county council (within the meaning of that Act), any electoral of under the Parliamentary Electorates and Elections Act 1912, any sany place or place within a class of places to which the provisions Act do not apply by virtue of the regulations.'		
Recorded name Defined by the Act as 'the name of a place as it appears on a Department map or, where the name of a place appears diffe on two or more such maps, the name of that place as it appe whichever of those maps was published later than the other of		
Road / Road Naming	Road and Road Naming Authority are defined under the Roads Act 1993	
Authority	and summarised in section 5.3 of the NSW Address policy	
Secretariat	GNB secretariat appointed in accordance with section 4 of the Act	
Spatial Services	A division of the Department of Customer Service (DCS). Spatial Services is the government body responsible for the implementation of the Geographical Names Act.	

NSW Geographical Names Board Place Naming Policy

4 Introduction

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. (Permanent Committee on Place Names)

Department of Customer Service, Spatial Services and the GNB have statutory responsibility to establish, update, preserve and publicise place naming in New South Wales.

The Geographical Names Act 1966 recognises the importance of unambiguous and official place names. Place names reflect the relationship between people and place and create a link that forms the basis for communication, location and addressing. Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation.

The GNB is committed to recognising our Aboriginal cultural heritage by registering place names given by Aboriginal people so that they can be assigned as geographical names alone or used alongside existing non-Aboriginal names.

The GNB is committed to open and transparent practices and procedures in the selection of place names. This document brings together the policies adopted by the GNB and enables all interested parties to understand why specific names are selected.

The policies detailed in this document are consistent with national and international policies, guidelines and practices.

5 Legislation and Authority

As set out in the Geographical Names Act 1966 (Section 5), the GNB has the following powers and functions:

- assign names to places
- · approve that a recorded name of a place shall be its geographical name
- alter a recorded name or a geographical name
- determine whether the use of a recorded name or a geographical name shall be discontinued
- adopt rules of orthography, nomenciature and pronunciation with respect to geographical names
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name
- the application of any geographical name with regard to position, extent or otherwise
- compile and maintain a vocabulary of Aboriginal words used or suitable for use in geographical names and to record their meaning and origin
- compile and maintain a dictionary of geographical names with a record of their form, spelling, meaning, pronunciation, origin and history
- publish a gazetteer of geographical names
- inquire into and make recommendations on any matters relating to the names of places referred to it by the Minister

The GNB may compile, maintain and publish a list of road names.

NSW Geographical Names Board Place Naming Policy

6 Policy - Universal Naming Principles

The following principles shall apply for all new geographical names in New South Wales.

6.1 Language

- Geographical names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the geographical name.
- 2 Diacritical marks (symbols such as " in é, _ in ç or : in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
- 3 Geographical names shall be easy to pronounce, spell and write, and preferably not exceed three words (including any designated term) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- 4 The following types of punctuation as used in Australian English shall not be included as part of a geographical name: period (.), comma (.), colon (.), semi-colon (.), quotation marks (""), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), solidus (/) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a geographical name.
- 5 An apostrophe mark shall not be included in geographical names written with a final 's', and the possessive 's shall not be included e.g. Georges River not George's River. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connell Plains).
- 6 A geographical name shall not include a preposition e.g. Avenue of the Allies.
- 7 Geographical names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve is not acceptable.
- 8 A geographical name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Point, not Pt except that St shall be used for Saint. An exception may be where an abbreviation may have become widely accepted by the community. Eg CWA for Country Women's Association.
- 9 For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
- 10 A geographical name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a geographical name they shall be written in full e.g. Fourth Top Ridge, Eleven Mile Creek.
- 11 A geographical name shall not include initials e.g. A F Wyatt Reserve.
- 12 The spelling of geographical names derived from the same source shall be uniform in spelling.
 e.g. Mount Kosciuszko is now spelt with z to be consistent with original spelling.
- 13 Postnominals and titles shall not be included in geographical names.eg John Smith not John Smith AO. An exception is the use of "VC".

Justification

The principles identified above ensure consistency thereby reducing the potential for confusion. These principles are consistently applied throughout Australia and commonly adopted internationally. They also facilitate reliable electronic searching essential for navigation systems, service delivery and public safety.

6.2 Form and Character of Names

Place names shall be recognisable words or acceptable combinations of words and shall be appropriate to community sensitivities.

Discriminatory or derogatory names are not acceptable. Such names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious or other groups. It is recognised that the perception of 'discriminatory' or 'derogatory' may vary through time and from place to place. In response to requests from the public, the GNB will investigate the appropriate status of any names deemed to be discriminatory or derogatory.

Commercial and business names shall not be used for geographical names, particularly where the name can be construed to be promoting a business. However, business names no longer in use which promote the heritage of an area are acceptable.

Use of club, society, association or special interest group names is discouraged. Such association may change their focus or for some reason lose community support. Community based associations, particularly those philanthropic associations, may be acceptable (eg Rotary, Llons, Apex).

7 Policy - Commemorative Names

Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.

The person commemorated should have contributed significantly to the area around the geographic feature or locality.

When such a name is applied, it shall be given posthumously, at least one year after the decease of the person. Names of living persons are by their nature subject to partisan perception and changes in community judgement and acceptance.

Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner's name. Names of persons holding public office shall not be used.

Personal names, including those of persons still living, may be used for built features e.g. pavilions and grandstands etc., however these features are not formally assigned by the GNB and are not covered by the Act.

7.1 Personal Names

The names of deceased persons are suitable for the naming of reserves. Such persons shall have had a long term association with the area, or have made a significant contribution to the area of the proposed park or reserve. To assist local governments in determining the suitability of a name the GNB offers the following guidelines regarding association or contribution:

- · Two or more terms of office on the governing local government council.
- Twenty or more years association with a local community group or service club.
- Twenty or more years of association or service with a local or state government or organisation.

- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.
- The death of a person within a place is not solely to be considered sufficient justification for commemoration.
- Local residents of note.

Justification

Using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy.

8 Policy - Duplication of names

8.1 Duplication of place names

In accordance with the NSW Addressing User Manual (6.8.1 Uniqueness, Duplication), no new locality name shall be duplicated within NSW or any other state or territory in Australia.

Duplication includes identical or similar spelling and/or pronunciation.

8.2 Place names other than localities

Uniqueness is the most essential quality to be sought in proposing a new place name. Duplication should be avoided wherever possible, but new place names may be duplicated provided there is no duplication of the name within the local government or adjoining local government.

Place names with a different designation value are not considered to be duplications. For example, Jenolan River and Jenolan Caves are acceptable.

The GNB encourages efforts by local governments to change or modify duplicate names wherever ambiguity or confusion is likely to occur. Such name changes should be coordinated with the GNB.

Justification

The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical entities. Duplication of locality names is to be avoided because of the confusion this will cause, particularly in the dispatch of emergency services, which is now often coordinated from call centres. Duplication of locality names used for addressing purposes can result in delays in arrival of essential services.

Duplication can also cause personal difficulties such as falled parcel and service delivery and difficulty for tourists and visitors.

Where duplication occurs inter State or Territory, the respective authorities should liaise in order to attempt to arrive at an acceptable solution.

9 Policy - Place Naming Process

9.1 General

This policy is for the application of place names within the territories and waters of New South Wales including reserves under the management of local government.

The Department of National Parks and Wildlife Services has a separate policy for the naming of national parks under its management.

- All proposals for place naming shall conform to the GNB's Naming Principles.
- All place name proposals shall include a map or diagram clearly defining the extent of the feature proposed to be named.
- Proposals for place naming shall be submitted to the GNB for consideration and formalisation process.
- Private ownership of the land on which a geographical or physical feature is located does not confer any naming right to the land owner or manager. This is also true in respect to land under the various forms of public management, including national parks and reserves.
- Place names (excluding localities) shall not be duplicated within the same LGA or locality or in an adjoining LGA or locality.

9.2 Selection of names

- Aboriginal names are encouraged as the name to be used for any feature that currently does not have a name recognised by the GNB.
- Names acknowledging the multicultural nature of NSW are encouraged.
- Names associated with the heritage of an area are encouraged, especially the names of early explorers, settlers, naturalists, events.
- A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc. may be accepted.
- · Gender diversity in names is encouraged.
- The multiplication of names for different parts of the same topographical feature such as a stream or mountain range shall be avoided, and the one name applied to a stream or mountain range throughout its entire length. However, an Aboriginal name may apply to a limited section of a feature.
- The naming of forks, arms and branches of a river as North Branch and South Branch is not supported. Unique names shall be assigned to river branches.
- When a choice is offered between two or more names for the same place, locality or feature, all supported by local usage, the GNB may adopt one of such names as is considered appropriate in accordance with its principles and policies.
- The use of cardinal points of the compass as a prefix or suffix to an existing name shall not be used.
- The changing of long established place names is to be avoided except where necessary to avoid ambiguity or duplication.
- The GNB may approve a first or given name as part of a geographical name only where it is necessary to appropriately honour the person referred to or where it is necessary to avoid ambiguity.

9.3 Changing names

Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original. Changes are discouraged unless the change has been deemed to be in the public interest or for safety reasons. Changing well established names can lead to address or location confusion, especially to electronic navigation services.

9.4 Correct designation values

The GNB has compiled a Glossary of Designation Values in the Geographical Names Register in order to assist in determining the correct designator to be applied to place names at the time of naming.

New names proposed for place names shall include the designation value appropriate to the nature of the feature.

The Glossary of Designation Values is attached as Appendix A.

9.5 Council resolutions to identify community support

When Council submit a naming proposal, it should be supported by a Council resolution. Council should also supply evidence that they have sought community feedback on the proposal. This could include advertising and inviting comment using:

- Local newspapers.
- · Relevant web site.
- Local council facilities (eg offices, libraries etc).
- Notices to residents in the area surrounding the feature of the proposed name.
- Notices to local progress associations.

9.6 Naming of Cross Border Features

The name for any feature that crosses the State boundary shall be the same on both sides of that boundary. The basis for the selection of a name for such a feature should be the consensus between relevant authorities. Primary responsibility for obtaining consensus should rest with the authority within which the majority of the feature is located. Any matters regarding naming or renaming of features that cross the state border shall be referred to the Cross Border Commission.

9.7 Referring names to Local Government

Where a submission proposing a name is received by the Secretariat, that submission must be referred to the relevant Local Government and the submitter notified of this action.

9.8 Generic reserve names

The GNB has classified a number of reserve names as "generic", and when one of these names is proposed it shall also include the name of the locality within which the reserve is located. For example, Volunteer Park is a generic name, and if this name is proposed in Muswellbrook, it shall be proposed as Muswellbrook Volunteer Park.

The following park names have been classified as "generic" by the GNB

ACACIA PARK ANZAC PARK

APEX PARK
BI-CENTENARY PARK
BI-CENTENNIAL PARK
CENTENNIAL PARK
CENTENNIAL PARK
CIVIC PARK
GALLIPOLI PARK

HERITAGE PARK JUBILEE PARK
KINGS PARK LIONESS PARK
LIONS PARK MEMORIAL PARK
OLYMPIC PARK PEACE PARK

PIONEER PARK PRINCESS PARK

PRINCE PARK PRINCESS PARK

QUEENS PARK QUOTA PARK

REMEMBRANCE PARK RIVERSIDE PARK

ROTARY PARK SESQUI CENTENARY PARK

SESQUI CENTENNIAL PARK VOLUNTEER PARK

WAR MEMORIAL PARK

9.9 Use of the name Anzac

The use of the name Anzac is protected by Commonwealth regulations, and may only be used for the naming of a road or park in which, there is situated a public memorial relating to the war which commenced on the fourth day of August 1914, or the war which commenced on the third day of September 1939. (Commonwealth 'Protection of the word 'Anzac' regulation.')

9.10 Naming of facilities within reserves

Facilities within an officially assigned reserve, such as a pavilion, grandstand, garden, buildings etc. may also be named according to this policy, but do not require the formal approval of the GNB. However, the GNB shall be notified of such names to ensure the name, position and origin is recorded in the Spatial Services' Digital Topographic Database and the name shown on maps, where relevant.

9.11 Renaming of reserves

Names chosen for reserves are expected to be enduring, and the renaming of these features is confusing and disruptive and is discouraged. If the renaming of a reserve is proposed, evidence of community support for the name change must be provided. The GNB will then evaluate the merits of the proposal before making a decision.

9.12 Naming of properties and homesteads

The GNB does not officially assign names of properties or homesteads. However names of properties and homesteads may be recorded in the NSW Digital Topographical Database (DTDB).

10 Policy - Recognition and use of Aboriginal names

10.1 Background

The names we give to places convey their significance through a sense of history, identity and connection between people and a place. The land is seamless with spirituality and identity for Aboriginal people. A key manifestation of this connection are the names given to features on the land that relate to the ancestors, histories, law and lore of its people.

For Aboriginal people connection with 'Country' is intrinsically connected to identity. Country is the area where an Aboriginal community is connected by language, cultural practices and long held relationships between people and the land. Countries are said to own people whereas for non-Aboriginal people land is owned through a range of legal titles. Country and people are inseparable for Aboriginal communities.

This policy is designed to encourage and promote recognition of Aboriginal place names and to foster the more frequent and official use of these names, particularly for places where the names have not been assigned as geographical names. The policy also provides, where it is possible, for the reinstatement of an Aboriginal place name through the dual naming process.

The NSW Government is committed to continuing the recognition of our Aboriginal cultural heritage by registering the original place names used by Aboriginal people to identify geographical features. Where a feature is identified by a non-Aboriginal name and that name is well established, an Aboriginal name put forward for the feature can be assigned as a dual name and sit alongside the existing non-Aboriginal name.

The GNB prefers the use of Aboriginal names for geographical features. Where a feature currently has a non-Aboriginal name, it may be considered for a dual name provided that documentary or oral evidence of the Aboriginal name is provided.

10.2 Recognition and use of Aboriginal names

- Aboriginal place names are preferred for the name of any place that does not have an assigned geographical name.
- Prior to submitting an Aboriginal name for consideration by the GNB, the proponent should consult the Local Aboriginal Land Council and Aboriginal communities on all matters concerning Aboriginal place names occurring in their area of current occupation and traditional association, in line with self-determination policies. This includes any proposals to assign new names, after spellings of existing names or assign dual names.
- A name nominated by a Local Government Council will not be accepted by the GNB unless the Local Aboriginal Land Council and relevant Aboriginal communities have been consulted. The GNB Secretariat can provide guidance.
- Aboriginal place names which have been assigned as geographical names shall not be amended in form, spelling, extent or position without the consent of the relevant Local Aboriginal Land Council or Community.
- A dual naming system may be used for the naming of a physical and environmental place[s]
 of significance to the local Aboriginal Land Council or Community when a non-Aboriginal
 assigned geographical name already exists. Dual naming shall not apply to localities, towns
 or roads.

- A dual name can only be assigned where there is plausible historical evidence in the form
 of documentary or oral sources, that the feature has an existing Aboriginal name and
 that some authority or authenticity can be attributed to the source or sources for the
 form, origin, spelling, history and meaning of the name. The name cannot be a new name
 assigned for the purpose of a tribute etc.
- Signs or notices explaining the origins of Aboriginal place names should also identify the
 name of the language group from which the name originated. For example, the name "..."...
 means "......." from the "..." Aboriginal language group:
- The GNB endorses and supports the Permanent Committee on Place Names "Guidelines for the Use of Aboriginal and Torres Strait Islander Names" which is included in the PCPN's "Guidelines for the Consistent Use of Place Names".
- The GNB does not have a role in the determining naming, spelling or determination of boundaries of Aboriginal Countries or Nations.

11 Policy - Infrastructure

11.1 Railway Stations

Railway stations shall be named after its locality or area of interest unless to do so would lead to a duplicated station name. In these cases a name that identifies the area or location of the station should be used. For example Town Hall Station and Martin Place Station are situated in Sydney where multiple stations are in one locality.

Justification

Railway station names assist in location and navigation and are particularly important for visitors and other travellers.

11.2 Other infrastructure

The GNB does not have specific statutory responsibility for formally naming infrastructure (other than Railway Stations and Post Offices), schools, private estate names or building names.

Nevertheless, naming any prominent feature should follow the accepted practice for naming as detailed in this policy.

Justification

Infrastructure such as buildings and sporting facilities are generally not used for addressing purposes however there is a high likelihood that they may be used for location including emergency services. Unique names for all infrastructure will assist in ensuring their location for emergency services.

11.3 Bridge Naming

The GNB does not name bridges, however, it encourages all bridge naming to follow the guidelines as set out in this policy.

The naming of bridges and other structures on roads does not have a formal legislative basis. However, the same procedures for road naming applies to bridges and other road infrastructure.

- RMS is responsible for the naming of bridges and other structures on freeways.
- Local councils initiate the naming of bridges on local, regional and state roads (other than freeways). RMS to approve these proposals.

RMS will approve a naming proposal for a bridge or structure provided that:

- · The name has wide community support.
- An Aboriginal name has the support of local Aboriginal groups.
- Consideration has been given to National and State commemorative initiatives involving the naming of new of key road infrastructure.
- · The name is consistent with GNB place name criteria.
- · The design of the name plaque accords with RMS requirements.

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Appendix A



Glossary of designation values in the Geographical Names Register

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ABORIGINAL RESERVE

Crown land set aside for Aborigines, where they may continue their traditional lifestyle away from the influence of white Australians and access to which is controlled by federal or state authorities or by Aboriginal Land Councils.

AERODROME

All licensed aerodromes and government aerodromes maintained by the Federal Airports Corporation, other than those designated 'airports'

AIRFIELD

A landing or taking-off area for aircraft.

AIRPORT

An aerodrome that handles regular schedules of passengers and freight.

AMPHITHEATRE

Basin shaped hollow, particularly one having steep sides. Considerable variation in size.

ANABRANCH

A distributary of an anastomosing river which links up with other distributaries and sometimes with the parent stream.

ARM

A comparatively long, narrow and natural waterway extending from a larger body of water.

ARTESIAN BORE

A hole bored perpendicularly into strata, producing a constant supply of water at the surface without pumping.

BACKWATER

A body of stagnant water connected to a river.

BASIN

- The tract of country drained by a river and its tributaries, or which drains into a particular lake or area.
- A circumscribed formation in which the strata dip inward from all sides to the centre; the stratified deposit, especially of coal, lying in such a depression.
- 3. An area of water limited in extent and nearly enclosed by structures alongside which vessels can lie. A non-tidal basin is one closed by caisson of gates to shut off from open water, so that a constant level of water can be maintained in it. Also called a 'wet dock'. A tidal basin is one without gates in which the level of the water rises and falls with the tide. Sometimes called an 'Open Basin'.

BAY

A well-marked indentation made by the sea or a lake into a coastline, whose penetration is in such proportion to the width of its mouth as to contain land locked waters and constitutes more than a mere curvature of the coast.

BEACH

The sloping shore along a body of water that is periodically washed by waves or tides and is usually covered with sand or gravel.

BIGHT

A crescent-shaped indentation in the coastline usually of large extent and not more than a 90 degree sector of a circle. See 'Bay' and 'Gulf'.

BILLABONG

An efflux from a stream, usually an old bend in the stream, which has been cut off by erosion and deposition. When the fall of a stream is only a few centimetres per kilometre channel is usually incapable of clearing flood waters, which overflow into this efflux. As the water recede the efflux or billabong becomes a pool or a series of pools, which in dry periods may completely dry up.

BLUFF

A spur or ridge terminating in a steep, rocky face

BORE

A deep vertical hole of a small diameter drilled to obtain water. Designation includes 'Artesian Bore'.

BOUNDARY

That which serves to indicate the limits of a particular area, Various types of boundaries which may be encountered are:

- UNCLASSIFIED BOUNDARIES; those drawn by the compiler prior to classification to delineate a change in surface characteristics.
- INTERNATIONAL BOUNDARIES; those defining the territorial sovereignty of a country,
 STATE OR TERRITORY BOUNDARIES, those defining the major administrative or political divisions within a country.
- ADMINISTRATIVE AREA BOUNDARIES, those defining areas of common local or regional administration.
- PROHIBITED AREA BOUNDARIES, those defining the limits of an area into which entry is prohibited, without prior permission from a controlling authority, for security or safety reasons.

BREAKWATER

A natural or artificial structure along a coast capable of checking the force of the waves, thereby reducing beach erosion. The designation includes 'groyne', 'training wall' and 'levee'. The latter two are to restrict rivers to a defined course.

BROOK

A small stream or rivulet.

BUTTE

A small residual of a mesa, The level top being the upper surface of the hard stratum but little lowered by erosion. The slopes on all sides are escarpments and its maximum horizontal dimension in any one direction is about 400 metres.

BUTTRESS

A very steep spur projecting from a hill, mountain, plateau, range etc., having the appearance of supporting it.

CAMP

A place where tents, cabins, etc. are erected for the use of military troops, etc.

CANAL

A large artificial watercourse used for irrigation or ravigation.

CANYON

A gorge, relatively narrow but of considerable size, bounded by steep slopes. It has often been formed by a river cutting through the soft rocks of an arid region, the scantiness of the rainfall prevents denudation of the carryon walls, and so maintains their steepness. The walls of a large carryon, however, rarely approach the vertical, and their irregularity of slope is due to inequalities in the hardness of the rock.

CAPE

A piece of land jutting into the sea; a projecting headland or promontory.

CATCHMENT AREA

The region which drains all the rain water that falls on it, apart from that removed by evaporation, into a river or stream, which then carries the water into the sea or a lake, it may thus coincide with the 'River Basin', its boundary is defined by the ridge beyond which water flows in the opposite direction - away from the basin.

CAUSEWAY

A raised roadway of solid structure built across low or wet ground or across a stretch of water.

CAVE

A hollowed-out chamber in the earth, especially a natural cavity with an opening to the surface.

CEMETERY

A place or area for burying the dead.

CHANNEL

- An artificial watercourse used for drainage or irrigation purposes.
- A comparatively deep and narrow waterway affording a passage for vessels. The waterway may be natural or dredged and can occur in a river, harbour or sea.

CHASM

A particularly narrow portion of a gorge or ravine where the width is notably exceeded by the depth and the sides are vertical or nearly so.

CITY

A centre of population, commerce and culture with all essential services, a town of significant size and importance, generally accorded the legal right to call itself a city under, either, the Local Government Act, the Crown Lands Act or other instruments put in place by government.

Spatial Services, a unit of Department of Customer Service

CIVIC PLACE

A pedestrian area or open space, especially a square or plaza, within an urban environment which is frequented by citizens for a variety of purposes including public activities, it may be a place of commemoration. It does not include areas specifically created for commercial or business purposes, it is not to be used in an official address.

CLEARING

An area of ground within a forest, where less than 15% of the ground is covered by trees or scrub. Clearings within areas of dense vegetation may be manmade or naturally occurring.

CLIFF

A perpendicular or steep face of rock considerable in height, either inland or along the coast.

COLLEGE

An establishment for technical or vocational education usually post secondary.

COMMON

A tract of land which belongs to the local community as a whole, and is open to common use.

COUNTY

Territorial division of the state for administrative purposes.

COVE

A small indention in a coast, usually sheltered.

COWAL

A small lake or dam.

CRATER

A bowl shaped cavity, in particular, at the summit or on the side of a volcano. And from which smoke and steam may emanate if the volcano is active. Craters of extinct volcanoes may contain crater lakes. The word crater is applied to other depressions especially those caused by the fall of large meteorites onto the earth's surface. Volcanic craters are sometimes called calders.

CREEK

A natural watercourse that is usually a tributary of a river or another creek, it may be perennial or non-perennial and in some areas its course may become indefinite or even peter out.

CROSSING

A place where a street, railway, stream, etc., may be crossed.

CUTTING

An open excavation through high ground, generally for a transportation system.

DAM

- A barrier built across a stream to impound its water for any purpose.
- An earthen structure built to contain water for stock purposes.

DEPRESSION

A depressed or sunken place.

DESERT

An almost barren tract of land in which precipitation is so scanty or spasmodic that it will not adequately support vegetation.

DIP

A place for controlling ticks on cattle.

DISTRICT

- Territory marked off for special administrative purposes.
- A tract of country, up to about 1600 sq. kms in area, distinguished by certain common characteristics, natural or cultural.

DOCK

An artificial structure in which ships are built or repaired.

DRAIN

A channel, man made or natural, by which liquid is drained or gradually carried away,

DUNES

Mounds or ridges of sand formed, either in a desert or along the sea coast, through transportation by the wind.

ESCARPMENT

A more or less continuous line of cliffs or steep slopes terminating any generally level upland surface, and is due to erosion or faulting.

ESTUARY

The tidal mouth of a river, where the tide meets the current of fresh water, more commonly, an arm of the sea at the lower end of a river.

FALLS

A sudden, more or less perpendicular, descent of water over a natural step in the bed of a river or stream.

FAULT

A fracture in the earth's crust along which movement has taken place, and where the rock strata on the two sides therefore do not match.

Spatial Services, a unit of Department of Customer Service

FLAT

A relatively level piece of ground within an area of greater relief, a tract of country without hills and smaller than a plain. In river valleys they may be Valley or River Flats, along the foreshores and subject to tidal action they are Tidal Flats and according to the nature of the surface they may be Mud, Stony or Sandy Flats.

FLORA RESERVE

Crown land set aside for the protection of flora, and access to which is controlled by federal or state authorities.

FORD

The shallow part of a stream or other body of water, where it may be crossed by vehicle or by wading. The crossing may be natural or improved, but not by bridging.

FOREST

An area of land proclaimed to be a forest under a Forest Act.

GAOL

A place for the confinement of persons convicted and sentenced to imprisonment or of persons awaiting trial.

GAP

A low point or opening between hills or mountains or in a ridge or mountain range.

GLEN

A narrow, wooded valley with a stream flowing at its bottom. Its sides being generally steep.

GOLF COURSE

An area of ground laid out for the playing of golf.

GORGE

A valley deep in proportion to its width, usually with precipitous or very steep sides. Generally a feature of some magnitude, relative to the surrounding base.

GRADIENT

A noteworthy gradient inclination or slope of the surface of the ground on the side or end of an elevated relief feature.

GRAVEYARD

A place for graves, a burial ground, esp, a small one or one in a churchyard.

GULF

Large valleys in mountain ranges OR an area of sea partly enclosed by land; usually of larger extent, and greater relative penetration than a bay, that is, Gulf of Carpentaria.

GULLY

A natural watercourse formed in the earth's surface, especially a hillside, by the action of water. It only carries water after rain and its sides are generally steep. Usually one of the smallest branches of a drainage system, and often associated with erosive action.

HARBOUR

A natural or artificially improved stretch of water where vessels can anchor or secure to budys or alongside wharves etc and obtain protection from sea and swell. The protection may be afforded by natural features or by artificial works. The place may be provided with terminal and transfer facilities for loading and discharging cargo or passengers.

HEAD

A comparatively high promontory of land projecting into the sea with a steep face. An unnamed head is usually described as a 'Headland' when a specific name is assigned, it becomes a 'Head'.

HEADI AND

A narrow area of land jutting out into a sea, lake, etc.

HILL

A small portion of the earth's surface elevated above its surroundings, of lower altitude than a mountain. Generally its altitude is less than 300 metres above the surrounding country but this can change in areas of low relief.

HILLOCK

A small hill or mound.

HISTORIC AREA

An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORIC SITE

A specific place or site which has at one time been the site of an event or purpose.

HISTORICAL LOCALITY

An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORICAL RECONSTRUCTION

An area or precinct which at one time was an area of recognised name and purpose and has now been redeveloped to recognise its past.

HOLE

An area hollowed out in or an opening in the ground.

Spatial Services, a unit of Department of Customer Service

INLET

A narrow indentation in the coastline or in the lake or river by which the water penetrates into the land.

ISLAND

A piece of land usually completely surrounded by water.

SLET

A comparatively small insular landmass. Smaller than an Island but larger than a Cay.

KNOB

Rounded projection from a surface.

KNOLL

A small rounded Hill,

LAGOON

An enclosed area of water separated from the open sea or from a stream by some more or less effective, but not complete, obstacle such as low sandbanks.

LAKE

An extensive sheet of fresh or saltwater, natural or artificial, enclosed or nearly enclosed by land. It may or may not have in and out-flowing water, and in dry areas may even dry up at times.

LAKE BED

The area of a lake which is under water or once was under water.

LANDING PLACE

The act of coming to land, A place of disembarkation.

LANDMARK

A prominent or well known object in or feature of a particular landscape. A boundary marker. A large continuous area of land, as opposed to seas or islands.

LANDSCAPE FEATURE

This designation is used for a feature of the landscape, whether natural or cultural, which does not fit comfortably in any other designation and the number (actual and expected) of such places in NSW does not warrant a specific separate designation.

LIGHTHOUSE

A distinctive structure on or off the Coast, exhibiting a major light designed to serve as an aid to navigation.

LOCALITY

A bounded area within the landscape that has a 'Rural' Character.

LOCK

A section of a canal or river that may be closed off by gates to control the water level and the raising and lowering of vessels that pass through it.

LOOKOUT

A natural scenic viewpoint on elevated ground. Works or structures within the immediate vicinity of the view point improving the safety, amenities or view may be evident.

LOOP

A railway branch line which leaves the main line and rejoins it after a short distance.

MARINA

A docking facility for yachts and other pleasure boats accessible for private patrons only.

MARSHES

Low poorly drained land that is sometimes flooded and often lies at the edge of lakes etc.

MESA

A flat table-like upland, which falls away steeply on all sides (escarpments). It is larger in area than a 'butte' but smaller than a 'plateau'.

MONOLITHS

Large block of stone or anything that resembles one in appearance, intractability, etc. A statue, obelisk, column, etc, out from one block of stone, A large hollow foundation piece sunk as a caisson and filled with concrete.

MOOR

A tract of unenclosed ground, usually covered with heather, coarse grass, bracken, and moss.

MOUN

A natural elevation of the earth's surface rising more or less abruptly from the surrounding level, and attaining an altitude which, relative to adjacent elevations, is impressive or notable. In general the elevation of a mountain is more than 300 metres from foot to summit, but this distinction is arbitrary. For reasons of euphony and local usage 'Mount' is usually used when the generic term precedes the specific term and 'Mountain' when it succeeds it.

MOUNTAIN

A large natural elevation of the earth's surface.

MOUNTAIN LAKES

A lake created by an extinct volcanic crater.

MOUNTAIN PEAK

A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

MOUNTAIN RANGE

A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

NAVAL ESTABLISHMENT

An institution, pier or building specially designed and equipped for use by the Navy.

NECK

A narrow strip of land, peninsula or isthmus.

NEIGHBOURHOOD

The immediate environment, surroundings. A district where people live. The people in a particular area. Living or situated in and serving the needs of a local area.

OBSERVATORY

An institution or building specially designed and equipped for observing meteorological and astronomical phenomena. Any building or structure providing an extensive view of its surroundings.

OCEAN

A very large stretch of sea. The vast body of water on the surface of the globe that surrounds the land.

PARISH

Territorial division of the state for administrative purposes.

PASS

A depression or gap in a range of mountains or hills permitting easier passage from one side to the other.

PASSAGE

A comparatively deep and narrow waterway affording a passage for a vessel.

PEAK

A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

PENINSULA

A piece of land almost surrounded by water, especially one connected with the mainland by only a narrow neck of land or isthmus.

PICNIC AREA

A location to which people bring food to be eaten in the open air.

PINNACLE

The highest point. A towering peak, as of a mountain.

PIT

A large usually deep opening in the ground,

PLAIN

A tract of country the general surface of which is comparatively flat or slightly undulating. In extent generally not less than 2,500 hectares and sparsely, if at all timbered.

PLATEAU

An elevated tract of comparatively flat or level land, having a large part of its total surface at or near the summit level. Its local relief may be very great in cases where it is cut by gorges, or it may have a small local relief like a plain in cases where erosion has not been severe. Its minimum horizontal dimension in any direction generally exceeds 1.6km.

POINT

A location, spot, or position. Point of land. A small promontory,

POND

A pool of still water, often artificially created.

POOL

A small body of still water, usually fresh. A deep part of a stream or river where the water runs very slowly.

PORT

A town or place alongside navigable water with facilities for the loading and unloading of ships.

POST OFFICE

A local office for receiving, distributing and transmitting mail, providing telecommunication services etc.

POWER STATION

An electrical generating station.

PRISON

A place to which persons are legally committed, either while awaiting trial or for punishment.

PUBLIC WATERING PLACE

An artificial waterhole.

RACECOURSE

A place which has been licensed by government for the holding of horse races.

RAILWAY

A permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.

RAILWAY CUTTING

An excavation in a piece of high land for a railway.

RAILWAY LOOP

A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Siding'.

RAILWAY SIDING

A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Loop'.

RAILWAY STATION

A structure beside a railway line with facilities for passengers and freight.

RAMP

An area set aside for the launching of small water craft.

usually paved:

RANGE

A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

RAPIDS

Portions of a stream with accelerated current, where it descends rapidly without a break in the slope of the bed sufficient to form a waterfall.

RAVINE

A deep narrow steep sided valley,

REACH

A comparatively straight part of a river or channel between two bends.

REEF

A ridge of rocks or coral lying near the surface of the sea, which may be visible at low tide, but is usually covered by water.

REGION

A region is a relatively large tract of land distinguished by certain common characteristics, natural or cultural. Natural unifying features could include same drainage basin, similar landforms, or climatic conditions, a special flora or fauna, or the like. Cultural determining features could include boundaries proclaimed for administrative purposes, common land use patterns etc.

REGULATOR

Any of various mechanisms or devices such as a governor valve, for controlling fluid flow, pressure, temperature, etc.

RESEARCH STATION

An institution, farm or building specially designed and equipped for carrying out agricultural research.

RESERVE

An area proclaimed to be a public reserve by government legislation.

RESERVOIR

An artificial lake or structure storing water for domestic or other uses.

RIDGE

A long and narrow stretch of elevated ground. It generally has a length less than 16 kilometres.

RIFLE RANGE

An area used for target practice with rifles.

RIVER

A major natural stream in a large catchment basin, carrying water to another river, a lake or the sea, Usually perennial, but not necessarily so in acid areas.

RIVER BEND

A curve in the course of a stream. This designation includes 'meander'.

RIVER CROSSING

A place where a river may be crossed.

RIVER FLAT

A relatively level piece of ground within an area of greater relief, a tract of country without hills and smaller than a plain, caused by the laying down of sediment by a river.

RIVER MOUTH

The area at which a river makes contact with the sea.

RIVULET

A small stream.

ROAD BEND

A bend in a road.

ROADS

An open way, usually surfaced with tarmac or concrete, providing passage from one place to another.

ROADSTEAD

An open anchorage for ships, which may be sufficiently sheltered to give protection from seas, usually by reefs, sandbanks, or islands.

ROCK

A prominent or isolated out crop of rock, or even a single large stone. This designation includes 'boulder' 'crag' 'needle' 'pillar' and 'tor'.

ROCK FACE

An area of exposed rock, generally in a vertical position.

RURAL PLACE

A place, site or precinct in a rural landscape, generally of small extent, the name of which is in current use.

SADDLE

A collor pass or any land form recalling in shape a saddle.

SANDBANK

A bank of sand in a sea or river that may be exposed at low tide.

SANDBAR

A ridge of sand in a river or sea, built up by the action of tides, currents, etc, and often exposed at low tide.

SANDHILL

A mound, ridge or hill of drifted sand either in a desert or along a sea coast, formed by the action of wind.

SANDRIDGE

Sand drifts in long ridges tending parallel to and elongating in the direction of the prevailing winds.

SCHOOL

An establishment for primary or secondary education created by the Education Act.

SCRUB

A vegetation consisting of stunted trees, bushes, and other plants growing in an arid area. An area of arid land covered with such vegetation.

SEA

One of the divisions of the oceans, especially if partly enclosed by land.

SHOAL

A ridge of sand or of rocks just below the surface of the sea or of a river and therefore dangerous to navigation.

SPORTSGROUND

A reserve used for sporting fixtures.

SPRING

A flow of water issuing naturally out of the ground, either continuously or intermittently.

SPUR

A minor linear projection off a range, ridge, mountain, tableland, hill or plateau being generally not more than 2 kilometres in length and decreasing in altitude from the parent feature.

STATE

A major administrative or political division within a country.

STATION

A structure beside a railway line with facilities for passengers and freight.

STEEPS

The very steep and deep sides of a mountain or high plateau.

STRAIT

A comparatively narrow passage connecting two seas or two large bodies of water.

STREAM

Small river, brook, Any steady flow of water or other fluid.

SUBURB

A bounded area within the landscape that has an 'Urban' Character.

SURF BREAK

A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.

SWAMP

A tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds. This designation includes 'marsh'.

SYPHON

A tube/pipe placed with one end at a certain level in a body of water and the other in a body of water below this level,

TABLELAND

An elevated tract of land with a generally level surface of considerable extent, generally with a minimum area of 2,500 hectares.

TANK

An artificial waterhole forming a reservoir for rainwater and adjacent run-off.

TERMINAL

A reception or departure building at the terminus of a bus, sea or air transport route.

TERRACE

A level or nearly level strip of land, usually narrow and bordering the sea, a lake or river, lying between a slope upwards to hills on one side and a slope, often abrupt, downwards on the other.

TOPS

The top of a hill

TOWER

A tall usually square or circular structure, sometimes part of a larger building and usually built for a specific purpose.

TOWN

A commercial nucleus offering a wide range of services and a large number of shops, often several of the same type. Depending on size, the residential area can be relatively compact or (in addition) dispersed in clusters on the periphery.

TRACK

A formed and/or marked track that is used by people either walking, cycling or riding a horse. This designation includes 'trails'.

TRAINING WALL

See 'Breakwater'.

TRIG. STATION

A point on the ground, the geographic position of which has been determined by geodetic survey.

TUNNEL

An underground passageway, esp. one for trains or cars, Any passage through or under something.

UNIVERSITY

An institution of higher education having authority to award bachelor and higher degrees, usually having research facilities.

URBAN LOCALITY

Not now recommended, see 'Urban Place'.

URBAN PLACE

A place, site or precinct in an urban landscape, the name of which is in current use, but the limits of which have not been defined under the address locality program.

URBAN VILLAGE

A cohesive populated place in an urban landscape, which may provide a limited range of services to the local area.

VALLEY

Long depression in the land surface, usually containing a river, formed by erosion or by movements in the earth's crust. Any elongated depression resembling a valley.

VILLAGE

A cohesive populated place in a rural landscape, which may provide a limited range of services to the local area, Residential subdivisions are in urban lot sizes.

WATER AERODROME

All licenced aerodromes and government aerodromes maintained by the Federal Airports Corporation, other that those designated 'airports' which have landing facilities on water for sea planes etc.

WATER FEATURE

A feature within water.

WATER SYPHON

See 'Syphon'

WATERFALL

A sudden descent of water over a step in the bed of a stream, the fall being much steeper than in the designation 'rapids'. In place names frequently shortened to 'Fall' or 'Falls'. This designation includes 'cascade' and 'cataract'.

WATERHOLE

A natural hole or hollow containing water, often in the dry bed of an intermittent river.

WEIR

A barrier, erected across a stream to impound and raise the water level for the purpose of maintaining it at the level required for irrigation or navigation purposes.

WELL

A hole or pit dug in the ground to obtain water,

WHARE

A platform alongside of which ships may be secured for loading or unloading cargo or passengers. This designation includes 'pier', 'quay', 'jetty', and 'marina' for those marinas that only have public access.

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Infrastructure Department - 17 October 2019

ITEM 12.2 Request for Waiver of Section 138 Fees

FILE REFERENCE 119/659

AUTHOR Design Engineer

ISSUE

The property owners of 2814 Grabben Gullen Road, Grabben Gullen, have installed RMS approved flashing stock signs to reduce the speed on Grabben Gullen Road near their property. They are requesting for a fee waiver for the Section 138 approval that Council requires for the completion of works on a public road.

RECOMMENDATION That -

1. Council does not waiver the Section 138 fee for owners of 2814 Grabben Gullen Road, Grabben Gullen and continue to charge \$490 as a processing fee.

BACKGROUND

The owners of property at 2814 Grabben Gullen Road Grabben Gullen have installed RMS approved flashing stock signs at their property on Grabben Gullen Road funded by the local windfarm.

They have paid fees for installation as per Council policy in accordance with the Section 138 of the Road Act 1993. Please see Attachment 1 as evidence of the application. The applicant has requested a waiver of the \$490 fee as provided in Attachment 2.

REPORT

A Section 138 approval is a requirement of the *NSW Roads Act 1993* for any activity to erect structures or carry out work in or over a public road. Council in its 2019/2020 Operational Plan, fees and charges, has a \$490 fee for this Section 138 application. Council has charged these fees as Council officers are not authorised to waive fees.

Council waivers the Section 138 fee for a single property access construction for both an urban driveway and rural access. All other activities require a \$490 fee to the application. The proposed works required the installation of new signs and the processing fee pays for this service.

Council does not have a compelling reason to waiver the fee, as such it is recommended to continue to charge these fees.

Infrastructure Department REQUEST FOR WAIVER OF SECTION 138 FEES cont'd

POLICY IMPACT

Council is required to charge fees for the Section 138 Applications. Staff are not authorised to waiver those fees unless delegated under Section 377 of the Local Government Act 1993.

OPTIONS

If Council waives the fees of Section 138 for these owners, it will set a precedent for other property owners to request fee waiver(s). In the absence of a compelling reason, it is recommended that the fee is not waivered.

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no financial implication, if the resolution is adopted as recommended.

Should Council resolve to waiver the fees, there will be a loss of \$490 fees income.

RECOMMENDATION That -

1. Council does not waiver the Section 138 fee for owners of 2814 Grabben Gullen Road, Grabben Gullen and continue to charge \$490 as a processing fee.

ATTACHMENTS

1. <u>↓</u>	Attachment 1 Outgoing response to property owners	Attachment
2. <u>↓</u>	Attachment 2 Email requesting waiver of S138 fee	Attachment
3.₫	Attachment 3: Outgoing response to S138 waiver	Attachment



ASN 91 011 281 012

Upper Lachlan Shire Council

All correspondence addressed to the General Manager, PO Box 42, GUNNING NSW 2581

Crookwell Office: 44 Spring Street, Crookwell NSW 2583 pt 02 4830 1000 | ft 02 4832 2066 | et council@upperlachian.nsw.gov.au | www.upperlachian.nsw.gov.au

Gunning Office: 123 Yass Street, Gunning NSW 2581 p: 02 4845 4100 [f: 02 4845 1426] o: council@upperiachian.nsw.gov.au

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

p. 02 4840 2099 | f. 4840 2295 | e. taralgacsc@uppertachlan.nsw.gov.au

MS:SK 15 May 2019

2814 Grabben Gullen Road Grabben Gullen NSW 2583

Dear,

Re: Installation of Stock Crossing Signs - Grabben Gullen Road

Council approves the proposed installation of Stock Crossing signage on Grabben Gullen Road.

This approval is subject to the following conditions:

- Council does not own the proposed sign and must be maintained in a safe condition in accordance with standards and industry practice at no cost to the council.
- 2. A section 138 application must be lodged with council before commencement.
- Insurance covering CL must be maintained throughout the period in accordance with the attached design.

Should you wish to discuss this matter further please contact Council's Road Safety, Traffic & Assets Officer on 02 4830 1000 during business hours.

Yours faithfully

Mursaleen Shah

Director of Infrastructure

CC: Craig Smart

Charlie Xiong Atheer Al-Saoudi 15/05/2019 Proposed location of cattle crossing Google Maps Google - Location as marked Imagery \$2019 CNES / Airbus Map data \$2019 Google 200 m - Must be at least Im away from the edge of Seal - Couply with AS1742

1/1

https://www.google.com/maps/@-34.5591904,149.3952012,3674m/data=l3m1!1e3

From:

Sent: Tuesday, 24 September 2019 8:16 AM

To: Upper Lachlan Shire Council

Subject: Attn; The General Manager - waiver of \$138 fee. Urgent response - installation 2

October: Craig Smart

To: The General Manager

Council have approved installation of stock crossing signs, dated 15 May 2019, to be installed on Grabben Gullen Road. The purpose of these signs is to provided increased visual and safety to both motorists and stock on the main corridor between Crookwell and Canberra.

The cost of the supply and installation of these signs is in excess of \$20,000. The signage will be installed by RMS approved contractors who are currently contracted to Goulburn Mulwaree Council to attend to their various signage.

With the continual increase in traffic on Grabben Gullen Road, along with the increased traffic that will result from the construction of the wind farm and the corresponding transmission line, as a matter of safety, we feel that we had no other alternative but to install these signs as the provisions made in the State Significance Development Approval for both the wind farm and the transmission line was temporary roadside signage to be provided in the same form as what we are currently using. As this signage continually proves to be inadequate, with motorists continually failing to slow or stop on a main 100km road, RMS approved flashing stock crossing signage, similar to the school crossing signs, is imperative.

As per the approval, we have lodged our application for consent to carry out the installation (\$138), however in respect to the application fee, we seek to have this waived on the basis that we are installing traffic management signage for stock crossing on a main thoroughfare to Canberra at our own expense initially. As previously mentioned, the cost of the supply and installation exceeds \$20,000, of which we are not asking council to contribute to in any way. However, given that we are installing these signs as a matter of safety, due to motorists failing to acknowledge and adhere to the traditional roadside stock crossing signs, (the same that the SSD has approved to be used), we feel that a commitment from council in the way of a fee waiver is warranted.

We trust council will agree that installation is a matter of safety and will waive the fee. We await your reply

Kind regards

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ARN #1 011 241 (82

Upper Lachlan Shire Council

All correspondence addressed to the General Manager, PO Box 42, GUNNING NSW 2581

Crookwell Office: 44 Spring Street, Crookwell NSW 2583

p: 02 4830 1000 | f; 02 4832 2066 | e: council@upperiactilan.new.gov.au | www.upperiacnian.new.gov.au

Gunning Office: 123 Yass Street, Gunning NSW 2581

p: 02 4845 4100 [f: 02 4845 1426 [s: council@upperlactrlan.nsw.gov.au

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

p: 02 4840 2099 | f. 4840 2296 | e: taralgacso@upperlach/an.new.gov.au

AA:CS

Your reference: CE2019/4251 Our reference: F14/38-06

26 September 2019

2814 Grabben Gullen Road Grabben Gullen NSW 2583

Dear .

Re: Fee Waiver Request - Sec 138 application

We refer to your letter dated 24 September 2019 requesting a Fee Waiver for a Sec 138 application on Grabben Gullen Road.

Council will provide a response to your request after the Council resolution related to your Fee Waiver request report has been tabled at the next Council meeting which is due to be held Thursday 17 October 2019.

Should you wish to discuss this matter further please contact Council's design engineer Craig Smart at Council's offices on 02 4830 1000 during business hours.

Yours faithfully

Dr. Atheer Al-Saoudi

Manager of Assets and Design

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

13.1	Review of Council Library Collection Development Policy	302
13.2	Review of Council Library Membership and Access Policy	309

Finance and Administration - 17 October 2019

ITEM 13.1 Review of Council Library Collection Development Policy

FILE REFERENCE 119/616

AUTHOR Library Manager

ISSUE

Review of Council's Library Collection Development Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Library Collection Development Policy.

BACKGROUND

Upper Lachlan Shire Council Library Service follows the Library Collection Development Policy as set by Goulburn Mulwaree Council Library. The Upper Lachlan Shire Library Service operates under a Service Level Agreement with Goulburn Mulwaree Council for library services and as such follows the library policies set by Goulburn Mulwaree Council Library.

REPORT

This report details a review of the Council Library Collection Development Policy.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopts the reviewed Library Collection Development Policy.

ATTACHMENTS

1. <u>↓</u>	Library	y Collection	Develop	ment Policy	/ - 2019	Attachment
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Policy Title:	Library Collection Development Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	17 October 2019
Resolution Number:	XX/19
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	17 October 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Library Manager

Library Collection Development Policy

Adopted: 17 October 2019

POLICY OBJECTIVE

This policy provides an outline for the development, acquisition, and maintenance of the library collections of Goulburn Mulwaree Library and Goulburn Mobile Library.

The Policy states how the Library will identify, select, and manage the collection materials and resources required to meet the ongoing needs of Library members.

Goulburn Mulwaree Library is committed to providing free, impartial, and equitable access to collections and resources that meet the cultural, informational, educational, research, and recreational needs and interests of Library members. This policy supports the development of a collection that

- Is a balanced and up to date collection of popular and enduring works
- Is diverse, uncensored, and freely accessible to all Library members
- Promotes literacy and lifelong learning
- Is maintained in good condition
- Meets the needs of community demographic profiles as provided by the Australian Bureau of Statistics
- Meets the baseline standard of expenditure on library materials as stipulated by the State Library of New South Wales

LEGISLATIVE PROVISIONS

NSW Library Act 1939

NSW Library Regulation 2010

Classification (Publications, Films and Computer Games) Enforcement Act 1995 Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

GUIDELINES

State Library of New South Wales (2015), Living learning libraries: standard and guidelines for NSW public libraries. 6th ed.

Australian Library and Information Association (2012), Standards and guidelines for Australian public libraries, 2nd ed.

POLICY STATEMENT

Definitions

"Library" refers to Goulburn Mulwaree Library and Goulburn Mobile Library collectively.

Selection and de-selection responsibility

Selection of Library resources is undertaken by Goulburn Mulwaree Library staff for Goulburn Mulwaree Library and Goulburn Mobile Library.

Weeding and de-selection of Library resources is undertaken in accordance to the guidelines stipulated in this policy.

Library staff reserve the right to accept or refuse any addition to the Library collections, and to deselect and dispose of any collection materials, under the following guidelines.

Library Collection Development Policy

Adopted: 17 October 2019

Scope of the collection

The Library's collections will comprise a variety of materials suitable for children, young people, adults, and older people, with reading and learning abilities from birth to university entry level.

The following types of hard copy and electronic materials may be included in the Library's collections:

- Reference materials (e.g. dictionaries, encyclopaedias, language and study skills etc.)
- Fiction
- Non-fiction
- Biographies
- Audio books
- Newspapers and magazines
- DVDs and CDs
- Games
- Graphic novels
- Find Legal Answers and Drug Info, as stipulated by the State Library of New South Wales

The following types of materials are generally not included in the Library's collections

- Text books for formal courses of study
- Academic or specialist tests
- Curriculum materials
- Council documents
- · Hardcopy reference materials where an online copy is available
- Fragile or easily damaged materials
- Second hand materials
- Materials that pose a risk to personal safety (e.g. small removable components etc.)
- Languages other than English

Expenditure on Library collection materials

The State Library of New South Wales provides guidelines for expenditure on library collections and resources in *Living learning libraries: standards and guidelines for NSW public libraries, 6th ed.*

Goulburn Mulwaree Library will adhere to these guidelines and will meet the baseline standard for annual expenditure on library collections and resources per capita of Council's resident population as stipulated by the Australian Bureau of Statistics.

The Library will also make its greatest efforts to adhere to the standards suggested for number of acquisitions per capita, overall collection age, and stock turnover.

Selection criteria

The following criteria are used in evaluating material for inclusion in the Library collection:

- Popular interest or current demand
- Current reading trends
- Relevance and interest to Library members
- Creative, literary and technical quality
- Relevance and accuracy of content
- Currency and permanency
- Reputation, popularity, and significance of the author/publisher/genre/subject
- Actual or potential community need and usage
- Relevance of the subject area to the rest of the collection
- Suitability of the format (ease of use, ease of storage, durability)

Library Collection Development Policy Adopted: 17 October 2019

- Availability of similar information online
- Australian and/or local perspectives
- Cost (including purchase price, processing requirements, ongoing fees etc.) For electronic resources, the following criteria are also applied:
- · Accessibility and ease of use
- Vendor support
- · Hardware and software requirements

The Library will generally only purchase a single copy of each item, unless in very high demand or for book club use.

Library staff may use a variety of tools to assess and select collection materials, including but not limited to:

- Supplier selection profiles and standing orders
- Promotional literature and catalogues
- Reviews
- Suggestions for purchase and recommendations from Library members
- Personal knowledge and professional experience

Electronic resources

Goulburn Mulwaree Library is a consortium member of the NSW Public Libraries Association South East Zone, and will participate in shared zone subscriptions and utilise the NSW.net suite of databases. Subscription to these resources is subject to consortia and licensing agreements.

Subscription to additional databases may also be undertaken as required.

Restricted materials

The Library will not purchase or accept into the collections any materials which have been refused classification, are banned, or are classified as R18+ and above by the Australian Classification Board.

Suggestions for purchase

Library members may make suggestions for the purchase of Library collection materials. Suggestions will be reviewed by Library staff to ensure they satisfy the guidelines stipulated in this policy, and may be purchased for the Library collection if they are deemed suitable. Library staff reserve the right to accept or decline suggestions as required.

General Donations

The Library may accept donations of books and other resources from Library members, provided the materials are:

- Not already held in the Library collection
- Less than two years old, or filling gaps in the collection
- In 'as new' condition with no wear or damage

Any materials donated to the Library become the sole property of the Library, and Library staff reserve the right to transfer, discard, sell, or otherwise dispose of materials as required. Terms and conditions cannot be stipulated by the donor.

Any materials donated to the Library that are not accepted into the collection will be sold or disposed of at the discretion of Library staff.

Library Collection Development Policy

Adopted: 17 October 2019

Weeding and de-selection

Library collections will be reviewed and weeded regularly to maintain the integrity and quality of the collection. Material may be chosen for de-selection under any of the following criteria:

- · Factually inaccurate, or misleading content
- · Aged and out-dated, or obsolete content
- · Newer editions, online editions, more up to date, or superior works available
- Damaged or in poor physical condition
- Low usage and borrowing rates
- No longer relevant to the Library collection
- No longer relevant to user needs

Disposal

Materials chosen for de-selection may be:

- Sold at library book sales
- Donated to other libraries, Government bodies, charities, community groups, or retirement homes
- Destroyed or otherwise disposed of

Magazine and hardcopy newspaper issues will be retained for a maximum of 12 months and then destroyed or otherwise disposed of.

Local Studies

Local studies collections are exempt from the general selection, donation, weeding, and deselection criteria.

The collection is specifically for the use of local history and family history research, and is generally not available for loan. The collections will include current and historical resources relating to Goulburn Mulwaree Council's LGA, including resources about people, places, events, geography and natural history, industry, and administration of the area dating from pre-European settlement to the present day where possible.

Local Studies collections may also be supplemented by the collections of the:

- Goulburn and District Historical Society
- · Goulburn District Family History Society
- State Archives and Records NSW

Local Studies collections are not limited by format, and may include both hard copy and electronic materials. Formats may include, but are not limited to:

- Published and unpublished monographs and indexes
- Newspapers, newsletters, and periodicals
- Pamphlets, ephemera, and objects
- Photographs
- Maps
- Sound and video recordings
- Microfilm and microfiche
- · Electronic materials, both digitised and born digital

Materials may be added to the Local Studies collections by purchase, donation, or long term loan. Local studies staff will work in consultation with the governing body of the Library to select materials suitable for inclusion in the collections. Access conditions may be applied to unpublished donations or long-term loans at the time of their inclusion into the collections.

Library Collection Development Policy

Adopted: 17 October 2019

Local studies staff may also undertake digitisation activities to increase access and ease of use of particular collection materials. All copyright and other access conditions will be adhered to during any digitisation activities.

Selection, donation, weeding, and de-selection activities may occur at any time at the discretion of Local Studies staff in each Library.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	12/12/2018	2017/514	12/12/2018	12/12/2018
			3	

DIRECTORATE: Growth Strategy & Culture

BUSINESS UNIT: Library

Finance and Administration - 17 October 2019

ITEM 13.2 Review of Council Library Membership and Access Policy

FILE REFERENCE 119/617

AUTHOR Library Manager

ISSUE

Review of the Library Membership and Access Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Library Membership and Access Policy.

BACKGROUND

Upper Lachlan Shire Council Library Service follows the Library Membership and Access Policy as set by Goulburn Mulwaree Council Library. The Upper Lachlan Shire Library Service operates under a Service Level Agreement with Goulburn Mulwaree Council for library services and as such follows the library policies set by Goulburn Mulwaree Council Library.

REPORT

This report details a review of the Council Library Membership and Access Policy.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil.

RECOMMENDATION That -

1. Council adopts the reviewed Library Membership and Access Policy.

ATTACHMENTS

1. <u>↓</u>	Library Membership and Access Policy	Attachment
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Policy Title:	Library Membership and Access Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	17 October 219
Resolution Number:	
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Library Manager

ridopted: 11 Gotober 2010

POLICY OBJECTIVE

This policy outlines the rights and responsibilities of members of Goulburn Mulwaree Library, and the rules governing provision of Library services to Library members. All registered Library members are entitled to access Library services under this policy at Goulburn Mulwaree Library and any library in a current library service level agreement with Goulburn Mulwaree Council.

LEGISLATIVE PROVISIONS

NSW Library Act 1939

NSW Library Regulation 2010

Privacy and Personal Information Protection Act 1998

Classification (Publications, Films and Computer Games) Enforcement Act 1995 Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

POLICY STATEMENT

Definitions

"Library" refers to Goulburn Mulwaree Library and Goulburn Mobile Library.

"LSLA" refers to a current Library Service Level Agreement between Goulburn Mulwaree Council and any signatory Council to that agreement.

Membership

All members of the public may access Library buildings, use resources within the Library, and attend Library events.

Library membership entitles Library users to borrow collection materials, access Library computers and use the Internet on Library computers. Library membership is free to all residents and ratepayers of the Goulburn Mulwaree areas under the following provisions:

- A Membership Application Form must be completed and signed by the applicant.
- Applications by persons under the age of 18 must be signed by a parent or legal guardian. If a
 person under the age of 18 produces evidence to satisfy the Library that they are living
 independently, then they will be treated as an adult.
- Applications must be accompanied by valid personal identification confirming residency within the applicable Council areas.
- By becoming a member, patrons must agree to comply with all Library policies and procedures.
- A valid Library card or other identification must be presented to Library staff upon request.
- Members agree to notify the Library if their details, address, email or phone numbers change.
- Membership is for a three year period, and can be renewed as required.

Membership for non-residents

Non-residents of the Goulburn Mulwaree Council area may be entitled to Library membership under the following provisions:

- Reciprocal membership
 - Members of other NSW and ACT public libraries are entitled to join if they have a current Library card for their own public Library, plus valid personal identification.
 - Reciprocal members have the same rights as resident members.
- Temporary membership

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- Temporary membership is available to people not eligible for resident or reciprocal membership, and who wish to use the Library for a period of up to 3 months.
- Temporary membership will incur a non-refundable administrative fee.
- Borrowing is restricted to two items at a time. Items may not be renewed.

Other types of membership

The Library may provide other types of membership, including but not limited to:

- Bulk loan membership
 - Available to teachers and staff of community groups or institutions for borrowing on behalf of their organisation. Bulk loan members have the same rights as resident members with the exclusion of some eResources.
- Book Group membership
 - Available to registered book groups and limited to borrowing Read & Connect Kits.
- · Home Library membership
 - Available to people who, due to age, disability or illness, are unable to make their own selections at the Library. Library staff will select items as specified by the member's requirements, and items will be delivered to the member's home on a regular basis.

Cancellation of membership

Library members may cancel their membership at any time. All outstanding loans must be returned and outstanding fines or fees paid before membership can be cancelled.

The Library may refuse or cancel a membership if the person is not eligible for membership as outlined above, after two years of inactivity, if the person is deceased, or if the person has failed to comply with all Library policies and procedures.

Privacy

Goulburn Mulwaree Library abides by the privacy policies of Goulburn Mulwaree Council and the Privacy and Personal Information Protection Act 1998.

Personal information will be securely kept and only be used within Goulburn Mulwaree Council and any Council participating in an LSLA, or if otherwise required by law. Members have the right to request access to and/or correct any personal information held by the Library.

Loan Periods and Renewals

Library members may borrow collection items from the Library's lending collection only. Materials not available for loan may be accessed within the Library building only. Lending materials may be borrowed under the following provisions:

- Generally, members may borrow a maximum of thirty (30) items at any one time for a period of three (3) weeks, unless specified otherwise.
- Library members may borrow lending items from the collections of the Goulburn Mulwaree and Goulburn Mobile Libraries, and any Library part of a LSLA, and return items to any of these locations.
- Loans may be renewed twice unless specified otherwise or if reserved by another borrower.
- Items not renewed must be returned on or before the due date or they may incur overdue fines. Members will not be permitted to borrow or renew items if they have long overdue loans or if their fines total \$10 and over.

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Reservations

Reservations may be placed on any lending collection materials of the Library and any Library part of an LSLA. Members may specify their preferred collection location for reserves. Members may reserve up to thirty (30) items, comprising 15 book and 15 non-book items at any one time, unless specified otherwise.

Members will be notified when reserved items are ready for collection, and will have 10 days to collect reservations. Any reservations not collected within 10 days will be void.

Fees and Charges

Fees may be charged to Library members, as per the applicable Council's Fees and Charges, including, but not limited to the following:

- Late returns of borrowed collection materials
- · Lost or damaged collection materials
- Replacement Library cards
- Interlibrary loans

Fee disputes or requests for a fee reduction or waiver will be assessed by the governing body of the Library on a case by case basis.

Loan of Audio Visual Media

The Library does not accept any responsibility for damage caused to a member's personal equipment as a result of using borrowed media such as eBooks, DVDs, CDs, and console games, or as a result of using Library computers or equipment.

Interlibrary Loans

Library members may request to borrow up to 15 items from other libraries in Australia through the National interlibrary loan system. Members requesting special needs materials (such as ESL or LOTE materials) may request up to 20 items.

Other libraries supplying items have the right to specify loan period or other conditions of loan. Any conditions or restrictions specified by the lending Library will be upheld. Fees may apply for interlibrary loans.

Access to Classified Library Resources

The Library exercises no censorship or limitation on access to publications classified 'unrestricted' under the Classification (Publications, Films and Computer Games) Act 1995.

Material rated as 'MA15+' or above by the Office of Film & Literature Classification will not knowingly be made available for loan to members under the age of 15 years.

Children and Young People

Library staff are not responsible for the care, safety or supervision of children under 18 years of age. Children must be in the care of a responsible adult at all times. Unattended children may be reported to Family and Community Services.

Library staff do not monitor information available online or in published works, and cannot be held responsible for their content. Restricting or monitoring access to collection materials and the Internet by children under 18 years of age is the responsibility of the parent or guardian.

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Code of Conduct

- Users must not, without the consent of the governing body of the Library, use the Library for any purpose other than reading, studying, researching or engaging in Library programs.
- Users must not disrupt or otherwise interfere with other people using the Library.
- Users must not bring objects into the Library that may create an unsafe environment.
- Users must meet acceptable standards of personal hygiene and dress.
- Users must safeguard their own personal belongings. The Library is not responsible for any theft, loss or damage of personal belongings.
- Users must not take any animal into the Library other than an assistance or companion animal
 as defined under Section 9 of the Disability Discrimination Act 1992, unless by prior
 arrangement with the governing body of the Library.
- Users must not write on or otherwise damage any Library material or equipment in any way.
- Users must comply with the Copyright Act 1968 and any other legislation or specifications related to the access, duplication, retention and use of Library collection materials.

Directing users to leave the Library

A Library staff member may direct any person to leave the Library under the following circumstances:

- At closing time
- In an emergency
- · If the user is conducting criminal behaviour
- If the user has contravened any of the Library's policies and procedures

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	12/12/2017	2017/514	12/12/2017	12/12/2017
			-	
			2	
	can be reviewed or revoked			

DIRECTORATE: Growth Strategy & Culture

BUSINESS UNIT: Library

14 GENERAL MANAGER

The following items are submitted for consideration -

14.1	Preparation of Agendas Policy and Procedure Review	316
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14.4	Delegations of Authority Policy and Procedure Review	334
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14.6	Land Under Council Jurisdiction Policy Review	353
14.7	Incoming Grants Management Policy Review	357
14.8	Leasing-Licensing of Council Properties Policy Review	363

General Manager - 17 October 2019

ITEM 14.1 Preparation of Agendas Policy and Procedure Review

FILE REFERENCE 119/634

AUTHOR Acting General Manager

ISSUE

Providing details regarding a review of the Council Preparation of Agendas Policy and Procedure.

RECOMMENDATION That -

1. Council adopts the reviewed Preparation of Agendas Policy and Procedure.

BACKGROUND

Nil

REPORT

This report details a review of the Preparation of Agendas Policy and Procedure.

The Preparation of Agendas Policy and Procedure is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Preparation of Agendas Policy and Procedure.

ATTACHMENTS

1. Preparation of Agendas Policy and Procedure | Attachment

POLICY:-	
Policy Title:	Preparation of Agendas Policy and Procedure
File reference:	F10/618
Date Policy was adopted by Council initially:	22 December 2005
Resolution Number:	368/05
Other Review Dates:	15 October 2009, 21 June 2012, 16 April 2015
Resolution Number:	438/09, 191/12, 89/15
Current Policy adopted by Council:	17 October 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-		
Date procedure/guideline was developed:	22 December 2005	
Procedure/guideline reference number:	N/A	

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

ULSC Preparation of Agendas Policy and Procedure Adopted: dd month 2015

OBJECTIVE

The aim of this policy and procedure is to clearly define the process for preparing Agendas/Business Papers.

For this purpose the following differentiation applies:

- Type 1 Meeting/Reports are those that apply to Ordinary Meetings of Council;
- Type 2 Meeting/Reports are those that apply to other Committees (Consultative Committee, Work Health and Safety, etc).

Agenda Dispatch Deadlines.

Type 1 Agendas/Business Papers are to be forwarded at least 5 days prior to Committee Meetings and Ordinary Meetings.

Type 2 Agendas/Business Papers are to be forwarded at least 5 days prior to the meeting date.

2. Preparing Reports.

Staff should be aware of scheduled meeting dates for the Type 1 Meetings and also those Meetings from Type 2 with which they are involved.

For Type 1 Meetings draft reports are to be prepared on the following basis:

i. Reports are to be in the Infocouncil report template (as part of the corporate system) and are to be submitted so that report is available for inclusion in the Business Paper by 4.30 pm on the Friday the week prior to dispatch. (See ULSC Yearly Calendar for Report due dates).

For Type 2 Meetings:

ii. Reports are to be in the Infocouncil report template (as part of the corporate system) and are to be submitted so that report is available for inclusion in Business Paper a minimum of 7 working days prior to meeting date.

The above requirements are achievable if those responsible for preparing reports do so progressively in the lead up to meetings and also by being aware and responsive to the agenda timetable deadlines. It would assist the process if staff preparing reports advise (in advance) the Administrative Assistant of any possible late or unusually lengthy reports. In the case of scheduled absences staff should arrange preparation of reports in advance.

There will be instances when correspondence and/or issues arise in the day(s) of Business Paper preparation. A determination will be made by the General Manager as to the inclusion or otherwise of those reports in the Agenda. Reports that are not included in the Business Paper, but are required to be submitted to the Council

V3 21.06.12

ULSC Preparation of Agendas Policy and Procedure

Meeting, may be done as late reports using the Infocouncil Late Report Template (subject to approval by General Manager). The distribution of such reports (whether prior to or at the meeting) will be determined on the basis of the circumstances involved.

3. Authorisation of Reports/Agendas.

All reports are to be checked and authorised in Infocouncil by the respective Department Director prior to the agenda being finalised.

When reports are authorised for the agenda at Director level they are then submitted to the General Manager for authorisation in Infocouncil (final proof) as follows:

- for Type 1 Agenda by 12 noon two days prior to dispatch;
- for Type 2 Agenda by 3.00pm two days prior to dispatch.

4. Report Format

The Infocouncil report template is the standard format that is to be used for Council/Committee meeting reports. The procedure for staff typing their reports is as follows:

- Staff should follow the Infocouncil Report Writing Manual to create a new report using the report template and then save the report into the current "meeting date" as listed in the Infocouncil system.
 - Reports should be allocated to the correct Content Manager folder using the correct month date eg GOVERNANCE - MEETINGS - Council Business Paper February 2020

Summary

For Type 1 meetings the timetable is as follows:

WEEK PRIOR TO DISPATCH

Committee Reports

Friday: reports to be submitted by 4.30pm*

Monday: Authorisation by Directors and General Manager as per the Infocouncil system.

Ordinary Reports

Friday: reports to be submitted by 4.30pm*

Monday: Authorisation by Directors and General Manager as per the Infocouncil system.

*NOTE: Reports can be submitted progressively and prior to these times and

V1 21.06.12

ULSC Preparation of Agendas Policy and Procedure

dates.

VARIATION

Council reserves the right to vary or revoke this policy.

Other Related Documents

Local Government Act 1993;

Local Government (General) Regulation 2005;

Government Information (Public Access) Act 2009;

NSW State Records Act 1998;

Privacy and Personal Information Protection Act 1998;

Council Code of Conduct:

Council Code of Conduct Procedures;

Council Code of Business Practice;

Council Code of Meeting Practice

Council Section 355 Committee Policy,

Council Section 355 Committee Code of Meeting Practice;

Council Agenda Format and Committee Structure;

Council Service Delivery Policy;

Council Statement of Ethical Principles;

Delegations of Authority Policy;

Disclosure of Interests at Meetings Procedure;

Presentations to Council Policy;

Council Privacy Policy;

Council Privacy Management Plan; and

Questions With Notice Policy.

General Manager - 17 October 2019

ITEM 14.2 Presentations to Council Policy and Procedure Review

FILE REFERENCE 119/638

AUTHOR Acting General Manager

ISSUE

Providing details regarding a review of the Presentations to Council Policy and Procedure.

RECOMMENDATION That -

1. Council adopt the reviewed Presentations to Council Policy and Procedure.

BACKGROUND

Nil

REPORT

This report details a review of the Presentations to Council Policy and Procedure.

The Presentations to Council Policy and Procedure is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the reviewed Presentations to Council Policy and Procedure.

ATTACHMENTS

1. Presentations to Council Policy and Procedure Attachment

Policy Title:	Presentations To Council Policy and Procedure	
File reference:	F13/618-04	
Date Policy was adopted by Council initially:	23 June 2005	
Resolution Number:	162/05	
Other Review Dates:	16 July 2009, 19 May 2011, 17 April 2014	
Resolution Number:	271/09, 184/11, 100/14	
Current Policy adopted by Council:	17 October 2019	
Resolution Number:	xxx/19	
Next Policy Review Date:	2022	

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

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

ULSC Presentations To Council Policy And Procedure Adopted: 17 October 2019

OBJECTIVES

To provide members of the community the opportunity to publicly express their views to Council by means of a presentation to Council.

POLICY STATEMENT

In accordance with Chapter 4 of the Local Government Act 1993 and Part 14 of the Code of Meeting Practice, Council has adopted a policy outlining ways in which members of the public may become involved in the policy making function of Council by means of a presentation to a Council or Committee Meeting.

Notice of Meetings

Ordinary Meetings of Council are conducted on the third Thursday of the month, commencing at 6.00pm, in the Council Chambers. Notices of extraordinary meetings are advertised in the Crookwell Gazette and Goulburn Post in the week prior to the meeting.

Agendas

Meeting agendas with confidential items excluded are made available to the public for perusal on the Friday preceding the meeting at the Administration offices in Crookwell and Gunning as well as at the Taralga Community Service Centre.

Other Access Available to the Public at Council Meetings

All meetings of Council and Committees are, as a general rule, open to the public except where the Council or Committee resolves into Confidential Session.

Individual Councillors may be directly approached by residents who believe they have an issue, grievance or a matter they wish Council to consider for the half hour preceding both the Ordinary and Committee Meetings which commence at 6.00pm.

Confidential Matters

Upper Lachlan Shire Council is committed to, and has fostered the practice of open local government. Some matters, however, are obviously of a sensitive nature and must be dealt with in Closed Session.

Whilst Section 10 (1) of the Local Government Act, 1993 requires that Council and Committee meetings be held open to the press and public, the Council or Committee is able to resolve that any item of business be dealt with in Closed Session, pursuant to Section 10 (A) of the Act.

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ULSC Presentations To Council Policy And Procedure Adopted: 17 October 2019

Section 10 (A) of the Local Government Act, 1993 and Part 14.1 of the Code of Meeting Practice both specify the grounds on which a meeting is closed to the public. This must be specified in the decision to close the meeting and recorded in the minutes of the meeting. Items considered to be of a confidential nature include the following:

- (a) personnel matters concerning particular individuals (other than councillors);
- (b) the personal hardship of any resident or ratepayer;
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business;
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council; or
 - (iii) reveal a trade secret;
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege; and
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- alleged contraventions of any code of conduct requirements applicable under section 440.

Any reports, correspondence or documentation relating to such matters will be withheld from access by the press and public. The General Manager reports to the open Council meeting those resolutions made by the Council in Closed Session and such decisions are recorded in the Minutes of the Council Meeting.

Contacting Residents Involved

Every endeavor is made to inform persons who have a direct involvement in a matter, when the matter is to be considered by the Council. These persons are also advised of their right to peruse the meeting agenda, attend the meeting and apply to address the Council meeting.

Addressing Council

Council is eager to provide access to Council by the public, but must maintain the rules and conventions set down in the Local Government Act, 1993 and Regulations and the Code of Meeting Practice. Accordingly, the following information is provided:-

- (a) The Mayor (or Chairman of the Meeting) has control of the meeting and of public presentations. The Mayor will provide directions for the person to address Council. Such directions may include the varying of any part of this policy and any part of the guidelines for public presentations to enable persons with a disability to make an effective presentation to the Council. The presentation will end when the Mayor so directs.
- (b) The Mayor retains the right to interrupt or close a presentation if it is believed that to continue would impinge on the laws of libel or defamation; if the matter is outside the guidelines, or if the matter contravenes the Act or Regulations. Accusations or allegations of wrong doing against members or staff will not be allowed in the presentation section. These matters are to be addressed formally in writing to the Mayor, to the General Manager, or to the other appropriate bodies.
- (c) The Mayor has the right to limit the number of presentations in total or the number of presentations on any one issue so that the presentation section does not unduly impinge on Council business or is not used for unnecessary repetition or duplication of points of view.
- (d) In relation to a specific development application, any applicants (or their representatives) and any persons who have made a submission (or their representatives) shall be entitled to seek approval to address Council when that development application is reported. Persons who have not made a submission and who wish to raise matters after the report to Council has been finalised shall be advised of their rights to make representations to individual Councillors but shall <u>not</u> be eligible for a public presentation.

GUIDELINES FOR PUBLIC PRESENTATIONS

1. APPLICATIONS

- a) Content of Application Individuals wishing to make a presentation to Council will apply in writing, a minimum of 10 days prior to the date of the meeting where the presentation is proposed, outlining the name of the person(s) addressing Council, the reason for addressing Council, and a full copy of the topic/issue they will cover in their address.
- Methods of Applying Applicants can apply by email, fax, or by letter, to the attention of the Executive Assistant.

2. APPROVAL

The General Manager or his delegate must approve all applications for public presentations except under exceptional circumstances, as noted in clause 3 of this policy. The General Manager, in consultation with the Mayor, has absolute discretion as to whether the presentation will be accepted. Councillors are to be informed of all applications to make a presentation to Council, and the reason for any refusal to accept a presentation.

3. REFUSAL OF AN APPLICATION

The General Manager or his delegate can refuse an application if it does not meet the requirements of this policy. The Executive Assistant will advise both the applicant and the Councillors as to the reasons for the refusal.

4. RESPONSE TO APPLICATION

The Executive Assistant will advise all applicants of the outcome of their request for a public presentation.

- a) If approved, the Executive Assistant will advise the applicant of the date, time, and location they are to attend the Committee or Council meeting.
- b) If refused, the Executive Assistant will advise both the applicant and the Councillors of the reasons for any refusal to accept a presentation.

5. URGENT ACCESS

 a) The Council or Committee may consider an application for an urgent public presentation without the approval of the General Manager or his delegate, if they rule, by way of simple majority,

V4 17.10.2019

that the matter is of great urgency.

 The Council or Committee may authorise an urgent request for a public presentation for the current meeting or a subsequent meeting.

6. NUMBER OF SPEAKERS

- a) Speakers per Issue The number of speakers at anyone Council or Committee meeting is limited to one speaker for an issue and one speaker against an issue.
- b) Speaking Once per Issue The General Manager or his delegate will not approve public access for the same person or their representative to address Council more than once on the same issue. An applicant may gain approval for a second public access address if it is deemed that the application/matter has changed significantly enough to warrant a further address.
- Number of Speakers per Council Meeting A maximum of three speakers in total may address a Council meeting.
- d) Number of Speakers per Committee Meeting A maximum of three speakers in total may address a Committee meeting. In exceptional circumstances, this can increase to four.
- e) Priority Speakers Requests for public presentations relating to items listed on the Committee's agenda, have priority over topics not listed on the agenda.

7. TIME LIMITS

- Regular Time Limit Each address is limited to five minutes.
 Council's Executive Assistant will signal at the end of the five minutes by gong or other device.
- b) Extension of Time Limit After five minutes, the Council or Committee may give the speaker an additional three minutes. A simple majority is required to grant the extension. There can only be one extension per public presentation. Council's Executive Assistant will signal the end of the additional three minutes.
- c) Additional Speakers The time limits apply to one speaker addressing Council. Speakers must advise Council before the meeting, if they intend to have more than one speaker address Council. The time limit of five minutes, with a possible threeminute extension, applies regardless of the number of speakers.

8. QUESTIONS

V4 17.10.2019

Councillors and officers may ask questions of the speaker at the end of each address.

9. TERMS AND CONDITIONS

Council approves public presentation on the basis that:

- a) the speaker's address is limited to five minutes (including all speakers);
- b) the speaker provides 15 copies of any material they wish to distribute to Councillors and Officers before the meeting
- all presentations to Council Meetings will be accompanied by a written, preferably typed, full copy of the presentation and must be handed to the General Manager, or in his absence, the Mayor or Chairman of the meeting prior to the commencement of the presentation;
- d) the speaker is prepared to answer questions from Councillors and Officers;
- e) the speaker agrees to comply with the general standards that apply in Council's Code of Conduct and Code of Meeting Practice and as such are applicable to any presentation made;
- f) the Council will keep a full copy of the presentation on record together with a copy of the official business papers of the Council meeting and will record a note of the presentation in the official minutes of Council;
- g) the speaker understands that the records of Council meetings are public documents and available to members of the community and the media;
- h) the speaker understands that anything said or published in their address, if defamatory, may result in legal proceedings against them;
- i) Council accepts no liability whatsoever in respect of the speaker's public presentation;
- j) the speaker's presentation to Council is not an opportunity to debate the issue, but is an opportunity to place their views before Council; and
- k) the speaker retires to the public gallery at the conclusion of their address and makes no further comment on the debate or discussion by Councillors.

V4 17.10.2019

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993
- Local Government (General Regulation) 2005
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- State Records Act 1998
- Environmental Planning and Assessment (EPA) Act 1979
- Code of Conduct
- Code of Conduct Procedure
- · Code of Meeting Practice
- Statement of Ethical Principles
- Harassment Policy
- Government Information (Public Access) Policy
- Interaction between Councillors and Staff Policy
- Complaints Management Policy
- NSW Ombudsman Good Conduct and Administrative Practice (Guidelines for State and Local Government) June 2006

VARIATION

Council reserves the right to vary or revoke this policy.

General Manager - 17 October 2019

ITEM 14.3 Corporate Uniform Policy Review

FILE REFERENCE 119/639

AUTHOR Acting General Manager

ISSUE

Providing details regarding a review of the Corporate Uniform Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Corporate Uniform Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Council Corporate Uniform Policy. The Corporate Uniform Policy is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopts the reviewed Corporate Uniform Policy.

ATTACHMENTS

1. Corporate Uniform Policy Attachment

Policy Title:	Corporate Uniform Policy
tion ve	Corporate Official Tolley
File reference:	F10/618-03
Date Policy was adopted by Council initially:	16 December 2004
Resolution Number:	365/04
Other Review Dates:	26 July 2007, 15 April 2010, 2 March 2013, 17 March 2016
Resolution Number:	224/07, 152/10, 67/13, 64/16
Current Policy adopted by Council:	17 October 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2022

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

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

V5 17.03.2016

ULSC CORPORATE UNIFORM POLICY Adopted: 17 March 2016

Corporate Uniform Policy

The Corporate Uniform policy has the objective of projecting a unified and professional image of Council, by encouraging indoor staff to wear a corporate uniform.

The Policy:

- Council originally implemented a corporate uniform arrangement for all "indoor" staff commencing on 1 July 2005.
- A corporate wardrobe selected from either Goulburn Worklocker and/or Neat'N'Trim - Local Government Corporate Collection range of clothing will be available to indoor staff.
- For staff participating and wearing the corporate uniform an allowance of \$300.00 per full-time employee per annum will be contributed by Council (part-time employees will receive a pro-rata allowance). Allowances not expended within a financial year will not accrue to the next financial year (unless prior arrangements have been made by an application to the General Manager).
- 4. The purchase of corporate wardrobe items will be funded by Council with sundry debtor provisions made available for staff for repayment of their uniform expenditure over and above the allowance. Repayment of the employees' portion of costs will be structured so as to ensure that debts will be repaid within six months of purchase or at the time of any termination of employment with Council. Under certain circumstances the General Manager may authorise a special repayment schedule (application must be made to the General Manager by the staff member).
- Where Goulburn Worklocker and/or Neat'N'Trim Local Government
 Corporate Collection does not supply suitable sizing a staff member may
 apply to the General Manager for approval to purchase from another
 supplier, with suitable ULSC logo embroidery applied to the uniform
 garments.
- The uniform allowance is available to staff once they have completed their probationary period of employment.
- Uniform allowance for future years will not be available where an employee has outstanding debt from the previous financial year.
- In conjunction with the corporate uniform, staff will wear a badge identifying Upper Lachlan Shire Council.
- The cleaning and repair of corporate uniform items is the responsibility of the participating staff member.

V5 17.03.2016

ULSC CORPORATE UNIFORM POLICY Adopted: 17 March 2016

 Field Staff must read this policy in conjunction with the Protective Clothing and Equipment Policy.

Relevant Legislation and Council Policies

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

- Work Health and Safety Act 2011 (NSW);
- Work Health and Safety Regulations 2017 (NSW);
- Employment and Retention Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Protective Clothing and Equipment Policy;
- · Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Staff Training Policy;
- Work Health and Safety Policy.

Variation

Council reserves the right to vary or revoke this policy.

General Manager - 17 October 2019

ITEM 14.4 Delegations of Authority Policy and Procedure Review

FILE REFERENCE 119/640

AUTHOR Acting General Manager

ISSUE

Providing details regarding a review of the Delegations of Authority Policy and Procedure.

RECOMMENDATION That -

1. Council adopt the reviewed Delegations of Authority Policy and Procedure.

BACKGROUND

Nil

REPORT

This report details a review of the Delegations of Authority Policy and Procedure.

The Delegations of Authority Policy and Procedure is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopt the reviewed Delegations of Authority Policy and Procedure.

ATTACHMENTS

1. Delegations of Authority Policy and Procedure Attachment

POLICY:-	
Policy Title:	Delegations of Authority Policy and Procedure
File reference:	F10/618-06
Date Policy was adopted by Council initially:	27 October 2005
Resolution Number:	296/05
Other Review Dates:	21 May 2009, 19 May 2011, 20 March 2014, 17 March 2016
Resolution Number:	169/09, 178/11, 68/14, 63/16
Current Policy adopted by Council:	17 October 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022
PROCEDURES/GÜIDELINES:-	- 17
Date procedure/guideline was developed:	19 May 2011
Procedure/guideline reference number:	MAN
RESPONSIBILITY:-	- MO
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	Nil
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

ULSC Delegations Of Authority Policy And Procedure Adopted: 17 March 2016

OBJECTIVE

To establish policy and procedure to ensure that Council complies with the provisions of Section 378(2) and 381 of the Local Government Act 1993 as amended, and other appropriate Acts and that staff are delegated the necessary authority to act on behalf of Council to ensure compliance with all relevant legislation.

SCOPE

This policy and procedure relates to the responsibilities of the General Manager and all staff delegated to carry out certain duties.

RESPONSIBILITIES

General Manager.

DEFINITIONS

"Delegation of Authority" means a written authorisation issued by the General Manager giving authority to a suitably qualified staff member to carry out certain duties on behalf of Council.

DELEGATIONS OF AUTHORITY POLICY STATEMENT AND PROCEDURE

- When a new staff member is appointed to a position for which a previous "Delegation of Authority" had been issued it will be the responsibility of the relevant Director to ensure that the former staff member's delegation is checked and corrected if need be and sent to the Executive Assistant to prepare it for the General Manager's signature.
- Following checking by the Director and signing by the General Manager, the original Delegation of Authority will be placed in the current "Delegations of Authority Register" maintained by the Executive Assistant.
- 3. A signed original of the Delegation of Authority will be supplied to the employee for use whilst carrying out their official duties. A copy will also be placed on the employee's personnel file. Should the Director so require, a copy will also be supplied to the relevant Director to maintain records within the Division.
- If a new responsibility is required to be added to a delegation, the same procedure is to be followed.
- 5. There is also an Archival Register of Delegations being maintained by the Executive Assistant and the Executive Assistant will need to replace the old delegation with the new one in the current Register and then file the previous delegation in the Archival Register. It is essential that this process be undertaken as the Delegations of Authority can become evidence in Court cases, which often does not take place until several years later.

ULSC Delegations Of Authority Policy And Procedure Adopted: 17 March 2016

Relevant Legislation and Council Policies

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

- Local Government Act 1993
- Local Government (General Regulation) 2005
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- State Records Act 1998
- Environmental Planning and Assessment (EPA) Act 1979
- Public Interest Disclosures Act 1994
- Independent Commission Against Corruption Act 1998
- Code of Conduct Policy
- Code of Conduct Procedure
- Code of Meeting Practice
- · Statement of Ethical Principles
- Government Information (Public Access) Policy
- Corporate Credit Card Policy
- Purchasing and Acquisition of Goods and Services Policy
- Interaction between Councillors and Staff Policy
- Complaints Management Policy
- Public Interest Disclosures Policy
- Local Government State Award

VARIATION

Council reserves the right to vary or revoke this policy.



General Manager - 17 October 2019

ITEM 14.5 Council Code of Business Practice Review

FILE REFERENCE 119/641

AUTHOR Acting General Manager

ISSUE

Providing details regarding a review of the Council Code of Business Practice.

RECOMMENDATION That -

1. Council adopts the reviewed Code of Business Practice.

BACKGROUND

Nil

REPORT

This report details a review of the Council Code of Business Practice.

The Code of Business Practice is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council plan.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopts the reviewed Code of Business Practice.

ATTACHMENTS

1.↓	Code of Business Practice	Attachment
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POLICY:-	T		
Policy Title:	Code of Business Practice		
File reference:	F10/618 - 06		
Date Policy was adopted by Council initially:	25 August 2005		
Resolution Number:	249/05		
Other Review Dates:	16 October 2008, 18 November 2010, 20 June 2013, 16 June 2016		
Resolution Number:	301/08, 441/10, 181/13, 168/16		
Current Policy adopted by Council:	17 October 2019		
Resolution Number:	xxx/19		
Next Policy Review Date:	2022		
PROCEDURES/GUIDELINES:-			
Date procedure/guideline was developed:	N/A		
Procedure/guideline reference number:	N/A		
RESPONSIBILITY:-			
Draft Policy Developed by:	General Manager		
Committee/s (if any) consulted in the development of this policy:	Nil XV		
Responsibility for implementation:	General Manager		
Responsibility for review of Policy:	General Manager		

POLICY STATEMENT

Business dealings between the Upper Lachlan Shire Council and the private sector are extensive and may, on occasions, raise sensitive ethical issues. The policy sets out Council's position on business ethics and provides guidelines to Councillors, Council Officers, Contractors and people with whom they conduct business.

The policy also provides guidance on how Council will deal with the requirements of the National Competition Policy, including the management of competitive neutrality complaints.

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Section	Topic			
1 /	Application			
2	Definitions.			
3	General Principles.			
4	Responsibilities			
100	4.1 Councillors and Staff			
	4.2 Suppliers of Goods and Services			
5	The Importance of Compliance			
6	The National Competition Policy.			
	6.1 Competitive Neutrality			
	6.2 Council's Business Activities			
7	Procedures for Implementing Competitive Neutrality			
	7.1 Applying the Corporatisation Model			
	7.2 Applying Competitive Neutrality Pricing			
	7.3 Competing for Tenders			
8	Handling Competitive Neutrality Complaints			
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120	8.2 How to Lodge a Competitive Neutrality Complaint			
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APPLICATION

This policy applies to all Council's business activities as defined under the National Competition Policy, as well as to all pricing, buying and selling of goods and services.

It replaced Council's Competitive Neutrality Policy on 25 August 2005.

2. DEFINITIONS

Impartiality and Fairness: This is about being objective, even-handed and reasonable. An impartial person will try to objectively establish criteria for determining best value for money and will work hard to objectively assess each quotation, expression of interest or tender against criteria. A fair person would not, for example, change or introduce new selection criteria midway through the tendering process without advising all tenderers.

Value for Money: This is determined by considering all the factors that impact on benefits and costs e.g. reliability, quality, timeliness and service, initial and ongoing costs. Value for money does not necessarily mean the lowest price, but price is a major factor in determining value for money if the product or service meets other essentials as set out above.

3. GENERAL PRINCIPLES

The Upper Lachlan Shire Council expects all its representatives, staff and Councillors to behave in accordance with the principles set out in its Statement of Ethical Principles (see Appendix 1), and its Code of Conduct. The Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council as set out in Council's Statement of Business Ethics.

In line with the above Codes and Statements, and the principles of the National Competition Policy, Council will ensure:

- that in its business transactions it will seek to get the best possible value for public money;
- (b) that it will demonstrate impartiality and fairness at all stages of the business process;
- that Council's business does not intentionally or unwittingly prevent or constrain the entry of external service providers who have the capability or potential to deliver better quality or more efficient services;
- (d) the removal of regulations which intentionally or unwittingly prevent or constrain suitable business investment or activity in the Shire and thereby employment;
- that it will better define the purpose of its services and remove any waste and inefficiency that may exist within its business activities as a consequence of being sheltered from competition;
- that the prices of Council services represent value for money and are not excessive compared to other local government areas; and

(g) the assessment and selection of service providers is not distorted by factors pertaining to ownership and are based upon the comparable efficiency of the service provider.

4. RESPONSIBILITIES

4.1 Councillors and Staff of the Upper Lachlan Shire Council

The Upper Lachlan Shire Council expects its Councillors and staff to:

- (a) respect and follow Council's policies and procedures;
- (b) treat all suppliers and potential suppliers of goods and services equitably;
- (c) promote fair and open competition while seeking best value for money;
- (d) protect confidential information;
- (e) meet or exceed public interest and accountability standards;
- (f) avoid situations where private interest could conflict with public duty;
- (g) never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties;
- (h) respond promptly to reasonable requests for advice and information.

4.2 Suppliers of Goods and Services

The Upper Lachlan Shire Council requires all suppliers of goods and services to Council to:

- (a) respect the conditions set out in documents supplied by Council;
- respect the obligation of Council staff to abide by Council's Purchasing Acquisition of Goods and Services Policy;
- (c) abstain from collusive practices;
- (d) prevent the unauthorised release of privileged information, including confidential Council information;
- refrain from discussing Council dealings with the media, except with Council's consent;
- refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage;
- (g) assist the Council to prevent unethical practices in our business relationships.

Guidelines for suppliers are set out in Council's Statement of Business Ethics. (see Appendix 2)

5. THE IMPORTANCE OF COMPLIANCE

All suppliers of goods and services to the Council are required to comply with this Code and this compliance will not in any way disadvantage suppliers.

However, should suppliers not comply with these ethical requirements when doing business with Council, then such actions could lead to the following consequences:

- (a) termination of contracts;
- (b) loss of future work;
- (c) loss of reputation;
- (d) investigation for corruption;
- (e) matters being referred for criminal investigation.

6. THE NATIONAL COMPETITION POLICY

In June 1996 the NSW Government issued the "NSW Government Policy Statement on the application of National Competition Policy to Local Government". The following are the requirements placed upon Council by the National Competition Policy:

6.1 Competitive Neutrality

Council is required to implement competitive neutrality principles under the terms of the "Competition Principles Agreement".

"Competitive Neutrality" is the principle that government, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership.

6.2 Council's Business Activities

Council must identify its significant business activities.

Council's defined business activities are subject to the provisions of the National Competition Policy and Competitive Neutrality. The following guidelines will define what a business activity is:

- (a) a business activity will involve the supply of goods and services for a fee or charge;
- (b) a business activity is likely to be subject to competition by other providers:
- (c) if an activity is subject to competition, is significant to the people who are supplied by it and has an impact on the local, regional or broader economy, then there is likelihood that it is a business activity;
- (d) an activity which is intended by Council to make a profit may be regarded as a business activity;
- (e) any activity in which Council bids for external contracts should be regarded as a business activity.

Once Council has determined which of its activities may be classified as business activities, it must determine whether they are significant enough to be subject to the competitive neutrality principles. There are two categories of business activities:

 (a) Category 1 businesses (\$2M and above annual gross operating income), or

(b) Category 2 businesses (less than \$2M annual gross operating income) Council's significant business activities are identified in its Annual Report and Financial Statements each year. Note: Council operates three Category 2 businesses – water supply scheme, sewerage scheme and domestic waste management service.

PROCEDURES FOR IMPLEMENTING COMPETITIVE NEUTRALITY

7.1 Applying the Corporatisation Model

A Category 1 business must comply with corporatisation requirements set out in the *Policy Statement*. In particular, it must meet the following requirements:

- it must be capable of being separately identified within the operations of Council;
- (b) it must have a separate internal accounting and reporting framework to Council;
- (c) it must apply full cost attribution including:
 - tax equivalent regime payments,
 - (ii) debt guarantee fees, where businesses benefit from Council's borrowing position by comparison with commercial rates, and
 - (iii) return on capital invested;
- (d) it must make explicit any subsidies paid to the business activity;
- (e) it must operate within the same regulatory framework as private businesses.

A Category 2 business has less stringent requirements. However, it must meet these requirements:

- (a) it must make explicit any subsidies paid to the business activity;
- (b) it must operate within the same regulatory framework as private businesses:
- (c) it should apply full cost attribution where practicable.

7.2 Applying Competitive Neutrality Pricing

Council is required to include private sector pricing factors within its business activity pricing. Council's Revenue Policy and Pricing Policies are advertised each year in Council's Operational Plan. The Statement of Pricing Policy sets out the basis upon which costs will be attributed and the principles upon which the decisions have been made. Council's Policy contains a mix of full cost pricing, return rate pricing, partial cost pricing and market/reference pricing.

- (a) Full cost pricing is the recovery of all direct and indirect costs involved in the provision of a service. It also involves the recovery of the financial cost of capital tied up with service provision (by incorporating depreciation of assets);
- (b) Return rate pricing is a situation where prices are set not only to recover all costs, but also to earn some profit;

- (c) Partial cost pricing is providing services at a price which recovers less than the full cost incurred in service delivery. In this situation Council seeks to recover only the direct costs involved in providing services so as to provide a benefit to the community. Any of these subsidies must be made explicit.
- (d) Market/reference pricing refers setting a pricing structure based on current market fee structures and may have little relationship to the cost of providing the service.

7.3 Competing for Tenders

Although Council does not competitively tender for its own contracts, it does occasionally tender to provide private works or services. Council should not utilise subsidies to enable it to win tenders against private businesses. Return rate pricing principles should normally be utilised when setting prices in these circumstances.

8. HANDLING COMPETITIVE NEUTRALITY COMPLAINTS

Council is required by the *Policy Statement* to establish a complaints handling system for competitive neutrality complaints. Council has the responsibility of resolving complaints in the first instance, with a review by the State Government where and when warranted.

8.1 What is a Competitive Neutrality Complaint?

A complaint regarding competitive neutrality is:

- (a) a complaint that Council has not met its requirements under the Policy Statement or Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality. This includes a concern that Council has not established an effective complaints handling mechanism;
- (b) a complaint that Council has not abided by the spirit of competitive neutrality in the conduct of a business activity.

A competitive neutrality complaint is not:

- (a) a complaint regarding the level of service provided by a business activity e.g. a mobile garbage bin not collected;
- (b) a complaint regarding the cost of the service, unless the Upper Lachlan Shire Council has not costed the service to take competitive neutrality into account:
- a complaint regarding the trade practices laws and their application to the Upper Lachlan Shire Council.

8.2 How to Lodge a Competitive Neutrality Complaint

A competitive neutrality complaint should be made in writing, addressed to the General Manager, and should contain sufficient information about the alleged breach for Council to fully investigate the complaint.

Should a complainant wish to discuss their complaint prior to making a complaint in writing, they should contact Council's Public Officer on ph. (02) 4845 4105.

A complaint may be referred directly to one of the following bodies:

(a) the Independent Commission Against Corruption (ICAC). Complaints can be provided in writing, by telephone or arranging an interview with an ICAC Officer. To provide information or make an enquiry:

Write to: ICAC, GPO Box 500, Sydney NSW 2001

Fax: (02) 9264 5364

Phone: (02) 8281 5999 or toll free 1800 463 909 (9am to 5pm)

Email: icac@icac.nsw.gov.au

Information explaining the role of the ICAC and how to report corrupt conduct is available on the ICAC website www.icac.nsw.gov.au

(b) the NSW Ombudsman: To contact the NSW Ombudsman:

Write to: NSW Ombudsman, Level 24, 580 George St, Sydney, NSW 2000

Fax: (02) 9283 2911

Phone: (02) 9286 1000 or toll free 1800 451 524

Email: nswombo@ombo.nsw.gov.au

Information concerning the role of the Ombudsman is available the NSW Ombudsman website www.ombo.nsw.gov.au

(c) the Australian Competition and Consumer Commission (ACCC).

Write to: Chairman, Australian Competition and Consumer Commission GPO Box 3648, Sydney, NSW 2001

Fax: (02) 9223 1092

Phone: (02) 9230 9133 or toll free 1300 302 502

ACCC website www.accc.gov.au

8.3 Time Limits

Complaints will be acknowledged within 7 days and responded to by Upper Lachlan Shire Council within 30 days of the receipt of the complaint.

If the complaint requires detailed investigation, the complainant will be informed of progress at regular intervals.

8.4 Remedies

If the investigation finds that Council has not met its requirements under the National Competition Policy, Council gives an undertaking that it will alter its business practices to ensure compliance and will offer a written apology to the complainant.

Should the complainant not be satisfied with the findings of the Council investigation, then they may refer the complaint to the bodies listed in clause 8.2 of this policy.

8.5 Confidentiality

All competitive neutrality complaints received will be determined by the Council in the strictest confidence.

COMMUNITY SERVICE OBLIGATIONS

Council recognises it's many important community, environmental and social obligations and that there is no intrinsic or philosophical conflict between these obligations and making Council's operations more competitive. In fact, competition principles will:

- (a) encourage better customer service for those who depend upon the services which meet these obligations;
- (b) reduce the costs of these services to users;
- free up funds which might be redirected to community, environmental or social priorities;
- (d) make environmental, social and community service obligations more transparent and thereby open to scrutiny and prioritisation.

However, pricing decisions will take into account Council's community service obligations, particularly in terms of equity. Ensuring that there is equitable access to Council services may mean that Council will choose to subsidise some of its services.

10. REVIEW & VARIATION

This policy will be reviewed regularly to ensure that it conforms to current legislation.

Council reserves the right to vary or revoke this policy.

RELEVANT LEGISLATION, COUNCIL POLICY AND PROCEDURES

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

Access to Information Policy;

- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Child Protection Policy;
- Code of Conduct;
- Companion Animals Act 1998;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- · Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Amendment Act 2012;
- Government Information (Public Access) Policy;
- Government Information (Public Access) Regulation 2009;
- Grievance Policy;
- Harassment Policy;
- Health Records and Information Privacy Act 2002;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy,
- Mobile Phone Policy;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy:
- Privacy and Personal Information Protection Act 1998;
- Privacy Management Plan;

- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- · Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Records Management Policy;
- · Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series:
- Statement of Business Ethics;
- Statement of Ethical Principles;
- Sun Protection Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act 2011;
- Work Health & Safety Regulations 2017;
- Workplace Relations Act 2008;
- Any other relevant legislation and guidelines as applicable.



APPENDIX 1: STATEMENT OF ETHICAL PRINCIPLES

All Councillors and staff of the Upper Lachlan Shire Council will be guided by the following principles:

Selflessness

- Serving public over private interests;
- Avoiding private gain at public expenses;
- Not accepting gifts and benefits of more than nominal value;
- Reporting all offers of inducement or suspected bribes.

Openness

- Giving and revealing reasons for decisions;
- Revealing other avenues available to the client or business;
- Offering all information not subject to legal or privacy restrictions;
- Communicating clearly.

Honesty

- Obeying the law;
- Following the letter and spirit of policies and procedures;
- Observing codes of conduct
- Fully disclosing actual or potential conflicts of interest.

Accountability

- Recording reasons for decisions;
- Submitting to scrutiny;
- Keeping proper records and establishing audit trails;
- Maintaining confidentiality.

Objectivity

- Fairness to all;
- Impartial assessment,
- Merit selection in recruitment and in purchase and sale of Council resources;
- Considering only relevant matters.

Courage

- Having the courage to uphold these principles;
- Reporting suspected wrongdoing;
- Embracing necessary change;
- Giving advice fearlessly and frankly.

Appendix 2: STATEMENT OF BUSINESS ETHICS

What you can expect from us

The Upper Lachlan Shire Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct.

Council's staff is bound by Council's comprehensive Code of Conduct for Councillors, staff and delegates of Council and Code of Business Practice. When doing business with the private sector, Council staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently.
- · Deal fairly, honestly and ethically with all individuals and organisations.
- Avoid any conflicts of interest (whether real or perceived).

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.
- All procurement activities and decisions will be fully and clearly documented to provide an audit trail and to allow for effective performance review of contracts.
- Tenders will not be called unless Council has a firm intention to proceed to contract.
- The Council will not disclose confidential or proprietary information.

What we expect from you

Council requires that all private sector providers of goods and services observe the following principles when doing business with the Council:

- Act ethically, fairly and honestly in all dealings with the Council.
- Respect the conditions set out in documents supplied by Council.
- Respect the obligation of Council staff to abide by Council's Purchasing
 Acquisition of Goods and Services Policy.
- Abstain from collusive practices.
- Take all reasonable measures to prevent the disclosure of confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.
- Refrain from discussing Council business or dealings in the media, except with Council's consent.

> Assist the Council to prevent unethical practices in our business relationships.

Why you should comply with this Statement

You should be aware of the consequences of not complying with Council's ethical requirements when doing business with the Council. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts;
- Loss of future work:
- Loss of reputation;
- Investigation for corruption;
- Matters being referred for criminal investigation.

Finding out more about Council's business practices

If you have any questions regarding this Statement or to provide information about suspected corrupt conduct, please contact Council's General Manager directly by letter, phone, fax or email at the contact details shown below.

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

Tel: (02) 4830 1000 Fax: (02) 4832 2066

Email: council@upperlachlan.nsw.gov.au

Many of Council's policies, including its Code of Conduct, Code of Business Practice and Purchasing – Acquisition of Goods and Services Policy are available for reading or download on Council's website at www.upperlachlan.nsw.gov.au

General Manager - 17 October 2019

ITEM 14.6 Land Under Council Jurisdiction Policy Review

FILE REFERENCE 119/645

AUTHOR Acting General Manager

ISSUE

Providing details regarding a review of the Lands Under Council Jurisdiction Policy.

RECOMMENDATION That -

1. Council resolves to adopt the reviewed Land Under Council Jurisdiction Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Land Under Council Jurisdiction Policy.

The Land Under Council Jurisdiction Policy is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council resolves to adopt the reviewed Land Under Council Jurisdiction Policy.

ATTACHMENTS

1. Lands under Council Jurisdiction Policy | Attachment

Policy Title:	Land Under Council Jurisdiction Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	20 May 2010
Resolution Number:	196/10
Other Review Dates:	20 May 2010, 21 March 2013, 17 March 2016
Resolution Number:	196/10, 71/13, 65/16
Current Policy adopted by Council:	17 October 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	COLUMN TO THE PARTY OF THE PART
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

ULSC Land Under Council Jurisdiction Policy Adopted: 17 March 2016

Policy Objectives:

To ensure that public land is maintained and used safely for the amenity and benefit of the resident community, visitors and the environment

Land Under Council Jurisdiction Policy:

Council will:

- Implement the guidelines that document the range of activities or uses that are subject to an approval or consent of Upper Lachlan Shire Council;
- Obtain appropriate rentals for the use of public land; and
- Apply the principles of consistency, transparency and accountability to the procedures relating to Council's leases and licenses in order to ensure appropriate use and management of Council controlled land.

Relevant Legislation and Council Policies

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

- Code of Business Practice;
- Code of Conduct.
- Code of Conduct Procedures;
- Complaints Management Policy:
- Crown Land Management Act 2016;
- Disposal of Council Real Estate Policy;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Act Regulations 2000;
- Footpath Policy;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Policy;
- Government Information (Public Access) Regulation 2018;
- Incoming Grants Management Policy;
- Independent Commission Against Corruption Act 1988;
- Internal Control and Procedures Manual;
- Leasing-Licensing of Council Properties Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Management of Leases and Licences Procedure;
- Privacy and Personal Information Protection Act 1998;
- Privacy Management Plan;
- Plan of Management Parks, Sporting Fields & General Reserves;
- Public Access Policy;
- Records Management Policy;
- Roads Act 1993;
- Statement of Ethical Principles;

V3 17.03.2016

ULSC Land Under Council Jurisdiction Policy Adopted: 17 March 2016

- State Records Act 1998;
- Upper Lachlan Local Environmental Plan 2010;
- Upper Lachlan Development Control Plan 2010;

Variation

Council reserves the right to vary or revoke this policy.



V3 17.03.2016

General Manager - 17 October 2019

ITEM 14.7 Incoming Grants Management Policy Review

FILE REFERENCE 119/646

AUTHOR Acting General Manager

ISSUE

Providing details regarding a review of the Council Incoming Grants Management Policy.

RECOMMENDATION That -

1. Council adopts the Incoming Grants Management Policy.

BACKGROUND

The reviewed Incoming Grants Management Policy allows Council to adopt a best practice approach in the administration of grant and sponsorship funds.

REPORT

The reviewed Incoming Grants Management Policy assists Council in evaluating and managing offers of funding assistance to Council.

Council will use the policy to evaluate and assist with and/or facilitate offers of funding assistance to Section 355 Committees, Community Groups, not-for-profit groups, charities, playgroups, pre-schools and all other similar groups within the Upper Lachlan Shire Council local government area.

The Incoming Grants Management Policy establishes a framework for the preparation and coordination of grant applications that allows maximisation of the role of staff in managing the grant functions.

The Incoming Grants Management Policy is attached with amendments highlighted in yellow.

POLICY IMPACT

Nil

OPTIONS

Nil

General Manager INCOMING GRANTS MANAGEMENT POLICY REVIEW cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the Incoming Grants Management Policy.

ATTACHMENTS

1. Incoming Grants Management Policy | Attachment

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POLICY:-	T
Policy Title:	Incoming Grants Management Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	20 February 2014
Resolution Number:	27/14
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	17 October 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2024

PROCEDURES/GUIDELINES:-		
Date procedure/guideline was developed:	25 November 2013	
Procedure/guideline reference number:		

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

ULSC Incoming Grants Management Policy Adopted: 17 October 2019

Policy Objective

This policy is to assist Council to:

- Evaluate and manage offers of funding assistance to Council;
- Evaluate and assist/facilitate offers of funding assistance to all Section 355 Committees, all Community Groups, not-for-profit groups, charities, playgroups, pre-schools and all other similar groups within the Upper Lachlan Shire Council local government area;
- Identify and maximise opportunities for additional revenue to align with Councils strategic goals in an open and transparent manner;
- Adopt a best practice approach in the administration of grant and sponsorship funds;
- Effectively manage the information relating to new and existing grant programs to comply with auditing requirements;
- Establish a framework for the preparation and coordination of grant applications which maximises the role of staff managing the grant functions.

Policy Statement

1. Introduction:

Grant programs are becoming increasingly competitive with a particular focus on merit based applications, as well as having stringent reporting requirements. This Policy and related documents will enable Council to take a proactive approach towards financial and information management relating to grant funds.

2. Scope:

This policy applies to the grants and funding of events, facilities, activities or the functions of Council where appropriate.

3. Definitions:

For the purpose of this policy:

 Grants are defined as funds, from government or private sources, available to Council on complying application, for specified uses to achieve agreed aims. Rigorous accounting for spending is required.

4. Grants Policy:

Council will actively seek additional resources through grants or funding to provide services or facilities to the community in keeping with Council's strategic goals, community needs and Council activities.

V2 17.10.2019

ULSC Incoming Grants Management Policy Adopted: 17 October 2019

Council will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to the requirements from Council specifically to new assets (such as matching funding) or to maintain assets or services.

Where there are cost implications for Council outside the approved budget (including both direct and indirect costs that may be incurred), proposed submissions must be reported to Council for endorsement and consideration of budget variations.

The program or project for which grant assistance is sought must be aligned to Council's current Community Strategic Plan and Integrated Planning and Reporting suite of Plans. If new assets are to be acquired through grant funding, the life cycle cost of the asset/s must be considered prior to acceptance.

5. Review

This policy shall be reviewed regularly to ensure that it meets the requirements of legislation and the needs of Council.

5. Related Documents:

- Grants Administration Procedures;
- Purchasing Acquisition of Goods and Services;
- Community Strategic Plan.

7. Related Legislation

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

- Crown Land Management Act 2016;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Act Regulations 2000;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Regulation 2018;
- Government Information (Public Access) Amendment Act 2012;
- Independent Commission Against Corruption Act 1988;
- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- · Code of Business Practice;
- · Code of Conduct;
- Code of Conduct Procedures;
- Government Information (Public Access) Policy;

V2 17.10.19

ULSC Incoming Grants Management Policy Adopted: 17 October 2019

- Lands under Council Jurisdiction Policy;
- · Management of Leases and Licenses Procedure;
- Plan of Management Parks, Sporting Fields & General Reserves:
- Privacy Management Plan;
- Records Management Policy;
- · Statement of Ethical Principles; and
- Any other relevant legislation and guidelines as applicable.

8. VARIATION

Council reserves the right to vary or revoke this policy.

V2 17.10.19

General Manager - 17 October 2019

ITEM 14.8 Leasing-Licensing of Council Properties Policy Review

FILE REFERENCE 119/647

AUTHOR Acting General Manager

ISSUE

Providing details of a review and update of the Leasing-Licensing of Council Properties Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Leasing-Licensing of Council Properties Policy.

BACKGROUND

Council reviewed and updated the Leasing-Licensing of Council Properties Policy.

REPORT

This report details a review of the Leasing-Licensing of Council Properties Policy.

The Leasing-Licensing of Council Properties Policy is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopts the reviewed Leasing-Licensing of Council Properties Policy.

ATTACHMENTS

1. Policy - Leasing-Licensing of Council Properties | Attachment

POLICY:-	
Policy Title: Leasing/Licensing of Council Properties Policy	
File reference:	F13/77-06
Date Policy was adopted by Council initially:	18 November 2010
Resolution Number:	439/10
Other Review Dates:	18 November 2010; 19 September 2013
Resolution Number:	439/10; 299/13
Current Policy adopted by Council:	17 October 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2024

PROCEDURES/GUIDELINES:-	
Date procedure / guideline was developed:	20 May 2010
Procedure/guideline reference number:	196/10

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

POLICY STATEMENT

Council has a number of properties that it rents or leases to auspiced services, businesses, community organisations, employees and private individuals. These properties may include office space, business premises, caravan parks, residences and public lands.

Council will implement guidelines that document the range of activities or uses that are subject to an approval or consent of Upper Lachlan Shire Council and will obtain appropriate rentals for the use of public land.

Council will apply the principles of consistency, transparency and accountability to the procedures relating to Council's leases and licenses in order to ensure appropriate use and management of Council controlled land.

It is important that Council makes the best use of its properties and obtains the 'best return available for the benefit of the whole community. It is also important that all aspects of the leasing/licensing process must be fair and honest and transparent.

2. APPLICATION

This policy applies to the leasing or licensing of Council-owned property/properties.

DEFINITIONS

3.1 Residential Property

A residential property is one that is used for the purpose of residential occupation.

3.2 Commercial Property

A commercial property is one that is used for commercial or other purpose other than as a dwelling.

3.3 Community Land

Community land is land classified by Council in the Upper Lachlan Shire Local Environmental Plan 2010, as amended (from time to time) that should be kept for use by the general public (community). It cannot be leased or licensed for more than 30 years [s46 (3) Local Government Act 1993] and may only be leased or licensed for more than 5 years if public notice of the proposed lease or licence is given and, in the event that an

objection is made to the proposed lease or licence, the Minister for Local Government's consent is obtained. If the land proposed to be leased is crown land under Council control, the consent of the Minister for Lands is also required prior to the issue of a lease or licence. Public parks can be an example of community land.

3.4 Operational Land

Operational land would ordinarily comprise land held as a temporary asset or as an investment, land which facilitates the carrying out by Council of its functions or land which may not be open to the general public, such as the Works Depot or Council Water or Sewerage Treatment Plants. Such land may be leased without the restrictions applied to community land.

4. DECISION TO LEASE/LICENSE

When a Council property falls vacant, the following process will occur:

- (a) The General Manager shall determine whether the property continues to be required for Council purposes;
- (b) Should the General Manager determine that the property should be retained for future Council purposes then the property can remain vacant or be offered for lease or licence;
- (c) If the property is deemed not required for Council purposes then the Council will resolve whether the property should be sold.

5. ADVERTISING VACANCIES

- (a) Should it be decided that a Council property is available for lease, then that property should be advertised in the local newspapers and /or by any other method that offers potential tenants an opportunity to apply;
- Leases should be offered to suitable applicants who are able to meet Council's lease and rental requirements, on a first come first served basis;
- (c) Exceptions to this would be situations where Council's community service obligation requires that the property be offered to a suitable community organisation e.g., locations such as the Crookwell Health Care Centre or the Gunning Community Health Service, where the principle of co-location requires that the vacant spaces be made available to health related services.

SETTING OF RENTS

- (a) All rental shall be at market rental rate, assessed by a Registered Real Estate Valuer (rounded to the nearest dollar);
- (b) Rentals determined by special arrangements, such as at the Gunning Community Health Service, are exempted from Clause 6(a);
- (c) All residential rentals shall be valued in March each year and the review will be in accordance with the market trend of the previous year, i.e. CPI (Sydney - all groups) adjustment;
- (d) Commercial rentals will be reviewed annually in accordance with the terms of the respective lease;
- (e) All rents will be included in Council's Schedule of Fees and Charges each year.

7. LEASES/LICENCES

- (a) All tenants, excepting community organisations that occupy Council properties by special arrangement, must enter into a lease/licence prior to taking occupancy of the property;
- (b) Community organisations occupying Council properties by special arrangement must sign a letter of agreement prior to taking occupancy.
- (c) Appropriate insurance provisions must be included indemnifying Council from claims for compensation.

8. DURATION OF LEASES/LICENCES

- (a) The normal duration for residential leases will be 3 years;
- (b) The normal duration of non-residential leases will be 3 to 5 years;
- (c) Where a property is classified as operational land it may be leased or licensed for a period longer than 5 years by mutual agreement;
- (d) Where a property is classified as community land it may be leased or licensed for between 5 and 30 years by agreement with Council only after public notice of the proposed lease or licence is given and, in the event that an objection is made to the proposed lease or licence, the Minister's consent is obtained;

(e) No property classified as community land may be leased or licensed for more than 30 years.

SURETIES

- (a) All tenants, other than Council employees and community organisations that occupy Council properties by special arrangement, will be required to deposit a bond or security;
- (b) Employees need not deposit any bond or security, but will authorise a deduction from their salary/wages equal to the rent.
- (c) All tenants, other than Council employees, shall pay their rent in advance;

10. TERMINATION OF LEASE

Notice of termination requirements will be set out in individual leases. If the tenant is a Council employee however, then:

- (a) If repairs are required to the premises upon termination of the lease, the cost of such repairs, to the maximum of 4 weeks rent as set out in Council's Schedule of Fees and Charges, after consultation with the employee, shall be garnished from any termination payment or salary payment made to the tenant, as an employee of the Council, after the premises have been vacated;
- (b) Should the tenant of a residential property cease to be an employee of the Council, the lease shall terminate, subject to the required notices being served.

11. GST

- (a) No GST will be applicable to the rental income for residential properties except where the property is defined as a commercial residential property;
- (b) GST is applicable to rental income from non-residential properties.

12. SPECIAL ARRANGEMENTS

On occasions Council may resolve to provide an individual or organisation with occupancy of a property on a non-commercial basis. This may involve subsidised rental, repayment of rental as a donation, or free rental as an in-kind contribution. In any of these situations the following will apply:

(a) Rental shall be assessed by a Registered Real Estate Valuer,

- (b) All rents will be included as assessed in Council's Schedule of Fees and Charges each year;
- (c) The above information will be used to calculate the degree of subsidisation (foregone rental income) involved in the special arrangement;
- (d) All tenants entering special arrangements are required to sign a Letter of Agreement prior to taking up occupancy;
- (e) All existing tenants in special arrangements will be encouraged to sign a Letter of Agreement to formalise the occupancy arrangements.
- (f) Where the property is unfenced, a longer leasing term may be negotiated but fencing must be erected at the lessee's cost if stock are to be placed on the property.
- (g) Council will not be responsible for connecting water to leased properties, the connection of water will be at the lessee's cost, if required.

13. DELEGATION

- (a) The General Manager is authorised to offer/accept a lease (or licence if applicable) agreement for any Real Estate of the Council not required for immediate use and obtain the best rental/licence fee having regard to, but not limited to, the assessment of market rent determined by a Registered Real Estate Valuer;
- (b) The Mayor and the General Manager are authorised to sign a lease/licence under seal of Council for any Council property covered under Clause 13(a) of this Policy.

14. NON-COMPLIANCE WITH THIS POLICY

Failure to comply with the terms of this policy may lead to disciplinary procedures being implemented against the responsible staff member.

Any instances of corrupt conduct can lead to dismissal and/or criminal prosecution.

15. REVIEW

This policy shall be reviewed regularly to ensure that it meets the requirements of legislation and the needs of Council.

16. RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Code of Business Practice;
- 2. Code of Conduct:

- Code of Conduct Procedures;
- Complaints Management Policy;
- Crown Lands Act 1989;
- Disposal of Council Real Estate Policy;
- Environmental Planning and Assessment (EPA) Act 1979;
- Government Information (Public Access) Regulation 2009;
- 9. Government Information (Public Access) Act 2009;
- Government Information (Public Access) Policy;
- Government Information (Public Access) Amendment Act 2012;
- 12. Independent Commission against Corruption Act 1988;
- Lands under Council Jurisdiction Policy
- Local Government Act 1993:
- Local Government (General) Regulations 2005;
- Management of Leases and Licenses Procedure;
- Plan of Management Parks, Sporting Fields & General Reserves;
- Privacy and Personal Information Protection Act 1998;
- Privacy Management Plan;
- Records Management Policy;
- State Records Act 1998;
- 22. Statement of Ethical Principles;
- Any other relevant legislation and guidelines as applicable.

VARIATION

Council reserves the right to vary or revoke this policy.

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1 Reports for the month of September 2019

372

Reports from Other Committees, Section 355 Committees and Delegates - 17 October 2019

ITEM 16.1

Reports for the month of September 2019

RECOMMENDATION:

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

- Kiamma Creek Land Care Group Minutes from Annual General meeting held 1 August 2019.
- 2. Collector Village Pumpkin Festival Minutes from meeting held 12 August 2019.
- 3. Economic Development Task Force Minutes from meeting held 30 September 2019.
- 4. Crookwell District Art Gallery Minutes from meeting held 29 August 2019.
- 5. Audit, Risk and Improvement Committee Minutes from meeting held 9 October 2019.

ATTACHMENTS

1. <u>U</u>	Kiamma Creek Land Care Group - Annual General Meeting - 1 August 2019	Attachment
2. <u>↓</u>	Collector Pumpkin Festival Minutes from meeting held 12	Attachment
	August 2019	
3.₫	Economic Development Task Force - Minutes from meeting	Attachment
	held 30 September 2019	
4. <u>U</u>	Crookwell District Arts Gallery - August 2019 Meeting Minutes	Attachment
5. <u>↓</u>	Audit, Risk and Improvement Committee - 2019-10-09 - Minutes	Attachment
	- Attachments	

Kiamma Creek (Pat Cullen Reserve) Land Care Group General Meeting / Annual General Meeting Thursday 01 August 2019 at 1pm at ULSC Council Chambers

1. Welcome by Chairman

2. Present and Apologies

- All present have signed in book moved: Barry Murphy (BM)/ Seconded: Jim Gay
- Apologies: (list of names of apologies as signed in book. Moved: Olga Anderson/ Malcolm Barlow seconded/ accepted.
- New Members: three new members John and Olga Vander, Kyle Potterat. Moved: Olga Anderson / Malcolm Barlow seconded/ Carried.

3. Previous minutes

Acceptance of last meeting's minutes: moved Malcolm Barlow / seconded: Jim / Carried

No business arising.

Ask Juanita Anderson to take role of Minutes Secretary:
 Moved: Trevene Mattox/ seconded Elva Todkill / Carried.

4. Chairman's Report

Barry Murphy presented report. Moved BM/ seconded Malcolm/
Carried. SGE ATTACHED

Comments: Barry spoke about Dame Mary Gilmore. Suggesting the footbridge be named after her.

- Footbridge: Don Southwell spoke about 'Walk of Fame'
- Dame Mary Gilmore Bridge the Kiamma Creek Landcare group supports the naming of the bridge: Mary Gilmore Bridge.
 Moved: Trevene/ Seconded: Malcolm. Carried. Supporting letter signed by members.
- We do not agree that the 'Walkway' be named the 'Walk of Fame'. Moved Malcolm/ seconded Ken/ Carried – unanimous.
- Deputy Mayor John Searle (JS) also congratulated us on our work.

General Meeting closed at 2:25 pm. Followed immediately by AGM

P. T.O.

Annual General Meeting commenced at 2:30pm

1. Election of Office Bearers:

Deputy Mayor (JS) declared all positions vacant

- a. Chairman: Barry Murphy. Moved Malcolm/ seconded Bryan Kennedy/ Carried
- Secretary: Margaret Gay. Moved Trevene/ seconded Malcolm Barlow/ Carried
- Minutes Secretary (new position): Juanita Anderson. Moved BM/ seconded Elva Todkill/ Carried
- d. Treasurer: Malcolm Barlow. Moved BM/ seconded Jim Gay/ Carried
- e. Committee members: John Anderson, Trevene Mattox. Moved BM/ seconded Malcolm/ Carried
- f. Representative from Council: Brian McCormack

2. Financial Report

Presented by Malcolm Barlow. Moved Malcolm /seconded BM – see attached

3. What is Ahead?

- General discussion: Ruth Aveyard gave a report. Public school children involved in planting day later in year.
- b. Insurance coverage for Land care.
- c. Ideas: applying for a grant for covered shelter in park
- d. Events: none listed

4. Other Business

- a. Membership dues agreed as \$5.00
- b. Name Keep inserting Pat Cullen Reserve in our name

AGM closed at 3:05 pm

KIAMMA CREEK LANDCARE GROUP (PAT CULLEN RESERVE)

Annual meeting Thursday 1st August at 1pm Council Chambers. Annual meeting to be followed by general meeting.

CHAIRMANS REPORT JULY 2019

2019 is the 10th Anniversary of our group and it has been a great year for Kiamma Creek.

We have approx. 30 members who have been involved in caring for Pat Cullen Reserve – through weeding, protecting trees and shrubs and maintaining paths and wildlife and most importantly applying for grants.

The following achievements have been completed;

- Music in the Park in 2018 was a great success.
- Opening of the Marsden Park entrance by Councillor Brian McCormack on November 27th in association with Solar Windfarm people.
- Replacement of the old seat near the weir with a carved seat by Tony Evans and replacing the old seat near the mural wall.

Things to be discussed for further action;

- Building new rock walls for Laggan Road and Saleyards Road entrances.
 Grants given by Solar Wind farm.
- A tree planting day organised by Landcare and local schools along the new paths.
- Completion of concrete path and solar lights along creek.
- Plans for a music day November 17th including music, poets and mobility wheelchair competition.
- Plans for a new shelter by the Rotary Club, and our application for a grant for another shelter
- Plans for naming the bridge "Mary Gilmore Bridge"

I would like to thank our committee and members for all of their good work throughout the year.

We also thank the Upper Lachlan Shire, the Federal and State Government and Wind and Solar Farm for their ongoing support.

Barry Murphy - Chairman.

KIAMMA CK (PAT CULLEN RES.) LANDCARE GROUP

ANNUAL FINANCIAL STATEMENT 107.18 - 30.6.19

A. INCOME & EXPENDITURE ACCOUNT # 1. FUNDS WERE AVAILABLE FROM · Opening Balance 1.7.2018 2695.80 · Membership Dues (33 e 45) · Music in the Park 18.11.18 165.00 146.10 . Donations (#10, \$45) 55.00 3061.90

& FUNDS WERE USED FOR.

- · Concrete Base for Seat (chg. 020) 486. 69 · 3yr Miship Land Care (chg 021) 30-00 · Music in the Park Mat's (chgoz) 100.00

- · New replacement Tree (Chgo23) 22.50

3. GIVES CASH BALANCE

B. BANK RECONCILIATION STATEMENT 1. Balance as per Bank Statement (No.80) 30.6.19 2422-71 2 Balance as per Cash Book above 2422-71

(Hon. Treasurer)



Minutes from of the Collector Village Pumpkin Festival Committee Meeting held Monday 12 Aug 2019

In attendance (10): James O'Brien

Gary Poile (Chair) Snr Constable Joseph Fitzgerald

Felicity Poile

Terry Lovelock Apologies:

Cr John Searl Melanie and Greg Akhurst

Kate Drain Linda Wilson

Gemma Spriglett Tracy and Brett Byron
Tony Hyams Graeme and Sally Pietsch

Michael Duck

Meeting open:

The Chair opened the meeting at 7:08pm

Document tabled - meeting practice, code of conduct.

The Chair went through the minutes of the previous meeting held 8 July 2019.

Declarations of interest: nil

Gary discussed the idea of a "Bunyip party" to celebrate the local mythology of Lake George.

Traffic management plan and traffic control plan – council now want two documents to be submitted six months in advance. Gary has spoken to council advising that our current plan covers both aspects. Jeanette's paddock – is there a way that we can get from Jeanette's over the creek and up the nature strip?

Joe's traffic management ideas:

- Erect barriers to encourage people to walk through this track. Joe can assist with getting a
 permit for a grader to travel down Breadalbane can travel with a police escort.
- Bourke St and Lorn St local traffic only
- Manned point at Campbell St flow traffic onto Lorn St
- · No parking outside the pub permitted
- Star pickets along eastern side of Goulburn St, SES and RFS tape to corden off pedestrian access
- · Signs saying "alternate/better/overflow/festival parking" next exit
- Another gateway required in Brennan St



· "Pub traffic only" sign or highlight the pub and Some Café on the festival map

Joe will try to get a police car rescue demo on the day.

Terry advised that ULSC may have additional VMS boards available for hire, Gary wanting to lock in hire options asap.

Gary and Joe to do a walk around down near Collector Creek. Shipping container bases could be used as pedestrian barriers. Cobb and Co possibly an option/fun activity to help ferry people from the creek to the festival.

Joe requested info re: insurance – new items to be included in the risk assessment and approved by council as we come under their insurance.

Correspondence In

Re-energise Collector Project

At the last Upper Lachlan Shire Council meeting, Gary received a letter that approved a tenderer for \$213k (ex GST) to complete all 5 sections of the Re-Energise Collector project. ULSC would like the CVPF to contribute to the project — Action: Gary to email letter (see attached).

Motion: Gary moved a motion that having received the document from the ULSC requesting a contribution, the CVPF allocate \$15 k to the re-energise Collector project, seconded by James O'Brien – carried.

AGM – next meeting 9/9 Gary – advertise Gunning Lions, Kate to advertise on Currawang and Collector Facebook noticeboard.

Kathryn Stevens has indicated that she could possibly assist with the treasurer role.

Money counting machine has been received, currently at Felicity and Gary's house.

CCA Funds outstanding - fencing on the corner of Breadalbane and Church St.

Resolution - the Scouts have handed their check back as the organisation has dissolved.

Spring Bush Dance – Gemma proposed 6pm, 26/10 for the event, approached 3 bands for availability. Need to book the hall. Dance committee – decorations to stay up from Michael's birthday the weekend prior. *date has since been postponed as it clashes with the Wally Bamford Memorial concert.

Suggestion for catering – bring a plate and pizza/bbq/nibblies. RSVP option – table option/individual tickets. Purpose "plant the pumpkin" theme and community event – opportunity to give back to the community and provide a fun night for the kids. Every ticket – sell a packet of pumpkin seeds, kids activities.



Motion: Gemma moved a motion to hold the date for 26/10 for the Pumpkin Festival Spring Bush Dance, Michael Duck to book Hall, seconded by Kate Drain – carried.

Tourism Application

Gemma has done a lot of work on the tourism application; James has been editing the document - submissions due 5pm 4/September. Gemma to keep working – box at the top of the document with tasks to be done in red to help committee members keep track of what needs to be done.

How does our event align with the ULSC regional tourism plan and reflect the values. Andrew Warren couldn't answer as the committee hadn't met to draft the plan. Gemma requested a workshop

Thursday 15 Aug - 7pm, tourism application workshop at Gemma's house *changed to Monday 19 Aug

2020 Bicentennial Commemorations

We need to fill out the form and seek feedback for Council - Action: Gary to submit

Traffic Management

In 2019 we received mixed reviews about spreading out the Festival but ultimately, it led to a better layout. We could have stallholders down Brennan St? *Local and disabled traffic only* signs would need to go up down near the creek. James suggested using the long grass paddock behind the bushranger reserve, there are issues with the quality of the paddock – long grass, uneven ground – paddock needs cleaning up. Mapping session/design session to occur.

General Business

James away Monday 19 Aug - mid September.

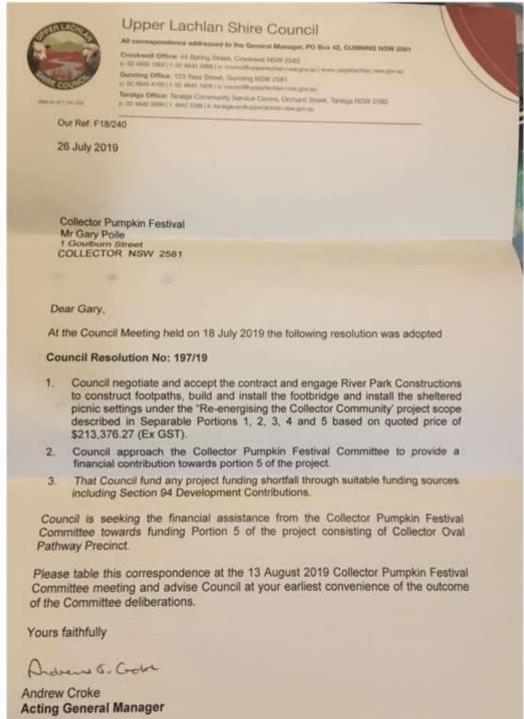
Market Day (Rhubarb Day) -will be held on the last Saturday in November.

Meeting conduct

It was discussed that CVPF can host up to 10 formal committee members, 6 official members and 4 x casual vacancies. In the event that there are changes to the committee structure, a recommendation should be put forward in the minutes which goes to council and is then read and accepted at a Council meeting. Only committee members have the right to vote.

Meeting Closed 8:53pm





Item:	Attachment 3.: Economic Development Task Force - Minutes from meeting held 30
16.1	September 2019

MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE HELD MONDAY 30 SEPTEMBER 2019 AT CROOKWELL

Present: Mayor John Stafford, Clr. John Searl, Clr. Richard Opie, Susan Reynolds, Doug

McIntyre. Catherine Duff, Andrew Lindner, Terry Lovelock & Vero Joseph.

Staff: Brenda Proudman (Economic Development Officer), Viv Straw (Manager of

Environment & Planning & Tina Dodson (Director of Environment & Planning)

(Non Voting)

Apologies: Clr James Wheelwright, Clr Ron Cummins & Clr Pam Kensit.

Meeting commenced at 4.05pm.

Declaration if Interest: Nil.

Guest Speaker: Vero Joseph (Principal – Crookwell High School)

Vero spoke about student's involvement in leadership, positive education, goal setting and resilience. There was some discussion about being able to engage/involve students in Council. The high school has many active groups such as the SRC, Interact etc. Vero said the students like to be project focused and that their voice is being heard. Brenda will make contact with Vero to discuss some options next term with the hope that we can have some arrangement for youth engagement in 2020. More discussion on this problem to be on the next EDTF meeting Agenda.

Confirmation of Minutes:

Agenda Item 3.1

Minutes from the 2 September 2019 were moved Catherine Duff & seconded by Susan Reynolds.

CARRIED

<u>Correspondence:</u> Letter from Council stating that at the Council Meeting held 19 September 2019, Council resolved the all Councillors with Mayor as chair will attend the EDTF Committee meetings for a 12 month period. Correspondence was moved by Clr John Searl & seconded by Terry Lovelock.

CARRIED

Agenda Item 6 - Reports

Agenda Item 6.1 – Business Month – Small Business Expo 11th & 12th October, 2019 Brenda & Susan told the committee about the arrangements etc. for this event. So far we have 30 businesses booked in to attend. BEC is also running workshops over the 2 days.

Agenda Item 6.2 - Review of the EDTF Charter

Deferred to next meeting.

Agenda Item 7 – General Business

- Terry Lovelock reported that the Collector Community Welcome Day was very successful. Clr John Searl said the Community Welcome Day was a great idea and that there is many groups across the shire taking the opportunity to welcome new community members.
- Mayor John Stafford said he enjoyed the ED Workshop held on the 22nd September in the Council Chambers. Brenda is to send all the members present a copy of the Collector Presentation from that workshop.

Item:	Attachment 3.: Economic Development Task Force - Minutes from meeting held 30
16.1	September 2019

Next Meeting of the EDTF Committee - TBA There being no further business, meeting closed at 5.25pm.

Item:	Attachment 4.: Crookwell District Arts Gallery - August 2019 Meeting Minutes
16.1	

Crookwell District Art Gallery

Minutes for the meeting held on August 29th, 2019

The Meeting was held in The Gallery and was opened by Margie Carr at 4.32pm.

The meeting formally welcomed new member, Jane McCracken.

PRESENT:

Margie Carr, Karen Harwood, Jeremy Goodman, Margaret Shepherd, Lesley Gartrell, Jane McCracken, Gay Smith, Ann Goodman.

APOLOGIES:

Jeff Prell, Christine Crimmins, Bev Seaman, Pam Kensit, Margaret Wonson, Tony & Mary Prell.

MINUTES OF THE PREVIOUS MEETING:

The Minutes were accepted as a true record of the Meeting (Moved Marg S, sec Ann G.)

CORRESPONDENCE:

Incoming: Jeremy tabled a letter from the Tourist Association in regard to next year's membership fees. Jeremy to follow up finer detail.

TREASURERS REPORT:

Karen H. tabled her report showing a balance of \$6256.93cr. Financial records are with ULSC for annual audit. (Moved Karen H., sec. Margie C.)

CROOKWELL COLLECTION SHOW:

Ann G. reported publicity to date in the Crookwell Gazette "Favourites from the Crookwell Collection". Posters to be produced and put on all shop windows etc.

It was confirmed that the Patron, Marg Shepherd, will open the Show.

It was decided that there now be a gold coin entry fee.

PROPOSED NEW HANGING SYSTEM:

Jeremy G. presented samples and prices of systems from both Top Shot Photography and ArtHead Moss Vale. Prices very similar however the ArtHead system appeared more robust. Jeremy G. to finalise prices and quantities with ArtHead. Jeremy G. to also approach Andrew Croke at ULSC re a possible tradesperson to install the new system.

Jane McC. suggested we purchase <u>some</u> stainless steel droppers in the mix.

Lesley G. suggested we try to sell the old system.

Item:	Attachment 4.: Crookwell District Arts Gallery - August 2019 Meeting Minutes
16.1	

OTHER BUSINESS:

Hall Committee:

Gay S. noted that Margaret Wonson would not be able to attend the Monthly Hall Committee Meeting. Jeremy G. to notify Hall Committee re this.

Proposed new Gallery within ULSC building:

Margie C. reported on attending the recent Council meeting with the building's architect Peter Mayoh. Initial thoughts included the project looks impressive but will be dependent on successful funding grants.

Spring Festival Art Show November 8,9,10th November:

Lesley G. suggested the Opening Night could include something new to add appeal; for example, a beer tasting of the locally brewed Laggan beer and tasting plates.

Margie C. closed the Meeting at 5.22pm.

Item: Attachment 5.: Audit, Risk and Improvement Committee - 2019-10-09 - Minutes - 16.1 Attachments

PRESENT: Mr M Barlow (Chairperson), Clr R Cummins, Clr P Culhane, Clr J

Wheelwright, Mr D Marshall (Community Representative) and Mr W

Martin (Community Representative).

STAFF:

Mr A Croke (Acting General Manager), Mr D Cooper (Acting Director (Non-Voting) of Finance and Administration) and Ms S Pearman (Executive

Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 8.30AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Mr B Johnston (Manager of Finance

and Administration

RESOLVED by Clr Wheelwright and Mr Marshall that the apologies

be received and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 RESOLVED by Clr Culhane and Mr Martin

That the minutes of the Audit, Risk and Improvement Committee

Meeting held on 19 June 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 CORRESPONDENCE FOR THE MONTH OF OCTOBER 2019

RESOLVED by Clr Wheelwright and Clr Culhane

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

- 1. Office of Local Government Your Council Website Launch.
- 2. Office of Local Government Circular 19-20 A new internal audit and risk management framework.

- CARRIED

Item:	Attachment 5.: Audit, Risk and Improvement Committee - 2019-10-09 - Minutes -
16.1	Attachments

ITEM 4.2 COUNCIL INVESTMENTS PORTFOLIO TO 31 AUGUST 2019 RESOLVED by Mr Martin and Mr Marshall

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

- CARRIED

ITEM 4.3 REVIEW OF AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER

RESOLVED by Clr Wheelwright and Clr Culhane

- 1. Council adopts the reviewed Audit, Risk and Improvement Committee Charter.
- 2. The meeting fee be set at \$400 for the independent members of the Audit, Risk and Improvement Committee and \$500 for the Chairperson.

- CARRIED

1. Objective

The objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to the Upper Lachlan Shire Council (Council) on risk management, internal control systems, governance, financial reporting, investment portfolio decision making and external accountability responsibilities.

2. Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:-

- 1. Obtain any information it needs from the General Manager and / or Department Directors or external party (subject to their legal obligations to protect information).
- 2. Liaise and discuss any matters with the external auditor, internal auditor or other external parties (subject to confidentiality considerations).
- 3. Request the attendance of any Departmental Director and /or Manager or Councillor at Committee meetings.
- Review and provide advice with respect to Audit Office of NSW external 4. audit reports.
- 5. Obtain external legal or other professional advice considered necessary to meet its responsibilities upon approval from the Council.

3. Composition and Tenure

The Audit, Risk and Improvement Committee will consist of:- 3.1 Members (voting)

- Three Councillors
- Three Independent external community members (not members of the Council) at least one with financial expertise and one of whom should be the Committee Chairperson

3.2 Attendees (non-voting)

- General Manager
- Director of Finance and Administration
- Manager of Finance and Administration
- Assets and Risk Coordinator

3.3 Invitees (non-voting) for specific Agenda items

- Representatives of the external auditor
- Representatives of the internal auditor
- Representatives of the Audit Office of NSW
- Other Directors and Managers may attend by invitation as requested by the Committee
- Other Councillors may attend by invitation as requested by the Committee and other parties as required.

Item:	Attachment 5.: Audit, Risk and Improvement Committee - 2019-10-09 - Minutes -
16.1	Attachments

The independent external members will be appointed for the term of Council, after which they will be eligible for extension or re-appointment following an Expression of Interest (EOI) process calling for nominations for appointment as an independent external member of the Committee.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Upper Lachlan Shire Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

4. Role and Responsibilities

The Committee will act as an advisory Committee to Council and has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act 1993, and associated Regulations.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are to assist Council to discharge its responsibilities with due care and diligence in relation to the following items:-

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects.
- Review the impact of the risk management framework on its control environment and insurance arrangements.
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors.
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated.
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with.
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations.
- Review whether management has taken steps to embed a culture which is

committed to ethical and lawful behaviour and addresses conduct and probity issues.

Review Council's Investment Policy and Investment Strategy to ensure prudent investment decision making is made by Council and senior management.

4.3 External Accountability

- Satisfy itself the Council's annual Financial Statements comply with applicable Australian Accounting Standards and Financial Reporting Guidelines and are supported by appropriate management sign-off on the reports and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters in conjunction with Council's management and external auditors.
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organisational objectives, outcomes, efficiencies, and performance targets.
- Review the efficiency and effectiveness of Council's programs from time to time.
- Provide feedback, review and endorse the Council Annual Report.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- Ensure compliance with and review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, and external audit.
- Approve, implement and review the Strategic Internal Audit Plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities.
- Periodically review the performance of Internal Audit function.
- Review all audit reports and consider significant issues identified in audit

reports and action taken on issues raised, including identification and dissemination of better practices.

Monitor the implementation of internal audit recommendations by management.

4.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the annual Financial Statements and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- Consider significant issues identified in relevant external audit reports and better practice guides, and ensure appropriate action is taken.
- Review all Audit Office of NSW performance audit reports and financial audit reports and monitor the implementation of audit recommendations.

4.7 Responsibilities of Members

Members of the Committee are expected to:-

- Understand the relevant legislative and regulatory requirements appropriate to Upper Lachlan Shire Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgement.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5. Reporting (Guidelines under section 23A of the Local Government Act 1993)

At the first Committee meeting after 30 June each year, Internal Audit will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.

The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. The Chairperson may annually report to the full Council on the operations of the Committee. In addition, at any time an individual Committee member may request a meeting with the Chairperson of the Committee.

Item:	Attachment 5.: Audit, Risk and Improvement Committee - 2019-10-09 - Minutes -
16.1	Attachments

The Committee will report regularly, and at least annually, to the governing body of council on the management of risk and internal controls.

6. Administrative Arrangements

6.1 Meetings

The Committee will meet a minimum of four times per year, with one of these meetings to include review and endorsement of the annual audited Financial Statements and external audit opinion.

The need for any additional meetings will be decided by the General Manager and / or Chairperson of the Committee, though other Committee members may make requests to the Chairperson for additional meetings.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

6.3 Secretariat

The Committee has appointed the Management Accountant to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least seven days before the meeting, and ensure minutes of the meetings are prepared and tabled at Ordinary Council meetings.

6.4 Conflicts of Interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chairperson of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Review of Audit, Risk and Improvement Committee Charter

At minimum every two years the Audit, Risk and Improvement Committee will review the Charter.

7. Removal of a Committee Member

Council reserves the right to remove any Committee member at any time, with the disclosure of reason being given, and the Committee member has a right of appeal.

8. Legal Status

The Committee is constituted under Section 355, of the Local Government Act 1993.

9. Remuneration and Expenses

The independent external members of the Committee will be entitled to a meeting fee as determined by Council. The meeting fee is for the period 1 July to 30 June and will include all expenses incurred by the independent external members in relation to their responsibilities as members of the Committee. The fee will be subject to a biennial review in accordance with the percentage increase in the fee payable to Councillors as determined by the Local Government Remuneration Tribunal. Council will pay the meeting fee in arrears to the nominated bank account of the independent member.

Training expenses for independent external members will be reimbursed in accordance with the Payment of Expenses and Provision of Facilities Policy.

10. Relevant Legislation

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Environmental Planning and Assessment Act 1979;
- Independent Commission against Corruption Act 1988;
- Local Government (State) Award 2017;
- NSW State Records Act 1998;
- Work Health and Safety Act 2011;
- Public Interest Disclosures Act 1994;
- Civil Liabilities Act 2002;
- Fair Work Act 2009;
- Crimes Act 1900:
- Office of Local Government Code of Accounting Practice and Financial Reporting Guidelines;
- Guidelines under section 23A of the Local Government Act 1993 Internal Audit Guidelines NSW September 2010;
- Local Government Amendment (Governance and Planning) Act 2016;
- Government Information Public Access Act 2009 (GIPA); and
- Privacy and Personal Information Protection Act 1998.

11. Related Council Policy and Procedures

- Code of Conduct for Councillors, staff and delegates of Council;
- Code of Meeting Practice for Section 355 Committees;
- Section 355 Committee Policy;
- Terms of Reference for Section 355 Committees:
- Internal Controls and Procedures Manual;
- Interaction between Councillors and Staff Policy;
- Fraud and Corruption Prevention Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Payment of Expenses and Provision of Facilities Policy;
- Delegations of Authority Policy;
- Code of Business Practice;
- Bribes, Gifts and Benefits Policy:
- Complaints Management Policy;
- Grievance Policy;
- Records Management Policy;

Item: Attachment 5.: Audit, Risk and Improvement Committee - 2019-10-09 - Minutes - 16.1 Attachments

- · Disciplinary Policy; and
- Government Information Public Access (GIPA) Policy.

ITEM 4.4 2018/2019 CAPITAL BUDGET PROGRAM REPORT RESOLVED by Mr Martin and Mr Marshall

1. The 2018/2019 capital budget financial management reports are received and information noted.

- CARRIED

Conference call with Dominika Ryan, NSW Audit Office and Stewart Thompson, Deloitte Touche Tohmatsu Auditors.

ITEM 4.5 2018/2019 NSW AUDIT OFFICE INTERIM MANAGEMENT LETTER TO COUNCIL

RESOLVED by CIr Culhane and Mr Martin

1. The NSW Audit Office Management Letter on the conduct of the interim audit for 2018/2019 has been received and Council management responses are endorsed.

- CARRIED

ITEM 4.6 2018/2019 FINANCIAL STATEMENTS

RESOLVED by Mr Martin and Clr Wheelwright

 The 2018/2019 Council Financial Statements are received and endorsed by the Audit, Risk and Improvement Committee for the independent audit by the Audit Office of NSW.

- CARRIED

Item:	Attachment 5.: Audit, Risk and Improvement Committee - 2019-10-09 - Minutes -
16.1	Attachments

ITEM 4.7 COMMITTEE CHAIRPERSON REPORT TO COUNCIL

Moved by Mr Martin and Mr Marshall

1. The Committee receive and note the report as information.

A foreshadowed Amendment was moved by Clr Cummins that:

1. The Acting General Manager investigates the veracity of the comments made in the Chairperson's report and makes a further report to Council.

Amendment lapsed due to lack of a Seconder

RESOLVED by Mr Martin and Mr Marshall

1. The Committee receive and note the report as information.

- CARRIED

Clr Cummins and Clr Culhane requested their name be recorded against the motion.

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 10.07am.

Minutes	confirmed 2	0 NOVEMBER	R 2019
	Chairp	person	

17 NOTICES OF MOTION

The following items are submitted for consideration -

17.1	Notice of Motion - Business Cases for continuum Financial Benefit	396
17.2	Notice of Motion - The use of Grant Monies	398
17.3	Notice of Motion - Appointment of General Manager	399
17.4	Notice of Motion - Review of Committees	400

Notices of Motion - 17 October 2019

ITEM 17.1 Notice of Motion - Business Cases for continuum Financial Benefit

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

That the Acting General Manager prepares a report to Council detailing the options available to Council to prepare Business Cases for the establishment of:-

- 1. Aged Housing and Aged Independent Living Facility
- 2. Waste to Energy Facility
- 3. Transport Hub Facility
- 4. Waste reuse Crushed Glass to Road Base Facility within the Shire, which will provide a continuum financial benefit to Council.

BACKGROUND

At the Audit, Risk and Improvement Committee meeting held on Wednesday 19 June 2019 at item 5.1:— Chairman's presentation, a table was presented setting out the areas of "Risk" to Councils investments. At the end of discussions in relation to the table, it was concluded, that the information within the table, however, is not to deny the fact that if Council is to go on providing and even improving its services to the Shire, let alone fund other major projects that could certainly arise, it will have to seek suitable and acceptable ways to increase its certain income.

Additionally, in Councils Draft Local Strategic Planning Statement (LSPS) it is envisaged that the primary focus for the Shire, in the next 20 years, will be agriculture, tourism, renewable energy, health disability and aged care, freight and logistics.

If Council is to remain Fit for the Future Council cannot continue to rely on Federal and State Grants to provide its services to the Shire, it will need to generate its own continuum income and achieve the actions as envisaged in Councils draft LSPS.

ACTING GENERAL MANAGER'S COMMENT

Council's integrated Plans are the adopted strategic framework for the organisation. These listed proposed projects are not currently contained within the adopted Strategic Plans - i.e. Tablelands Community Strategic Plan, Long Term Financial Plan, Delivery Program, Operational Plan and Infrastructure Plan.

Council must determine their strategic priorities, allocate funding and resources necessary for the development of any proposed project business case. If the proposed projects are determined to be priority projects for delivery by Council, senior management staff may develop a project scope in consultation with Councillors.

Notices of Motion NOTICE OF MOTION - BUSINESS CASES FOR CONTINUUM FINANCIAL BENEFIT cont'd

Should Councillors wish to consider these proposed projects further they may do so at the time of the review and development of the 2020/2021 integrated strategic plans which are required to be placed on public exhibition for community feedback.

ATTACHMENTS

Notices of Motion - 17 October 2019

ITEM 17.2 Notice of Motion - The use of Grant Monies

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

"That the Acting General Manager prepares a Policy for the use of Federal and State Grants".

BACKGROUND

In Councils Borrowings/Loans Policy, at part 5, Policy Guidelines, it states, in part: "the use of loan monies shall be limited to the construction and alteration of buildings, the acquisition of income producing assets and new infrastructure assets which have a life expectancy greater than twenty (20) years".

As it is anticipated that grants from Federal and State Governments will be more difficult to achieve in the future, Council should ensure that the expenditure of those grants provides a long term return of at least fifteen (15) years.

In these circumstances Council should not spend grant funds for recurrent expenditure or to fund operating budget expenditure maintenance activities unless those grants are specifically allocated for that purpose.

A policy needs to be prepared to give guidance to achieving the objective of a long term return of at least fifteen (15) years for the expenditure of Federal and State Government grants.

ACTING GENERAL MANAGER'S COMMENT

Sources of revenue are incorporated into Council's Long Term Financial Plan and includes tied and untied grant funding. This includes grants Specific and General for operating and capital purposes to meet Councils service delivery needs and asset management obligations.

The Infrastructure Plan outlines the amount of funding that is required for maintenance activities as well as specific capital expenditure projects and is part of Council's Asset Management Plan. Council does not necessarily require a specific policy as the Integrated Planning and Reporting Framework provides guidance on the allocation of Federal and State Governments grants. For Council determination.

ATTACHMENTS

Notices of Motion - 17 October 2019

ITEM 17.3 Notice of Motion - Appointment of General Manager

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

"That in compliance with the McArthur Candidate Information Pack-General Manager, Upper Lachlan Shire Council; Council select three (3) Councillors to be Council's representatives with the McArthur Consultants on the selection and final interview panel to appoint a new General Manager."

BACKGROUND

Under the McArthur Candidate Information Pack it is detailed that all applications received will be assessed on merit against the position description and successful candidates will be invited to meet with the McArthur Consultant from the first round interview process.

Upon completion of all first round interviews McArthur Consultants will provide detailed findings to Council for discussion and selection of the candidates who will progress to the panel interview stage.

The final panel interview will be with representatives from both Upper Lachlan Shire Council and McArthur Consultants.

Council does not currently have a panel of Councillors with the authority to act in this capacity.

The current Performance Review Committee-General Manager is a performance review committee only, it is not a selection committee, and therefore it has no authority to have any involvement in the selection of the new General Manager.

The whole of Council will make the final appointment of the successful applicant.

ACTING GENERAL MANAGER'S COMMENT

For Council determination.

ATTACHMENTS

Notices of Motion - 17 October 2019

ITEM 17.4 Notice of Motion - Review of Committees

I, Councillor Richard Opie hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

"That Council implements a workshop to review the relevance or purpose of all the existing committees as listed under schedule B of the Council agenda format and committee structure report presented to Council at the September 2019 Ordinary Council Meeting."

BACKGROUND

It appears that many committees do not meet or comply with the charter of those committees.

ACTING GENERAL MANAGER'S COMMENT

For Council determination.

ATTACHMENTS

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Customer Request Management System (CRMS)	402
18.2	Event Approvals	403

Questions With Notice - 17 October 2019

ITEM 18.1 Customer Request Management System (CRMS)

AUTHOR Councillor Ron Cummins

Over twelve months ago Council was advised by the Director of Finance and Administration that the new CRMS was being installed.

Can the Acting General Manager advise Council when this new CRMS will be operational?

ACTING GENERAL MANAGER'S COMMENT

Unforeseen technical delays have been experienced in delivery of the online and improved CRM system with a number of circumstances beyond the control of Council staff. Primarily, system configuration and Authority integration issues with CRM identified during the implementation have taken considerable time for Council's corporate systems software vendor to rectify.

Training was cancelled on 12 August 2019 due to software vendor integration issues and they were finally resolved 11 September 2019. Technical training and testing is scheduled on 8-10 October 2019.

Council continues to provide a CRM system that is operational and is satisfying the immediate needs of the organisation.

It is anticipated that the online CRM system will be operational and go live in December 2019.

ATTACHMENTS

Questions With Notice - 17 October 2019

ITEM 18.2 Event Approvals

AUTHOR Councillor Ron Cummins

At the August Traffic Committee Meeting two events were considered. The Gunning Fireworks in September, 2019 and the Taralga 200 Celebrations in October 2019. In both cases the recommendation was for Council to approve the event to take place but subject to the provision of appropriate Traffic Management Plans (TMP) and Traffic Control Plans (TCP) to the Police for approval at least two (2) weeks before the event.

This type of ad hoc approval is not appropriate, nor favoured by the Police or Roads and Maritime Services and could leave Council vulnerable.

These are not the only events that have recently been approved in a similar manner. Two others have been the Pumpkin Festival and the Laggan Hall Markets.

How can Council formalise these events to save the Council staff being put under pressure by the event organisers to issue approvals which may not survive close scrutiny if the event suffers a serious incident?

Would it be better to have all these types of events approved by development application (DA) and what are the advantages of having these events approved by a DA?

ACTING GENERAL MANAGER'S COMMENT

In accordance with Clause 4.8 of the Upper Lachlan Development Control Plan 2010: Temporary events that include the erection of a temporary structure [which includes a booth, tent or other temporary enclosure (whether or not part of the booth, tent or enclosure is permanent), and also includes a mobile structure] or require the use of a building as an entertainment venue are a form of "development" and as such require development consent in accordance with the State Environmental Planning Policy (Temporary Structures) 2007 and the LEP (clause 2.6BB) Major temporary events, where the number of participants and/or spectators is, or is expected to exceed 500 people, require development consent. Whilst minor events, where the number of participants and/or spectators is less than 500 people, may be exempt from requiring development consent. Under certain situations other forms of approval from Council may still be required. For example, if a temporary road closure or activity on a public road is proposed, or if an event on Council land is proposed. Events exempt from the requirement to obtain development consent must still conform to all relevant Council or legislative requirements. For example, the sale of food must comply with the Food Act and Food Safety Standards.

Due to the number of major events happening annually throughout the Shire, Council staff have had de-briefing sessions with some of the event organisers in an attempt to try to smoothen the approval process.

Questions With Notice EVENT APPROVALS cont'd

This has led to a more detailed and informative application form (including detailed information guidelines, e.g. stallholder application form, temporary food premise information sheet, sample stall holder spread sheet, NSW Food Authority – guidelines for food businesses at temporary events and a guide to traffic and transport management at special events) that now clearly indicates required lead times for submission of an application.

A copy of the revised application form is attached for Councillors information. The indicated attachments have not been included due to the size of the document, although a full copy will be available at the Council Meeting should Councillors wish to view the entire document.

ATTACHMENTS

1. Festivals and Events Application Form Attachment



UPPER LACHLAN SHIRE COUNCIL

APPLICATION KIT FESTIVALS & EVENTS

Event Name:	
Application Form	
U	the Environment and Planning Department - Upper Lachlan Shire Council E: council@upperlachlan.nsw.gov.au
	e complete each section of the application. es not apply to your event please mark NOT APPLICABLE
important part of community life. To	en to support festivals and events in its area and recognises these are an make an event successful it is imperative that the Event Organiser nagement meets the necessary regulative provisions of Local and State
resources/event-starter-guide/	vailable from Events NSW at https://www.dpc.nsw.gov.au/tools-and- ends all Organisers familiarise themselves with an event management
It is the Event Organisers responsibil event and contact any other State Ag	ity to provide notification to property owners affected by the proposed encies separately to this application.
TIME FRAMES FOR LO	OGEMENT OF EVENT APPLICATION
	with the Local Traffic Committee, Police, RMS and other agencies, ion form is lodged within the following time frames:
Events that have a road closure: Events that have no road closure:	A minimum of 20 weeks prior to the event A minimum of 16 weeks prior to the event
FEES & CHARGES	
Refer to the current Management Pla	n – Fees & Charges
	May 2019 - Page 1



Attachments:

Attachment 1 Stall Holder Application Form

Attachment 2 Temporary Food Premises Information Sheet

This sheet must be submitted to Council for each food premise

Attachment 3 Sample Stall holder Spread Sheet

Attachment 4 NSW Food Authority – Guidelines for food businesses at

temporary events

This Guideline must be forwarded to every food vendor at your event

Attachment 5 Guide to traffic and Transport Management at Special Events

Information only



Section 1 - Type of Application	n/s		
1.1 Environmental Planning an	Billion and the second second second		
Development Application			
1.2 Section 68 Local Governme	(A) (A)	and the state of t	
amusement devices)	THE ACT 1999 (IOI WOLKS AS	sociated with the prop	oosed development e.g.
Other			
	20.		
1.3 Section 138 Roads Act 199.	T(0)		
Application for works in	the road reserve		
Section 2 – Property Description	on		
House No. Street (s)		Town Lot	Section Deposited Plan (DP
Contract to the state of		***************************************	Manney and American A
Section 3 – Applicant's details Name(s)			
Company Name (if applicable)	***************************************		***************************************
Company ABN			
Position in Company (e.g. director)			***************************************
Postal Address:			
NoStreet	State		Postcode
Daytime Phone	Mobile		
Fax	Email		
this form. Applicants Name(s) (Please print)	Signature(s)		Date
			(VIII) (1824 C. Sales IV (1864 DOVA), USS CONTROL

Section 4 – Owner's details			
Name(s)	***************************************		
Company Name (if applicable) Company ABN			***************************************
Position in Company (e.g. director)	***************************************	****************************	***************************************
Postal Address			
No Street	***************************************	***************************************	***************************************
Town Daytime Phone	State Mobile		Postcode
Fax	Email	***************************************	***************************************
I/we consent to the applicant iden		form, to lodge this appli	ication with Upper Lachlan Shire
Council (ULSC). I/we consent to authorised officer:	of III SC to access multi-	annanti in mades for the	a a company at the property of the company
determine compliance with any co	nsent that the Council may	issue. Access to my/our p	roperty may occur in my/our
absence (s.118EP&A Act 1979). Owners Name(s)	Claretterists		
(Please print)	Signature(s)		Date

All registered property owners of the la	and must sign. In the case of a	Company, the consent of th	e authorised person must be provided
on letterhead or with a company seal.	Only original signatures only w	vill be accepted.	



Section 5 – Ap	proval time
Single Event	Request
5 year Appr	oval Request
	closure of Political Donations or Gifts
this application?	
this application	mplete a Disclosure Statement of Political Donations or Gifts where Council is the Approval Authority included with
□ No	
Go to <u>www.plar</u> a disclosure forn	<u>nning.nsw.gov.au/donations</u> for more details about political donations disclosure requirements, including n
Section 7 – Env	ironmental Effects
13.1 Is the propo	osal Designated Development ?
No	Please attach a Statement of Environmental Effects (SEE)
∐ Yes	Please attach an Environmental Impact Statement (EIS)
	on land that is, or is part of, critical habitat, or likely to have a significant effect on threatened species, logical communities or their habitats? Please attach a Species Impact Statement
□ No	The proposal is not likely to have a significant effect on threatened species.
□ No	The proposal is not likely to have a significant effect, because of the issue of a biobanking statement under Part 7A of the <i>Threatened Species Conservation Act 1995</i> .
	Has a biobanking statement been issued? Yes No
	re proposing to develop within a wilderness area and the subject of a wilderness agreement or element within the meaning of the Wilderness Act 1987? Please attach a copy of consent of the Minister for the Environment for the development.
10000000	ive vegetation proposed as part of the proposal ? No Yes
	nave you consulted with the relevant Catchment Management Authority ? No Yes
Does the propos	al require works to a heritage item or works adjoining a heritage item ? Yes Please attach a heritage impact statement
f your proposal i	involves works to a heritage item or works adjoining a heritage item you must obtain one of the tick which applies to your proposal
Exer	mption notification from under section 57(2) of the Heritage Act 1977 lication under section 60 of the Heritage Act 1977 avation permit under section 140 of the Heritage Act 1977
	please list State Agencies
13.3 If one or mo	ore State Agency approvals are required, under section 91(1) of the Act, the development is known as
'Integrated d	evelopment'. Is this application for an Integrated development ?
NO Yes —	please list State Agencies
	A propose a variation from a development standard in Upper Lachlan Local Environmental Plan 2010 or ments in Upper Lachlan Development Control Plan 2010 ?
No ☐ Yes -	please reference and address relevant clauses in the SEE or EIS.

Festival	s & Events Application Form	1	
1. NA	AME OF EVENT:		
2. BR	RIEF DESCRIPTION OF EVEN		
3. DA	TE/S OF EVENT:		
4. LO O Street	CATION/S:		
	Between which cross streets:		
	Set up time:	Public start time:	
	Public finish time:	Pull down time:	
O Oval	Oval Name:		
	Address:		
	Set up time:		
	Public finish time:	Pull down time:	
O Park	Park Name:		
	Address:		
	Set up time:		
	Public finish time:	Pull down time:	
) Reserve	Reserve Name:		
	Address:		
	Set up time:		
	Public finish time:	Pull down time:	
Other	Name:		
	Address:		
	Set up time:		
	Public finish time:		



ORGANISER DETAILS Name of Nominated Event Organiser/Contact Person: Name of Organising Body: _____ Fax: _____ Mobile: _____ Email: Is your Organisation a 'not-for-profit' community organisation or charity? YES/NO Will the Event Organising Body be responsible for the total management of the event: YES/NO If YES, please provide names of previous Festivals/Events managed by the organising group: If NO, please provide details of person/group responsible for the total management of the Event: Contact details of Event Organisers on the day/night of the event: Name of Contact No. 1: Name of Contact No. 2: Declaration: I declare that the information contained in this application is accurate to my best knowledge. Signature of Event Organiser: ______ Date: _____ 6. **ESTIMATED ATTENDENCE & HOURS** (a) Estimated attendance per day of participants/staff/volunteers: Estimated attendances per day of spectators/audience: (b) (c) Event to commence: _____ Event to Finish: ____

Wir E.	METERA
	-97
SHIRE	COUNCIL

7.	FEES				
	Will you be charging	an entry fee to the event (or	components	of the event)	YES/NO
	If YES please specify	amount and details:	******************	************************	
8.	USE OF VOLUM	NTEERS			
	Do you expect the in	volvement of volunteers in ar	y capacity?		YES/NO
	O Quota	O State Emergency Service O Individual Volunteers	O Other:	***************************************	
9,					
	Due to heavy that you cont	demand on weekends for Firs act your preferred agency 2 –	st Aid services 3 months pri	it is highly reco	ommended it.
	Will there be trained	First Aid staff on duty during	the Event:		YES/NO
	Have you booked you	ur First Aid staff?			YES/NO
********	***************************************	ne organisation or individuals			
10.		RIME MINIMISATION			***************************************
	Will you be employin	g professional security staff?			YES/NO
	If YES, the security co Contact and telephon	mpany is:e:	*******************************	***************************************	
		ow many people will be assign			
	Barricades:	Street Crossings:	General Crov	wd Control:	
		ways in which you will attemp			
				Mav	2019 - Pag



method of liaisor	etails of your wet weath n with Council staff to do ns at the venue, phone	etermine the condition	
2. EVENT ACT	VITIES		
Will your event inc	lude the following activ	ities (tick where applic	able):
O Street Parade	O Street Stalls O	Fashion Parade O	Model Toy Displays
O Run / Walk / Cyc	le Event O Skatebo	parding Competition or D	Demonstrations
O Service or gathe	ring		
Entertainment			YES/NO
O On Street	O On Stage	O In Hall	O Carol Singing
O Art Show	O Flower Show	O Craft Displays	O Workshops
O Wood Chop	O Bands	O Skate Ramp	O Vintage Car Displays
ther (specify)			
	***************************************	***************************************	
Animal Didas	D:I /		***************************************
Animai Rides/	Displays (Please spe	cify which animal/s)	YES/NO
***************************************	***************************************		
B: Rusinesses dealing w	ith animals must provid	le Council with copies	of their insurance policies
elephone:	Mobile:		Fax:
nail:			
NB: Businesses de	aling with animals must p Liability Insurance and ar	rovide Council with copie	es of their Certificate of ired.
		.59 0a	-025

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Fes

Amusement Rides Name of Amusement Device provider:	YES/NO
Contact Person: Telephone: Email:	
Address:	
Public Liability Insurance: Policy No:Amount:Expiry:	
List the names of all amusement devices to be provided at the Event: Name of ride:	
Type of ride:	
Name of ride:	
Type of ride: Mechanical Electric Mechanical Battery Revolutions per Small Inflatable Large Inflatable Certificate No: Name of "responsible person" operating device:	
Name of ride:	
Type of ride: Mechanical Electric Mechanical Battery Revolutions per Small Inflatable Large Inflatable Certificate No: Name of "responsible person" operating device:	
Name of ride:	
Type of ride: Mechanical Electric Mechanical Battery Revolutions per Small Inflatable Large Inflatable Certificate No:	Minute
Name of "responsible person" operating device: (Attach separate sheet if more space needed)	
REQUIREMENTS RELATING TO AMUSEMENT DEVICES: All mechanical amusement devices must be covered by a minimum of \$20million Public Liabili (Certificate of Currency is to be submitted with this application)	ty Insuranc
Site Plan – indicating the location and specific type of each temporary amusement device	
provide evidence of a current up to date service logbook for each device & copy of manufactur structural engineers details for the device and proposed fixing of the device to the ground.	es details d
All mechanical amusement devices must be registered by the WorkCover Authority of NSW (A registration Certificate is to be provided)	copy of th
Tethering details (for inflatable's) must be detailed	



13. TOILET FACILITIES:

Public toilet facilities may not be of sufficient number to service the increased demand from your event. It is in your event's best interest, and that of your visitors, to consider the need for additional toilet cleaning or additional services.

It is the Event Organisers responsibility to hire portable toilets if necessary.

PLEASE ENSURE YOU COMPLETE THE FOLLOWING INFORMATION:

	UNISEX Disabled	NISEX Males			Females	
		wc	Urinals (600mm = 1)	Hand Basins	WC	Hand Basins
Permanent						
Temporary						

	ou proposing to utilize Council's Public Amenities? 5, Please identify location:	YES/NO
NB:	Council will ensure that the public amenities are cleaned before and after	your event.
	ou require additional cleaning of the toilets during your event? § Please indicate days/times?	YES/NO
	NB: A charge may apply per additional clean of Council's public at	menities.

A Council Officer will contact you prior to the event should this be the case.

Outlined below are the recommendations for the number of toilet facilities for large groups of people:

Toilet facilities for events where alcohol is NOT available:

	Males	£.,.		Females	5
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Note: At events where alcohol is available the above figures should be increased by at least 50%.

Figures may be reduced for events of shorter duration:

Duration of Events	Quantity Required		
8 hours plus	100%		
6 to 8 hours	80%		
4 to 6 hours	75%		
Less than 4 hours	70%		

14. WASTE MANAGEMENT Will additional rubbish bins be required? YES/NO If YES, how many? Address bins to be delivered to: Delivery of bins will need to be organised Mon-Fri during work hours and a responsible representative must take delivery of bins and ensure their safety. If bins are required to be delivered on a weekend additional charges will apply. Will additional emptying of bins be required during the event? YES/NO If YES, please details times and days required: SIGNATURE REQUIRED: I, the Event Organiser, agree to take delivery of bins and replace any bin that is lost, stolen or damaged. Print Name:_____ Signed: _____ Dated: What arrangements have been made for the disposal of used oils and water from food stalls? Organisers are responsible for placing all litter in Council receptacles and encouraging stall holders to do the same The site should be left in original condition.



15. STALLHOLDERS

Will there be stallholders at your event?		YES/NO
	How many in total (approx.):	
Will there be a charge for stall/holders?		YES/NO
	Charge per stall: \$	I LINE DE LOS LES
Are any stallholders selling food (including pre	-packaged food eg. cakes)?	YES/NO

YOU MUST PROVIDE A LIST OF ALL STALLHOLDERS TO COUNCIL WITH YOUR APPLICATION.

Council appreciates that you may not have your stall holders finalised at the time this application is submitted but the list must be received by Council by NO LATER THAN 3 WEEKS prior to the event.

☐ A sample of information required can be found on the following page & in Attachment 3.

INFORMATION TO BE SUBMITTED REGARDING STALLHOLDERS:

- o All stalls must be indicated on your Event Site Plan.
- All stall holders shall complete either the
- Stall Holder Application form ATTACHMENT 1 or
- Temporary Food Premise Application form ATTACHMENT 2 and the event organiser must submit to Council.
- All FOOD VENDORS must comply with the NSW Food Act 2003. The Event Organiser MUST give them ATTACHMENT 4 – Information for Food Stallholders.
- A floor plan indicating the layout of the temporary food premise (photos may be submitted)
- A copy of the Certificate of Currency for the Public Liability Insurance for each stall holder
- Event Organisers, as well as Food Vendors, are required to register their event with the NSW Food
 Authority www.foodnotify.nsw.gov.au. You can register your event at any time and advise Food
 Vendor details at a later date. It is free to register online.
- Details of the nominated Food Safety Supervisor shall be supplied for all Food Vendors except where the vendor is a not-for-profit community or charity organisation.
- Council Authorised Officers may attend your event to assess for Compliance. Failure to comply with the Food Act & Regulations and the Food Standards Code may result in fines.



	Trading Name (to appear in							1						
Location	marketing and promotions)	Business Name	ABN	First Name	Last Name	Email	Phone	Alt Phone	Street Address	Suburb	State	Post Code	Stallholder Type	General description of goods or tood sold
				-	-			-		-				
											-			
						-		-						
				-		-								

17.



Festivals & Events Application Form

16. TEMPORARY STRUCTURES

Wi	ill the prop	posed Event involve the erection of	f any temporary structures? YES/NO
		Hired from:	Size:
Tei	nts/stalls:	Hired from:	Size:
Sta	ige/s	No:	Size:
Otl	her:	No:	Size:
			GARDING TEMPORARY STRUCTURES.
0	Manufac		e stage including the floor load rating.
0	Floor pla	n detailing size and height off the grou	und.
0	Certificat	te of currency of the Public Liability Ins	surance in place for the stage.
0	obligation		eputable company required to meet legal bearing etc. Some stages may require certification
con	nplies with S		
ΑD	VICE T	O LOCAL RESIDENTS	
		nat local residents are given advance I be taking to ensure this occurs:	e notice of major events. Please detail what
O L	ocal Paper	r O Letterbox Drop O Posters	O Other
			TED REGARDING ADVERTISING
	Please pr advertiser	rovide copies/samples of any	letterbox leaflets or proposed newspaper
		e should initially be given AT LEAS ns to be aired.	T 1 MONTH PRIOR to the event to enable time
0 1	Residents	should be notified again nearer the	e event date.
0 1	If you are		be mentioned in your advertising to enable

18. POWER

	Do you require access to Council power outlets?	YES/NO
	If YES please detail:	
	the location of mains power:	***************************************
	your method of connecting to the power (include details of steps to safety of power leads etc.)	taken to ensure
	All electrical items used must be "tagged and tested" by an electrical Upper Lachlan Shire Council power. Safety switches are installed equipment is detected the power could shut down during your event.	an prior to using
	Are you proposing to use GENERATORS?	YES/NO
	If yes, please indicate the location of any generators on your Event Site Plan. To ensure safety all electrical work must comply with Australian Standards.	
	Will you be providing any extra LIGHTING?	YES/NO
	If YES, please detail what extra lighting is proposed:	***************************************
19.	PUBLIC ADDRESS SYSTEMS & NOISE MINIMISATION Will you or any stall holder or amusement device operator be using any PA sys amplified music during the event?	
	If YES, please detail the proposed hours of use and what steps you will take to intrusion into local homes and businesses:	minimise noise
	 Where approval has been granted, the event organisers are responsit noise levels are at a minimum and do not extend past the approved time 	
	M	av 2019 - Page 15

FIREWORKS

Do you propose to use fir	eworks?	YES/NO
Name of Pyrotechnic Con	pany:	
Contact Name:	Phone:	
Email:	Time of fireworks:	Duration:
Proposed location of firev	vorks:	

INFORMATION TO BE SUBMITTED REGARDING FIREWORKS

- A copy of the company's Display Fireworks Permit (Workcover) and Certificate of Currency for Public Liability Insurance is to be supplied and all fireworks displays must be carried out in accordance with Australian Standards AS2187 and its guidelines.
- Provision must be made for fire safety equipment and trained staff to be on site for the duration. The Fireworks must be ignited by someone suitably accredited by the WorkCover Authority.
- You must ensure that the public affected by these fireworks are advised so that they may
 make appropriate arrangements for animals, etc that may be disturbed by the activity.
- In the event of a TOTAL FIRE BAN fireworks must be CANCELLED.

21. ALCOHOL

The unauthorised sale or distribution of alcohol on ovals, parks, reserves and /or streets is not permitted.

Are you proposing a "wine tasting" component to the Event?

YES/NO

Have you contacted the Local Licensing Sergeant?

YES/NO

INFORMATION TO BE SUBMITTED REGARDING ALCOHOL

A copy of Liquor Licence shall be submitted to Council.

If you wish a "wine tasting" component in your events please contact the NSW Police Service - Licensing Sergeant to discuss your intentions.

Approval will be granted upon merit/appropriateness to your planned event. Police and Council must both be in agreement. If approval is granted, the Applicant must abide by Responsible Service of Alcohol (RSA) Guidelines.

The person serving alcohol must hold a current RSA Certificate and may not delegate this authority to another person.



22. OCCUPATIONAL HEALTH & SAFETY & PUBLIC LIABILITY INSURANCE

As the Event Organiser you should know your responsibilities under the OH&S Act 2000 and the WorkCover OH&S Regulations at www.workcover.nsw.gov.au

The event must be covered under Public Liability Insurance. Coverage is to be a minimum of \$20,000,000.

0		y must be provided with this Application Form
Poli	cy Number:	Expiry Date:

23. TRAFFIC MANAGEMENT

Does your event require t	YES/NO	
Which street(s) are you pl	anning to close?	
Closure times:	Re-opening times?	

- It is recommended that a qualified person, authorised by the RTA, draw up the Traffic Control Plan.
- Once completed, provided it remains the same, it can be submitted every year.
- If you require further information please contact Councils Infrastructure Department on 48301000.

INFORMATION TO BE SUBMITTED REGARDING TRAFFIC MANAGEMENT

- TRAFFIC MANAGEMENT PLAN Any event which impacts significantly on local traffic is required to submit a Traffic Management Plan and return it with this Application Form.
- A copy of the 'Guide to Traffic and Transport Management for Special Events' (see Attachment 5, has been attached for your information.



24. BARRICADES

	Event Site Plan and Traffic Control Plan submitted with this Application.	of the last
	Do you require use of Council's road barricades: YES/N	10
	Who will be staffing the barricades on the day of the event?	
	Rural Fire Service SES Rotary Other Specify:	50
	 Council has a limited supply of barricades for use free of charge. 	
25.	TRAFFIC CONTROL SIGNS	
	 Council has a limited number of Traffic Control Signs for use in temporary road close All traffic controllers must have undergone accredited traffic control training. 	ures
26.	ROADSIDE BANNERS	
	What signs or banners are you proposing to erect either in the Upper Lachlan Shire or around the event venue?	
	 Banners across RTA bridges require Roads and Maritime Services (RMS) approval. Contact Roads and Maritime Services (RMS). 	
27.	OVAL/PARK/OTHER COUNCIL LAND BOOKINGS	
	You must contact the Infrastructure Department to book use of any oval, park or reserve	e.
	Booking Number: Official Park/Oval Name:	
	Village where located:	
	 Some ovals/parks are booked regularly by sporting groups well in advance so p make your booking as soon as possible to avoid disappointment. 	
	 There is may be a charge for the use of the land in accordance with Councils cu Management Plan – Fees & Charges and payment must be paid prior to approval. 	irren
	May 2019 - Pa	oe 1



28. Notification of Pending Event

As an event organiser you are required to notify anyone that may be impacted upon by your event e.g. adjoining businesses, transport operators, emergency services, as well as placing an advertisement in the local paper once your road or carpark closure has been approved.

 A copy of each notification shall be submitted to Council Police Hospital Contact Person Contact Person _ Date Contacted: __ Date Contacted: Method of Contact: Method of Contact: (Letter to Police must be in writing) ☐ Phone ☐ Email ☐ Post ☐ Fax Fire Brigade NSW Rural Fire Service Contact Person __ Contact Person Date Contacted: Date Contacted: Method of Contact: Method of Contact: ☐ Phone ☐ Email ☐ Post ☐ Fax ☐ Phone ☐ Email ☐ Post ☐ Fax Ambulance Service Local Newspaper Contact Person Contact Person: ___ Date Contacted: _ Date Contacted: __ Method of Contact: Method of Contact: ☐ Phone ☐ Email ☐ Post ☐ Fax ☐ Phone ☐ Email ☐ Post ☐ Fax Local / Relevant Chamber of Commerce Adjoining Businesses Contact Person: Date Contacted: Date Contacted: Method of Contact: Method of Contact: Personal Visit ☐ Phone ☐ Email ☐ Post ☐ Fax ☐ Letter drop ☐ Letters in post **Local Residents** Date Contacted: Method of Contact: Personal Visit ☐ Letter drop ☐ Letters in post

29. REIMBURSEMENT OF DEVELOPMENT CONSENT FEES

Fees associated with the application may be waived subject to compliance with the Development Application Fee Waiver Policy.



30. CHECKLIST

Please circle whichever is applicable:

riease circle willchever is applicable.					
Completed Event Application Form MU	ST BE SUBMITTED	YES	NA		
Copy of Event Program MU.	ST BE SUBMITTED	YES	NA		
Traffic Management Plan		YES	NA		
Event Site Plan MUS	T BE SUBMITTED	YES	NA		
Copy of Insurance Certificate of Currency MUS	T BE SUBMITTED	YES	NA		
Confirmation of Booking Letter for Park/Oval/Hall MUS	T BE SUBMITTED	YES	NA		
Copy of Resident Notification/Newspaper Advert.		YES	NA		
Stallholder List		YES	NA		
Temporary Food Premise details:			NA		
A floor plan indicating the layout of the temporary food premise (pho submitted).	tos may be	YES			
A copy of the Certificate of Currency for the Public Liability Insural premise.	nce for the food	YES			
NAFSIS registration details of the food premise – This process can be the food premise has not registered previous http://www.foodnotify.nsw.gov.au/index.cfm?action=home		YES			
A menu indicating the full range of food to be provided		YES			
Fireworks Insurance Certificate of Currency		YES	NA		
Amusement Device Details:			NA		
Certificate of Currency for each Device		YES			
Service Logbook for each Mechanical Device		YES			
Workcover Registration		YES			
Tethering Details for Inflatable Devices		YES	+		
Walkway Details		YES	+		
Stage Details			NA		
Manufacturers or Engineers specification of the stage including the floor l	oad rating.	YES			
Floor plan detailing size and height off the ground		YES			
Certificate of Currency of the Public Liability Insurance		YES			
Technical Drawings for Large Structures					
Animal Operators Insurance Certificate of Currency					
Application Fees Submitted with application		YES	-		

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 Item19.1 in confidential session for the reasons indicated:

Item 19.1 Outcome of the environmental investigation at the Crookwell Depot

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.

19	CONFIDENTIAL SESSION
The follow	ving item is submitted for consideration -
19.1	Outcome of the environmental investigation at the Crookwell
	Depot