



# BUSINESS PAPER

## ORDINARY MEETING

Thursday 17 September 2020  
9:00am  
Council Chambers Crookwell

### **TABLELANDS REGIONAL COUNCIL'S VISION**

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

### **COUNCIL'S MISSION**

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

### **COUNCIL'S AIMS**

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

## **NOTICE OF MEETING**

9 September 2020

**Councillors**

Dear Members

### **Ordinary Meeting of Council**

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 17 September 2020** in the **Council Chambers Crookwell** commencing at **9:00am**.

Your presence is requested.

Yours faithfully



Colleen Worthy  
General Manager  
**Upper Lachlan Shire Council**

## **AGENDA**

### **ACKNOWLEDGEMENT OF COUNTRY**

*“I would like to Acknowledge and pay our respects to the Aboriginal Elders both past and present, as well as emerging leaders, and Acknowledge the traditional custodians of the Land on which we meet today.”*

|   |  |            |
|---|--|------------|
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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**

- 1<sup>st</sup> Do I have private interest affected by a matter I am officially involved in?
- 2<sup>nd</sup> Is my official role one of influence or perceived influence over the matter?
- 3<sup>rd</sup> 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                         | <a href="mailto:council@upperlachlan.nsw.gov.au">council@upperlachlan.nsw.gov.au</a> | <a href="http://www.upperlachlan.nsw.gov.au">www.upperlachlan.nsw.gov.au</a> |
| ICAC                        | (02)8281 5999<br>Toll Free 1800463909  | <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>                       | <a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>                 |
| Office of Local Government  | (02) 4428 4100                         | <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>                           | <a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a>                   |
| NSW Ombudsman               | (02) 9286 1000<br>Toll Free 1800451524 | <a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>                 | <a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>                 |

## UPPER LACHLAN SHIRE COUNCIL

### 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 PECUNIARY Interest.

**Name of Meeting:** Ordinary Meeting of Council

**Date of Meeting:**

**Page Number:**

**Item Number:**

**Special disclosure of pecuniary interests by** *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at an Ordinary Meeting of the Council *[name of council or council committee (as the case requires)]*

to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

#### Pecuniary interest

**Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)**

Relationship of identified land to councillor  
*[Tick or cross one box.]*

- ☐ 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).
- ☐ 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<sup>1</sup>

Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land)<sup>2</sup>

*[Tick or cross one box]*

- ☐ The identified land.
- ☐ 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:

## UPPER LACHLAN SHIRE COUNCIL

### 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 Manager

I, \_\_\_\_\_

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

☐ Significant

☐ Non Significant

#### **COUNCIL MEETINGS**

Name of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Page Number \_\_\_\_\_ Item Number \_\_\_\_\_

Subject \_\_\_\_\_

Reason for Interest \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **5            CONFIRMATION OF MINUTES**

The following minutes are submitted for confirmation -

|     |  |    |
|-----|--|----|
| 5.1 | Minutes of the Ordinary Meeting of Council of 20 August 2020 ..... | 12 |
|-----|--|----|

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**PRESENT:** Mayor J Stafford (Chairperson), Cr R Cummins, Cr P Culhane, Cr P Kensit, Cr R Opie, Cr D O'Brien, Cr J Searl, Cr J Wheelwright, Cr B McCormack, Ms C Worthy (General Manager), Miss K Dewar (Executive Assistant) and Ms S Pearman (Administration Officer)

**VIDEOLINK :** Mr A Croke (Director Finance and Administration), Mrs T Dodson (Director of Environment & Planning), Mr G Lacey (Director of Infrastructure) and Mr C Gordon (Media Officer)

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**THE MAYOR DECLARED THE MEETING OPEN AT 09:01AM.**

**SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING**

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

**SECTION 2: APOLOGIES & LEAVE OF ABSENCE**

There were no apologies.

**SECTION 3: CITIZENSHIP CEREMONY**

Nil

**SECTION 4: DECLARATIONS OF INTEREST**

Nil

**SECTION 5: CONFIRMATION OF MINUTES**

**127/20**      **RESOLVED** by Cr Searl and Cr Wheelwright

1. That the minutes of the Ordinary Council Meeting held on 16 July 2020 be adopted.

- CARRIED

**Councillors who voted for:-**

Crs 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



**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**SECTION 6: MAYORAL MINUTES**

**ITEM 6.1 MAYORAL MINUTE**

**128/20** **RESOLVED** by Mayor Stafford and Cr Searl

1. That Council receive and note the activities attended by the Mayor for July and August 2020.

- CARRIED

**Councillors who voted for:-** Crs 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

**SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC**

Nil

**SECTION 8: CORRESPONDENCE**

**ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF JULY/AUGUST**

**129/20** **RESOLVED** by Cr Searl and Cr Wheelwright

**RECOMMENDATION:**

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

1. NSW Office of Minister for Local Government - COVID-19 Local Government Stimulus Package - Emergency Services Levy 2020-2021 - 13 July 2020
2. NSW Department of Planning Industry & Environment - Local Strategic Planning Statement - Planning Portal successful upload - 21 July 2020
3. Office of Local Government Circular to Councils - 20-29 September 2020 Mayoral Elections - 4 August 2020
4. Clr Ron Cummins – Letter of Resignation – 4 August 2020

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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5. Dalton District & Community Association – Skate park – correspondence and letter of support – 10 August 2020

- CARRIED

**Councillors who voted for:-** Crs 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

**SECTION 9: LATE CORRESPONDENCE**

Nil

**SECTION 10: INFORMATION ONLY**

**ITEM 10.2-10.5 INFORMATION ONLY ITEMS**

**and 10.7**

**130/20** **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes items 10.2-10.5 and 10.7 as information.

- CARRIED

**Councillors who voted for:-** Crs 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

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**ITEM 10.1**                      **DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2020**  
**131/20**                      **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes the report as information.

- CARRIED

**Councillors who voted for:-**                      Crs 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

A further motion was moved by Cr Cummins and Cr Opie that –

1. In Councils amended LEP, schedule 2 exempts schedule 3 complying development provisions be expanded to include headings related to ancillary residential buildings and single storey residential housing.

On being put to the meeting the motion was lost.

**Councillors who voted for:-**                      Crs R Cummins, P Kensit and R  
Opie

**Councillors who voted against:-**                      Crs P Culhane, D O'Brien, B  
McCormack, J Searl, J Stafford  
and J Wheelwright

A motion was moved by Cr Cummins and Cr Opie.

1. That a date received column be added to the Table for Development Application approved by Council so the length of time the application has been in the system can be determined. If “stop the clock” provisions were applied, they also should be noted.

On being put to the meeting the motion was carried.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**ON 20 AUGUST 2020**

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**132/20**

**RESOLVED** by Cr Cummins and Cr Opie.

1. That a date received column be added to the Table for Development Application approved by Council so the length of time the application has been in the system can be determined. If “stop the clock” provisions were applied, they also should be noted.

- CARRIED

**Councillors who voted for:-**

Crs P Culhane, R Cummins, P Kensit, R Opie, D O'Brien, J Searl and J Stafford

**Councillors who voted against:-**

Crs B McCormack and J Wheelwright.

**ITEM 10.6**

**GRANTS REPORT**

**133/20**

**RESOLVED** by Cr Cummins and Cr Opie

1. Council extends its Green waste service for the full 12 months of the year and implements the waste less recycle more bin audit and education with the notification that the Green waste service is going to be extended.

- CARRIED

**Councillors who voted for:-**

Crs R Cummins, P Kensit, R Opie, D O'Brien and J Stafford

**Councillors who voted against:-**

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

**UPPER LACHLAN SHIRE COUNCIL**  
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**REPORTS FROM STAFF AND STANDING COMMITTEES**

**SECTION 11: ENVIRONMENT AND PLANNING**

**ITEM 11.1 AMENDMENTS TO THE UPPER LACHLAN LEP 2010 LAND USE TABLE**

**134/20** **RESOLVED** by Cr Searl and Cr Culhane

1. The Council prepare a planning proposal seeking a gateway determination to amend the Upper Lachlan Local Environmental Plan 2010 by changing the land use tables to improve the permissibility of activities within various zones;
2. The Council request the Department of Planning Industry and Environment to authorise Council to exercise delegation of plan making functions in accordance with the Environmental Planning and Assessment Act 1979;
3. The Council delegate authority to the General Manager to undertake any required changes;
4. The Council notify the community of the proposed changes to the LEP through appropriate processes at the time.

- CARRIED

**Councillors who voted for:-** Crs P Culhane, R Cummins, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

**Councillors who voted against:-** Cr R Opie

**UPPER LACHLAN SHIRE COUNCIL**  
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**ITEM 11.2      PLANNING PROPOSAL-LAGGAN LANE ESTATE LOT 2 DP 1233492, LOT 1 DP 1253980 AND LOT 1 DP 239858**

MOVED by Mayor Stafford and Cr Wheelwright

1. Council prepare a planning proposal seeking a Gateway Determination to amend the Upper Lachlan Local Environmental Plan 2010 by changing the zoning and lot sizes in Zoning Map LZ and 006 and Lot Size Mapsz006;
2. Council requested the Department of Planning Industry and Environment to authorise Council to exercise delegation of plan making functions in accordance with the Environmental Planning and Assessment Act 1979; and
3. The applicant be advised of Council's decision.

An amendment was moved by Cr Kensit and Cr O'Brien That –

1. The lodgement of the rezoning application be deferred and considered at the next Ordinary Council meeting following community consultation and Councillor briefing.

On being put to the meeting the amendment was carried.

**135/20      RESOLVED by Cr Kensit and Cr O'Brien That –**

1. The lodgement of the rezoning application be deferred and considered at the next Ordinary Council meeting following community consultation and Councillor briefing.

- CARRIED

**Councillors who voted for:-**      Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

**Councillors who voted against:-**      Crs R Cummins and R Opie

*The meeting adjourned for a short break the time being 10:37am.  
The meeting resumed the time being 10:57am.*

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
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**ITEM 11.3**  
**136/20**

**INCENTIVES FOR DEVELOPMENT**

**RESOLVED** by Cr Wheelwright and Cr Searl

1. The Council develop an incentives scheme based on the objectives, principles, and target groups in the report and bring it back for review.
2. The Council provide incentives for businesses that will add value in the not for profit and healthcare sectors, industrial development, new tourism development and commercial development in the business districts of Crookwell, Taralga, Gunning, and Collector.
3. The Council provide incentives for residential in villages when they encourage a diversity of housing choice.
4. The Council consider education services such as child care and not for profit enterprises as target businesses.

- CARRIED

An amendment was moved by Cr Searl and Cr McCormack That –

1. The Council develop an incentives scheme based on the objectives, principles, and target groups in the report and bring it back for review. After a workshop is held with Councillors.

On being put to the meeting the amendment was carried.

**137/20**

**RESOLVED** by Cr Searl and Cr McCormack That –

1. The Council develop an incentives scheme based on the objectives, principles, and target groups in the report and bring it back for review. After a workshop is held with Councillors.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-**

Crs R Cummins, P Kensit, R Opie and D O'Brien

**UPPER LACHLAN SHIRE COUNCIL**  
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**SECTION 12:      INFRASTRUCTURE DEPARTMENT**

**ITEM 12.1            WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE**  
**138/20                RESOLVED by Cr Searl and Cr McCormack**

1. Council receive the report and note the information.

- CARRIED

**Councillors who voted for:-**            Crs 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

**SECTION 13:      FINANCE AND ADMINISTRATION**

**ITEM 13.1            REVIEW OF DISPOSAL OF COUNCIL ASSETS POLICY**  
**139/20                RESOLVED by Cr Searl and Cr Wheelwright**

1. Council adopts the reviewed Disposal of Council Assets Policy.

- CARRIED

**Councillors who voted for:-**            Crs 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



**UPPER LACHLAN SHIRE COUNCIL**  
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|   |  |
|---|--|
| <b>POLICY:-</b>                               |  |
| Policy Title:                                 | Disposal of Council Assets Policy  |
| File Reference:                               | F10/618-07   |
| Date Policy was adopted by Council initially: | 24 November 2005   |
| Resolution Number:                            | 331/05   |
| Other Review Dates:                           | 27 September 2007, 24 April 2008, 15 December 2011, 19 June 2014 and 21 September 2017 |
| Resolution Number:                            | 279/07, 123/08, 479/11 and 303/17  |
| Current Policy adopted by Council:            | 20 August 2020   |
| Resolution Number:                            | 139/20   |
| Next Policy Review Date:                      | 2023   |

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

|   |  |
|---|--|
| <b>RESPONSIBILITY:-</b>   |  |
| 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 Infrastructure             |
| Responsibility for review of Policy:                              | Director of Finance and Administration |

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**OBJECTIVE**

Goods that are no longer required by Council should be disposed of promptly. The disposal must achieve best value for money such that Council obtains the best possible return for the good it sells. In addition to price, the disposal process must include consideration of the Council's social, economic and environmental objectives.

The disposal method chosen must promote fair and effective competition to the greatest possible extent, and disposals must be conducted in an ethical manner. The process of disposal is as important as the outcome as it reflects Council's level of commitment to fairness and equity.

**1. APPLICATION**

This policy covers the disposal of all Council owned surplus or unserviceable items, except the disposal of real property (i.e. land and buildings).

**2. DEFINITIONS**

**2.1 Asset**

An asset is a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to the Council (e.g. office equipment, furniture and fittings, motor vehicles, plant and other mechanical equipment, art works, etc.).

**2.2 Asset Disposal**

Asset disposal is the process whereby Council divests itself of any asset in an organised and authorised manner.

**2.3 Best Value**

Best value is a process whereby Council obtains the best possible return for the goods it sells in financial, social, economic and environmental terms.

**3. THE DISPOSAL PROCESS**

The typical disposal process is as follows:-

- (a) Decision to dispose;
- (b) Estimate the value;
- (c) Factors to consider in disposal;
- (d) Select appropriate disposal method;
- (e) Obtain approval for disposal;
- (g) Effect disposal; and

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(h) Evaluate disposal process.

#### **4. DECISION TO DISPOSE**

Before any assets are disposed of, it is necessary to certify and approve that they are appropriate for disposal. Approval to commence the disposal process must be obtained from the relevant Departmental Director or Manager.

The common criteria for determining that goods may be suitable for disposal include:-

- (a) No longer required;
- (b) Unserviceable or beyond economic repair;
- (c) Technologically obsolete and operationally inefficient;
- (d) Surplus to current or immediately foreseeable needs; and/or
- (e) Part of an asset replacement program.

Once a decision has been made to dispose of an asset, the process is to be managed by Council's **Director of Infrastructure or his delegate**.

#### **5. VALUATION**

An accurate valuation of the goods to be disposed of is important in selecting the most appropriate method of disposal. The value of a good is dependent on:-

- (a) The market; and
- (b) The perceived advantages of the good to buyers in the market.

Low sale value goods can be assessed by surveying the market. In the case of any goods that may have a high sale value, a registered valuer must provide an independent assessment and recommend the most appropriate means of disposal.

#### **6. FACTORS FOR CONSIDERATION**

Some important considerations to be made at the commencement of the disposal process are:

##### **6.1 Conflict of Interest**

(a) Staff involved in disposal must disclose to the **Assets and Risk Coordinator** actual or perceived conflicts of interest that may arise should they participate in the disposal process;

(b) The **Assets and Risk Coordinator** must record the disclosure and implement procedures for the management and control of the conflict including the withdrawal of the conflicted officer from the process.

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**6.2 Other Factors**

Apart from monetary value, the following factors should be considered:

- (a) The market available for the goods;
- (b) Time considerations;
- (c) Council resources required to manage the disposal;
- (d) Costs associated with the different disposal methods, such as transport and administration costs;
- (e) The size, portability and number of goods; and
- (f) Benefits of the different disposal methods.

**7. DISPOSAL METHODS**

The disposal method chosen must be appropriate to the nature, quantity and location of goods, and promote fair and effective competition to the greatest extent possible. Where practical, a competitive disposal method should be selected, particularly for the disposal of high-value goods or large quantities of similar goods. Disposal methods authorised for use by Council are as follows:-

**7.1 Public Tender**

Tendering for the disposal of goods is to be conducted in accordance with the following principles as follows:-

- (a) Preparation of tender, including a list of the goods for sale, the conditions of the sale, the assessment criteria for evaluating offers, and a closing time and place.
- (b) Public advertisement of the sale in a manner most likely to capture the anticipated market. This may involve advertising locally or nationally and on the internet, in newspapers or trade magazines, etc. Include in the advertisement the conditions of sale and a clause stating that items will be sold, with any faults, at the buyer's risk.
- (c) Provide bidders with sufficient information to formulate a proper bid, including arrangements to inspect the goods if appropriate.
- (d) Ensure that bidders are dealt with equally, and that any changes or clarifications to the disposal arrangements are promptly communicated.
- (e) Close and evaluate tenders with the utmost probity.
- (f) Accept the tender that most closely meets the assessment criteria, provided it is considered reasonable.
- (g) Seek Council's endorsement of the decision.

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- (h) Notify the successful tenderer in writing.
- (i) Notify the unsuccessful tenderers in writing, and provide them with the opportunity for a debriefing.

## **7.2 Public Auction**

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:-

- (a) There is public demand for the items;
- (b) Alternative disposal methods are unlikely to realise higher revenue; and
- (c) The costs associated with the auction can be justified in relation to the expected revenue from the sale.

The process for conducting the auction should be:-

- (a) Obtain competitive quotes on a commission basis from potential auctioneers by advertising for expression of interest from auctioneers;
- (b) Select an auctioneer based upon:-
  - (i) The commission rates;
  - (ii) Whether the auctioneer is licensed;
  - (iii) Whether the auctioneer has adequate premises, at a suitable location;
  - (iv) The past performance and/or industry reputation of the auctioneer.
- (c) Prior to the auction ensure that each item or category of items has been valued, and where appropriate ensure that the auctioneer is aware of any reserve prices.

## **7.3 Expressions of Interest/Quotations**

Council may determine to dispose of items by advertising for expressions of interest or quotations where:-

- (a) The items are of low value;
- (b) The costs of disposal are disproportionate to the expected returns; or
- (c) There is very limited interest.

The following process must be followed in the case of a negotiated sale:-

- (a) All stages of the negotiation process must be documented, including all discussions and agreements;
- (b) The **Director of Infrastructure** must certify that the accepted prices are fair and reasonable.

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#### **7.4 Trade-in**

Trading in surplus goods can be an efficient means of disposal, and a convenient way to upgrade equipment such as motor vehicles. However, trade-in prices do not always provide the best return as the purchase price of an item not on a State Contract may have been inflated to offset the trade-in value offered by the supplier.

Any decision to trade-in surplus goods must be based on a clear analysis of the benefits of the trade-in as opposed to separate sale of the surplus goods.

Council's **Plant Co-ordinator** is responsible for obtaining this information and recommending whether or not to trade-in. This information shall be detailed in Council's Operational Plan, for all fleet vehicles, plant and equipment replacement schedules.

#### **7.5 Sale or Transfer to Other Agencies**

There may be occasions when Council may consider selling or transferring surplus goods to another Council or similar organisation, before offering them for sale on the open market. For example, it may decide to give surplus office furniture, fittings and equipment to a Section 355 Committee or a co-operative organisation in which Council is a participant. Authorisation is required from the **Council General Manager** before such a sale or transfer can be undertaken for a good that has a material dollar value.

#### **7.6 Donation to Charities or Community Organisations**

Council occasionally receives requests from community, charity or work creation organisations seeking the donation or concessional sales of surplus goods. At times Council may invite such organisations to submit proposals **to the General Manager** for the donation of surplus or obsolete goods.

The following factors must be considered in such cases:-

- (a) The revenue that could otherwise be realised through a sale or auction;
- (b) The costs of donation or disposal compared to the benefits;
- (c) The credibility and reputation of the charity or organisation.

However, the following processes must be followed once the decision is made:-

- (a) The cost of removing the goods should be borne by the recipient;
- (c) A receipt must be obtained from the recipient;
- (d) All records of the process must be retained for audit purposes.

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**7.7 Writing-off the Value of the Goods (Recycling or Destruction)**

The value of an item may be written off and the item recycled or destroyed if it is deemed:-

- (a) To have no value;
- (b) To be unserviceable or beyond economical repair; or
- (c) That the disposal cost is higher than the likely return.

The process of writing-off an asset is as follows:-

- (a) An appropriately qualified person must certify that the item is unserviceable, is beyond economical repair, and has no scrap value;
- (b) The Finance and Administration Department must be informed that the item has been certified as unserviceable and it must be removed from the Asset Register;
- (c) The item must be destroyed or disposed of in appropriate manner, in compliance with any relevant environmental guidelines, and this action must be certified. The item is not to be retained by any Council employee for personal use.

**7.8 Motor Vehicle Auctions**

Unless there is a clear benefit to Council by either trading in or selling privately, the preferred method of disposal of Council motor vehicles and plant fleet should be by public auction under Government Contract arrangements (i.e. Pickles Auctions and Graysonline Auctions).

**8. EFFECTING THE DISPOSAL**

In effecting the disposal, the following procedures will be followed:-

**8.1 Obtaining Approval**

The decision to dispose of a good must be approved by the appropriately delegated person or persons:-

- (a) Goods Valued at \$40,000 or less – the General Manager has the delegation to approve the disposal of goods valued under \$40,000.
- (b) Goods Valued over \$40,000 – a report must be made to Council for its approval to dispose of goods valued at over \$40,000. This does not apply in the case of goods that are traded-in as this is part of the purchase arrangement and/or outdated and used plant and equipment.

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In the cases of transfers to other agencies, sale to Council staff member or donation to community organisations, Council's approval by way of a Council Resolution must also be sought prior to the disposal being completed.

- (c) The above Clauses 8.1 (a) and (b) excludes Council motor vehicle and plant fleet trade-ins that are included in Council's Operational Plan.

## **8.2 Preparing Goods for Disposal**

Staff involved in the disposal must check that goods to be disposed of do not contain material that is not intended for disposal. Examples of material that must be removed before disposal include:-

- (a) Stationary – particularly printed stationery, which could be misused;
- (b) Software – unauthorised transfer could breach license agreements;
- (c) Classified information contained on electronic media; i.e. CD, DVD, USB, file servers, laptops, PC computers, iPads, Notepads, smart phones, mobile telephone devices, and portable hard drives;
- (d) Records, files, papers or whiteboards containing information which, if disclosed, could breach privacy legislation, and/or cause embarrassment or potential problems for Council;
- (e) Environmentally sensitive or hazardous stores; and
- (f) Council logos etc, from clothing and equipment.

## **8.3 Informing Interested Parties**

Once an asset has been disposed of, it is the responsibility of the **Director of Infrastructure or his delegate** to inform Council's Manager of Finance and Administration of the disposal so that the Council assets register and insurance policies are updated.

## **8.4 Buyers Risk**

Irrespective of the disposal method applied, all prospective buyers must be advised in writing that items are disposed of, with any faults, at the buyer's risk. Buyers are to rely on their own inquiries regarding the condition and workability of the items.

## **9. EVALUATION**

Each disposal action must be reviewed to see if it has achieved its desired outcome. In particular, the **Director of Infrastructure** should determine whether the disposals have:-

- (a) Achieved value for money;
- (b) Been carried out in a fair and effective manner; and



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- (c) Whether the estimations of the value of the goods and the cost of administering the disposal were accurate.

**10. 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.

**RELEVANT LEGISLATION AND COUNCIL POLICIES**

The following legislation and Council policies relevant to the operation of this policy:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- NSW Ombudsman Act 1974;
- Government Information (Public Access) Act 2009 (GIPA);
- A New Tax System (Goods and Services Tax) Act 1999;
- Anti Discrimination Act 1977;
- Privacy and Personal Information Protection Act 1998;
- Environmental Planning and Assessment Act 1979;
- Work Health and Safety Act 2011;
- State Records Act 1998;
- Trade Practices Act 1974;
- Crimes Act 1900;
- Tendering Guidelines for NSW Local Government;
- Council's Code of Conduct;
- Council's Code of Business Practice;
- Disposal of Council Real Estate Policy;
- Designated Person Disclosing Interest Returns Policy;
- Complaints Management Policy;
- Grievance Policy;
- Disciplinary Policy;
- GIPA Policy;
- Fraud and Corruption Prevention Policy;
- Purchasing – Acquisition of Goods and Services Policy;
- Delegations of Authority Policy; and
- Bribes, Gifts and Benefits Policy.

**12. VARIATION**

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

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**ITEM 13.2**                      **REVIEW OF DISPOSAL OF COUNCIL REAL ESTATE POLICY**  
**140/20**                      **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council adopts the reviewed Disposal of Council Real Estate Policy.

- CARRIED

A motion was moved by Cr Cummins and Cr Opie That-

1. The general manager provided Councillors with a list of all real estate property owned by Council.

On being put to the meeting the motion was carried.

- CARRIED

|                                    |  |
|------------------------------------|--|
| <b>Councillors who voted for:-</b> | Crs P Culhane, R Cummins, P<br>Kensit, R Opie, D O'Brien, B<br>McCormack, J Searl, J Stafford<br>and J Wheelwright |
|------------------------------------|--|

|  |     |
|--|-----|
| <b>Councillors who voted against:-</b> | Nil |
|--|-----|

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|   |  |
|---|--|
| <b>POLICY:-</b>                               |  |
| Policy Title:                                 | Disposal of Council Real Estate Policy               |
| File Reference:                               | F10/618-04   |
| Date Policy was adopted by Council initially: | 13 July 2006   |
| Resolution Number:                            | 181/06   |
| Other Review Dates:                           | 15 December 2011, 19 June 2014 and 21 September 2017 |
| Resolution Number:                            | 477/11, 171/14 and 304/17                            |
| Current Policy adopted by Council:            | 20 August 2020                                       |
| Resolution Number:                            | 140/20   |
| Next Policy Review Date:                      | 2023   |

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

|   |  |
|---|--|
| <b>RESPONSIBILITY:-</b>   |  |
| 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 |

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**OBJECTIVE**

Council has a number of properties that on occasions it may seek to dispose of by way of sale or by way of agreement with the tenant or a community organisation. This policy aims to provide a coherent, transparent and ethical method of disposing of Council properties.

**1. POLICY STATEMENT**

Land, buildings and real estate that is no longer needed by Council and for which Council has no long term plans of utilisation, may be disposed of. Disposal of such property provides one or more of the following benefits to Council:-

- (a) It earns immediate income for use in maintaining other assets;
- (b) It reduces operating costs, such as building or property maintenance, insurance, rates and depreciation expenses;
- (c) It prevents costs associated with the deterioration in the condition of an asset and remediation works;
- (d) It may increase the number of rateable properties in the Shire; and
- (e) It may provide land for economic development.

The disposal method chosen must promote fair and effective competition to the greatest possible extent, and disposals must be conducted in an ethical manner. The process of disposal is as important as the outcome as it reflects Council's level of commitment to fairness and equity.

**2. APPLICATION**

This policy applies to the disposal of all Council owned real estate. It does not cover the sale of land for recovery of unpaid rates as this is not Council owned land.

**3. DEFINITIONS**

**3.1 Council Real Estate**

Real estate means any freehold or leasehold property owned by Council, whether or not it is vacant land, business premises or residential property that is classified as "Operational Land".

**3.2 Community Land**

Community Land means land that is classified as "Community Land" under Chapter 6, Division 1 and 2, of Part 2, of the Local Government Act 1993.

Community Land classification reflects the importance of the land to the community because of its use or special features; i.e. includes crown land which Council is appointed as the Trustee, public parks and reserves are also examples of Community land. Community land is intended for public access and use, or where other restrictions applying to the land create an obligation to maintain public access (such as a trust deed or land dedication).

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Community land dealings:-

- Council has no power to sell, exchange or otherwise dispose of community land;
- Council may grant a lease, or licence, or any other estate over the community land under certain provisions; and
- Council must have a Plan of Management for community land.

### **3.3 Operational Land**

Operational Land means land that is classified as “Operational Land” under Chapter 6, Division 1, of Part 2, of the Local Government Act 1993.

Operational Land would ordinarily comprise land held as a temporary asset or as an investment, or land which facilitates the carrying out by Council of its functions, or land which may not be open to the general public. Operational Land has no special restrictions other than those that may apply to any piece of land and may be sold without the restrictions applied to Community Land.

## **4. THE DISPOSAL PROCESS**

The typical disposal process is as follows:-

- (a) Council decision to dispose and inclusion in Council’s Operational Plan.
- (b) Estimate the value.
- (c) Factors to consider in disposal.
- (d) Select appropriate disposal method.
- (e) Effect disposal process.
- (f) Evaluate disposal process.

### **4 (a) DECISION TO DISPOSE**

Before any real estate is disposed of, it is necessary to obtain Council approval to proceed with the disposal. The proposed disposal must be included in Council’s strategic planning documents or a special report that covers the reasons for recommending disposal will be presented recommending a Council Resolution to dispose of real estate.

### **4 (b) VALUATION**

All Council real estate offered for disposal, by whichever method, shall first be assessed by a Registered Real Estate Valuer and the assessment will determine the value of the asset. The valuation provided shall become the reserve price for the land, property or building asset.

The only exception to this requirement is situations where the price for lots has been fixed based on development costs and profit margins.

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**4 (c) FACTORS FOR CONSIDERATION**

Considerations to be made at the commencement of the disposal process include:-

**4.1.1 Conflict of Interest**

- (a) Staff involved in the disposal must disclose to their Director and/or Manager the actual or perceived conflicts of interest that may arise should they participate in the disposal process;
- (b) The Director and/or Manager must record the disclosure and implement procedures for the management and control of the conflict. This is of prime importance where an alternate staff member is not available to perform the disposal activity.

**4.1.2 Other Factors**

Apart from monetary value, the following factors must be considered:-

- (a) The current conditions in the property market;
- (b) Time considerations;
- (c) Council resources required to manage the disposal;
- (d) Costs associated with the different disposal methods, such as auctioneer's costs, administration costs etc;
- (e) Benefits of the different disposal methods;
- (f) Whether Council has an existing tenant occupying the property; and
- (g) Any encumbrance or caveat on the land.

**4 (d) DISPOSAL METHODS**

The disposal method chosen must be appropriate to the situation, and promote fair and effective competition to the greatest extent possible. Where practical, a competitive disposal method should be selected.

Disposal methods authorised by Council are:-

**4.2.1 Public Tender**

Tendering for the disposal of real estate is to be conducted as follows:-

- (a) Preparation of tender, including a list of the properties for sale, the conditions of the sale, the assessment criteria for evaluation of offers, and a closing time and place.
- (b) Public advertisement of the sale in a manner most likely to capture the anticipated market. This may involve advertising locally or nationally and on the internet, in newspapers or trade magazines, etc.
- (c) Provide bidders with sufficient information to formulate a proper bid, including arrangements to inspect the property.
- (d) Ensure that bidders are dealt with equally, and that any changes or clarifications to the disposal arrangements are promptly communicated.
- (e) Close and evaluate tenders with the utmost probity in accordance with Tendering Guidelines and Regulations, the Local Government Act 1993 and Council related policies.

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- (f) Accept the highest tender, wherever possible, provided that it meets or exceeds the reserve price.
- (g) Should the reserve price not be attained by tendering, a sale can be effected by either:-
  - (i) Revising the reserve price, or
  - (ii) Negotiating with the highest tenderer.
- (h) Seek Council endorsement of the decision.
- (i) Notify the successful tenderer in writing.
- (j) Notify the unsuccessful tenderers in writing.
- (k) Notify any existing tenants, if applicable.

**4.2.2 Public Auction**

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:-

- (a) There is a high level of public interest in the properties being offered;
- (b) Alternative disposal methods are unlikely to realise higher revenue; and
- (c) The costs associated with the auction can be justified in relation to the expected revenue from the sale.

The process for conducting the auction should normally be:-

- (a) Obtain competitive quotes on a commission basis from potential real estate agents and auctioneers; or
- (b) Advertise for expressions of interest from registered real estate agents and auctioneers;
- (c) Select a real estate agent or auctioneer based upon:-
  - (i) The commission rates;
  - (ii) Whether the auctioneer and agent is licensed;
  - (iii) The past performance and/or industry reputation;
  - (iv) The relevant experience (i.e. years, sales) meets the selection criteria.
- (d) Prior to the auction ensure that the auctioneer is aware of the reserve price.

**4.2.3 Sale at a pre-determined or negotiated price**

This covers situations where Council is selling land that has been developed for the purpose of resale, such as land subdivisions:-

- (a) The land and prices will be publicly advertised;
- (b) Offers to purchase will be received at any time in writing and must be accompanied by a non-refundable deposit;
- (c) Offers lower than the advertised price will be considered by Council; in accordance with Council's Schedule of Fees and Charges current at the time of the sale;
- (d) Any decision to sell must be approved by Resolution of Council.

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**4.2.4 Sale or Transfer to Other Agencies**

There may be occasions when Council may consider selling or transferring real estate to a community or charity organisation that is currently the tenant of that property.

The following factors must be considered in such cases:-

- (a) The revenue that could otherwise be realised through a sale or auction;
- (b) Savings in maintenance, insurances, rates, etc. that may be made;
- (c) The costs of donation or disposal compared to the benefits;
- (d) The credibility and reputation of the charity or organisation.

The following processes must be followed:-

- (a) The cost of the property transfer must be borne by the recipient;
- (b) All records of the process must be retained for audit purposes;
- (c) Council's contribution must be acknowledged by the recipient.

**4.2.5 Sale or Transfer by Private Treaty**

There may be occasions when Council may consider selling or transferring land by means of a private treaty.

The following processes must be followed:-

- (a) The cost of the land transfer must be borne by the recipient;
- (b) All records of the process must be retained for audit purposes.

**4 (e) EFFECTING THE DISPOSAL**

In effecting the disposal of Council real estate, the following procedure will be followed:-

**4.3.1 Obtaining Approval**

The decision to accept an offer to purchase a Council property must be approved by the General Manager and a Resolution made at Council Meeting.

**4.3.2 Property Transfer Costs**

In general, property transfer and legal costs will be borne by the purchaser unless otherwise specified. On occasions the costs may be shared if the value of the property being transferred is high.

**4.3.3 Informing Interested Parties**

It is the responsibility of the relevant Departmental Director to inform the Director of Finance and Administration that a property has been disposed of, so that Council's insurers can be advised, and Council's Asset Register and Land Registers are updated.

**4 (f) EVALUATION**

Each disposal of real estate must be reviewed to see if it has achieved its desired outcome. In particular it should determine whether the disposals have:-

- (a) Achieved value for money;
- (b) Been carried out in a fair and effective manner;
- (c) Achieved a profit margin for each disposal;



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- (d) Whether the valuation/s and the cost of administering the disposal were accurate; and
- (e) Adhered to tendering guidelines and Council policies.

**5. 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.

**6. RELEVANT LEGISLATION AND COUNCIL POLICIES**

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- State Records Act 1998;
- Privacy and Personal Information Protection Act 1998;
- Government Information (Public Access) Act 2009;
- Environmental Planning and Assessment Act 1979;
- Independent Commission against Corruption Act 1988;
- Ombudsman Act 1974;
- Trade Practices Act 1974;
- A New Tax System (Goods and Services Tax) Act 1999;
- Roads Act 1993;
- Work Health and Safety Act 2011;
- Anti Discrimination Act 1977;
- Crimes Act 1900;
- Tendering Guidelines for NSW Local Government;
- Designated Person Disclosing Interests Returns Policy;
- Council's Code of Conduct;
- Council's Code of Business Practice;
- Council's Integrated Plans; including Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan;
- Fraud and Corruption Prevention Policy;
- Purchasing - Acquisition of Goods and Services Policy;
- Bribes, Gifts and Benefits Policy;
- Disciplinary Policy;
- Complaints Management Policy; and
- Disposal of Council Assets Policy.

**7. VARIATION**

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

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**SECTION 14: GENERAL MANAGER**

**ITEM 14.1 WHS POLICY REVIEW - 2020**

**141/20** **RESOLVED** by Cr Searl and Cr Culhane

1. The WHS Committee endorse the updated WHS Policy;
2. The General Manager and WHS Committee Chairperson endorse and authorise the updated WHS Policy;
3. Council adopt the reviewed WHS Policy and
4. The updated WHS Policy be placed in prominent areas throughout Council.

- CARRIED

**Councillors who voted for:-** Crs 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

**ITEM 14.2 WYANGALA DAM WALL RAISING PROJECT UPDATE**

**142/20** **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes the report as information.

- CARRIED

**Councillors who voted for:-** Crs 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

**UPPER LACHLAN SHIRE COUNCIL**  
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**ITEM 14.3**                      **CROOKWELL DISTRICT HOSPITAL - UPGRADE UPDATE**  
**143/20**                      **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes the report as information.

- CARRIED

**Councillors who voted for:-**                      Crs 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

**ITEM 14.4**                      **COVID-19 REPORT**  
**144/20**                      **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes the report as information.

- CARRIED

**Councillors who voted for:-**                      Crs 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

**UPPER LACHLAN SHIRE COUNCIL**  
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**ITEM 14.5**                      **DIRECTOR OF INFRASTRUCTURE - APPOINTMENT**  
**145/20**                      **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council receive and note the report as information.

- CARRIED

**Councillors who voted for:-**                      Crs 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

**ITEM 14.6**                      **CROOKWELL POOL - UPDATE**  
**146/20**                      **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes this report as information

- CARRIED

**Councillors who voted for:-**                      Crs 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

**SECTION 15:                      LATE REPORTS**

Nil

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**SECTION 16:       REPORTS FROM OTHER COMMITTEES, SECTION 355  
COMMITTEES AND DELEGATES**

**ITEM 16.1           REPORTS FROM COMMITTEES FOR THE MONTH OF AUGUST**  
**147/20              RESOLVED by Cr Searl and Cr O'Brien**

That Item 16.1 - [Minutes of Committee/Information] listed below be received:

1. Gunning Arts Festival – Various lots of Minutes from December 2019 to May 2020.

**148/20              RESOLVED by Cr Searl and Cr McCormack That –**

1. The new members Greg Baines , Helen Vooren, Karina Smith, Margaret Jenkinson and Natalie Albury be appointed.to the Gunning Arts Festival Section 355 committee

- CARRIED

**Councillors who voted for:-**           Crs 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

2. Gunning Arts Festival – Report for ULSC on Festival 14 June 2020.
3. Audit, Risk and Improvement Committee – Minutes from Meeting held – 29 July 2020.

**149/20              RESOLVED by Cr Searl and Cr McCormack That –**

1. Items 4.1- 4.6 listed below be adopted.

**ITEM 4.1       INVESTMENTS FOR THE MONTH OF JUNE 2020**

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

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
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**ITEM 4.2 AUDIT OFFICE OF NSW - PRESENTATION OF ANNUAL ENGAGEMENT PLAN FOR UPPER LACHLAN SHIRE COUNCIL**

1. The Audit Office of NSW Annual Engagement Plan, including the Agreement of Terms and Audit Timetable, for the external audit of Upper Lachlan Shire Council for the year ending 30 June 2020 is endorsed.

**ITEM 4.3 NSW AUDIT OFFICE - 2019/2020 INTERIM AUDIT MANAGEMENT LETTER**

1. The NSW Audit Office Management Letter on the interim audit for 2019/2020 has been received and Council management responses are endorsed.

**ITEM 4.4 NSW AUDIT OFFICE - REPORT ON LOCAL GOVERNMENT FINANCIAL AUDIT 2019**

1. The NSW Audit Office Report on Local Government 2019 for Financial Audit is received and information noted.

**ITEM 4.5 GRANT THORNTON - INTERNAL AUDIT OF COUNCIL COMPLIANCE FRAMEWORK**

1. The Compliance Framework internal audit report from Grant Thornton is received as information and Council management responses endorsed by the Committee.

**ITEM 4.6 STATUS REPORT - INTERNAL AUDIT RECOMMENDATIONS TRACKING**

1. The report on Internal Audit Recommendations Tracking is received and noted as information.

- CARRIED

**Councillors who voted for:-**

Crs 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

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**ON 20 AUGUST 2020**

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**ITEM 4.7 CHAIRMANS REPORT**

A motion was moved by Cr Opie and Cr Cummins That –

1. The Chairman of Audit, Risk and Improvement Committee put to Council in writing their chairman's report from July 29 2020 meeting.

On being put to the meeting the motion was carried

**150/20**

**RESOLVED** by Cr Opie and Cr Cummins That –

1. The Chairman of Audit, Risk and Improvement Committee put to Council in writing their chairman's report from July 29 2020 meeting.

- CARRIED

**Councillors who voted for:-**

Crs 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

4. Crookwell Potato Festival – Minutes from meeting held 19 March 2020.
5. Upper Lachlan Tourist Association – Minutes from meeting held 4 August 2020.

- CARRIED

**Councillors who voted for:-**

Crs 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

- CARRIED

**SECTION 17: NOTICES OF MOTION**

Nil

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**SECTION 18:           QUESTIONS WITH NOTICE**

A motion was moved by Cr Cummins and Cr Opie That –

The five (5) questions with notice (18.3, 18. 4, 18.5, 18.6 and 18.7) and the decision by the General manager not to respond to each of these questions be included in the minutes of this meeting. Additionally, Cr Opie name be recorded as also submitting all seven (7) of the questions with notice.

Cr Opie tendered his resignation to Council effective immediately at 11:33am, left the meeting and did not return.

On being put to the meeting the motion was lost.

- LOST

**Councillors who voted for:-**                   Cr R Cummins

**Councillors who voted against:-**       Crs P Culhane, P Kensit,  
D O'Brien, B McCormack,  
J Searl, J Stafford and  
J Wheelwright

**ITEM 18.1           CROOKWELL SWIMMING POOL**

Refer to the business paper for 20 August 2020 Council Meeting for the General Manager's comments.

**ITEM 18.2           GUNNING SWIMMING POOL**

Refer to the business paper for 20 August 2020 Council Meeting for the General Manager's comments.



**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**CLOSED COUNCIL ITEMS**

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

**151/20**                      **RESOLVED** by Cr McCormack and Cr Searl

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

- CARRIED

**Councillors who voted for:-**

Cr P Culhane, P Kensit,  
D O'Brien, B McCormack,  
J Searl, J Stafford and  
J Wheelwright

**Councillors who voted against:-** Nil

*Council closed its meeting at 11:44am. Live streaming to the public, staff and press ceased.*

*Cr Cummins left the meeting at 11:45am in accordance with his resignation and did not return.*

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
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**152/20**                    **RESOLVED** by Cr Searl and Cr McCormack

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

- CARRIED

**Councillors who voted for:-**                    Crs P Culhane, P Kensit,  
D O'Brien, B McCormack,  
J Searl, J Stafford and  
J Wheelwright

**Councillors who voted against:-**        Nil

Open Council resumed at 11:58am.

**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            TENDER FOR HIRE OF EQUIPMENT (PLANT AND TRUCKS) UP  
UNTIL 30 JUNE 2023**

**153/20**                    **RESOLVED** by Cr Searl and Cr Wheelwright

1. That Council approves the recommendation of the suppliers for Plant at Attachment 1;
2. That Council approves the recommendation of the suppliers for Trucks at Attachment 2;
3. That delegation be provided to the Director of Infrastructure and the Manager of Infrastructure Delivery to accept future submissions for additional newly available truck and plant and assess and appoint the new companies to the Truck and Plant Hire Register during the 2 + 1 year contract term.

- CARRIED

**Councillors who voted for:-**                    Crs P Culhane, P Kensit, D  
O'Brien, B McCormack, J Searl,  
J Stafford and J Wheelwright

**Councillors who voted against:-**        Nil

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 AUGUST 2020**

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**ITEM 19.2                      PROCUREMENT OF TWO TRUCKS**

**154/20                      RESOLVED by Cr Searl and Cr Wheelwright**

1. Council purchase two dual cab tipping trucks for the sum of \$312,090.90 ex GST from Southern Truck Centre.
2. Trade in existing trucks (Plant 572 & 573) at Southern Truck Centre providing best value for money.

- CARRIED

**Councillors who voted for:-**                      Crs P Culhane, R Cummins,  
P Kensit, D O'Brien,  
B McCormack, J Searl, J Stafford  
and J Wheelwright

**Councillors who voted against:-**                      Nil

**ITEM 19.3                      CROOKWELL BARBELL CLUB**

**155/20                      RESOLVED by Cr Wheelwright and Cr Searl**

1. Council receive and note the report as information.
2. Expression of interest are sought for occupying the lease for Crookwell Memorial Oval Community Sports Centre gym/active space.

- CARRIED

**Councillors who voted for:-**                      Crs P Culhane, P Kensit,  
D O'Brien, B McCormack, J  
Searl, J Stafford and J  
Wheelwright

**Councillors who voted against:-**                      Nil

**THE MEETING CLOSED AT 11:58am**

Minutes confirmed 17 SEPTEMBER 2020

.....  
Mayor



## **6        MAYORAL MINUTES**

The following item is submitted for consideration -

|     |                |    |
|-----|----------------|----|
| 6.1 | Mayoral Minute | 50 |
|-----|----------------|----|

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## Mayoral Minutes - 17 September 2020

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### ITEM 6.1                      Mayoral Minute

#### FILE REFERENCE    I20/375

#### August 2020

- 21 August 2020            Wombeyan Caves opening with General Manager, Member for Goulburn Wendy Tuckerman, David Smith Wombeyan Caves Manager, NPWS Area Manager Angela Lonergan and NPWS Director Blue Mountains David Crust.
- Abercrombie Bridge Opening General Manager, Oberon Council Mayor Kathy Sajowitz, Member for Hume Angus Taylor and Member for Goulburn Wendy Tuckerman
- 25 August 2020            Meeting with General Manager
- 26 August 2020            Laggan Community Consultation meeting with Cr Wheelwright, Kensit, McCormack and Culhane
- 27 August 2020            2GN Radio Interview
- 28 August 2020            Meeting with General Manager and Director of Environment and Planning

#### September 2020

- 1 September 2020        Planning Proposal – Laggan Workshop with Councillors / Planning Director and staff
- 3 September 2020        2GN Radio Interview  
                                    Ministerial Visit – Minister Ayres with General Manager
- 8 September 2020        Meeting with General Manager  
                                    Incentives workshop with Councillors and General Manager Planning staff
- 10 September 2020       2GN Radio Interview
- 15 September 2020       Meeting with General Manager
- 17 September 2020       2GN Radio Interview  
                                    September Council Meeting
- 21 September 2020       Wendy Tuckerman and General Manager

## **8        CORRESPONDENCE**

The following item is submitted for consideration -

|     |   |    |
|-----|---|----|
| 8.1 | Correspondence items for the month of September | 52 |
|-----|---|----|

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## Correspondence - 17 September 2020

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### ITEM 8.1

### Correspondence items for the month of September

#### RECOMMENDATION:

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

1. NSW Local Government Grants Commission - FAGs Payments 20-21 - 21 August 2020
2. NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix A - - 21 August 2020
3. NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix B - SOP - 21 August 2020
4. NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix C - Guidelines for Special Submission - 21 August 2020
5. NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix D - Framework - 21 August 2020
6. Malcolm Barlow - Letter to Council is response to Presentation – 4 September 2020
7. Office of Local Government - Message from Minister Hancock - 4 September 2020

#### ATTACHMENTS

|                      |  |            |
|----------------------|--|------------|
| 1. <a href="#">↓</a> | NSW Local Government Grants Commission - FAGs Payments 20-21 - 21 August 2020  | Attachment |
| 2. <a href="#">↓</a> | NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix A - - 21 August 2020                                   | Attachment |
| 3. <a href="#">↓</a> | NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix B - SOP - 21 August 2020                               | Attachment |
| 4. <a href="#">↓</a> | NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix C - Guidelines for Special Submission - 21 August 2020 | Attachment |
| 5. <a href="#">↓</a> | NSW Local Government Grants Commission - A713604 - GC - 2020-21 Financial Assistance Grants - Advice to Councils - Appendix D - Framework - 21 August 2020                         | Attachment |
| 6. <a href="#">↓</a> | Malcolm Barlow - Letter to Council is response to Presentation   | Attachment |
| 7. <a href="#">↓</a> | Office of Local Government - Message from Minister Hancock - 4 September 2020  | Attachment |





NSW Local Government Grants Commission  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A713604  
YOUR REFERENCE:  
CONTACT: Helen Pearce  
(02) 4428 4131  
helen.pearce@olg.nsw.gov.au

Ms Colleen Worthy  
General Manager  
Upper Lachlan Shire Council

By email:  
council@upperlachlan.nsw.gov.au

21 August 2020

Dear Ms Worthy

In accordance with the NSW Local Government Grants Commission's (Commission) policy of providing information to councils about the way the Commission calculates financial assistance grants (FAGs), please find attached a summary of Council's 2020-21 estimated FAGs entitlement (**Appendix A**).

The Commonwealth Treasury's estimate of the Consumer Price Index (CPI) for 2020-21 has been revised down substantially since the 2019-20 mid-year end of financial year update. The total national FAGs for 2020-21 increased by 1.1%, when compared to the 2019-20 final amount. This is the lowest percentage increase since the paused indexation period of 2014-15 to 2016-17. The Commonwealth Government has advised that this CPI revision is due to the economic impact of bushfires and the COVID-19 pandemic. Accordingly, while the State's FAGs allocation for 2020-21 is slightly higher than last year, it is lower than the estimates which were prepared based on early estimates of CPI.

The national FAGs figure for 2020-21 is \$2.56 billion and is made up of \$1.77 billion for the general purpose component and \$0.79 billion for the local roads component. The national estimated entitlement for 2019-20 reduced by \$5.4 million to account for final adjustments to the CPI and population shares for the year.

The national general purpose component was distributed across the states and territories on a population basis. NSW received 32% or \$565 million, which represents a 0.9% increase on last year's final figure. The local roads component is based on an historical formula. NSW's share of the total road funding is a fixed 29% share, or \$228 million, which was in line with the previous year. The total FAGs allocation to NSW for 2020-21 is \$794 million.

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
W <http://www.olg.nsw.gov.au>  
(follow the "Commissions & Tribunals" links)



## 2

Council's 2020-21 FAGs estimated entitlement, compared to the 2019-20 final entitlement is as follows:

| Upper Lachlan Shire Council |                    |                |                |               |
|-----------------------------|--------------------|----------------|----------------|---------------|
| Year                        | General Purpose \$ | Local Roads \$ | Total \$       |               |
| 2019-20 final               | \$2,920,877.00     | \$1,962,811.00 | \$4,883,688.00 | <b>Change</b> |
| 2020-21 est.                | \$2,956,790.00     | \$1,985,107.00 | \$4,941,897.00 | 1.2%          |

To assist councils with budgeting and bank reconciliations, a breakdown of the 2020-21 quarterly instalments is attached (**Appendix A**). The NSW Statement of Payments is also attached (**Appendix B**).

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants.

A key challenge for the Commission continues to be the Commonwealth's request to apply the minimum per capita grant, which has a significant impact on the ability of the Commission to redirect funding. The map contained in **Appendix D** identifies the rate of population change in NSW from 2006 to 2016. **Appendix D** also lists the revised expenditure categories, disability factors, data sources used in calculating the expenditure allowance and the relative disability allowance.

Another challenge for the Commission this year has been the substantially reduced CPI estimate. NSW received an increase of 0.9%, or \$5.1 million, on last year's final general purpose component figure. This is substantially lower than the 4%, or \$21.3 million, increase NSW received in 2019-20. As a direct result of the lower than expected CPI estimate, the Commission has, this year, reduced the amount to be quarantined for application by the relative disability allowance from \$5 million to \$4.5 million. This ensured that funds are still able to be directed to those councils with a greater relative need whilst ensuring that additional uncertainty is not delivered to the sector during this difficult time with the implementation of the 0% floor to the general purpose grant.

In addition to these calculations, the Commonwealth Government decided to retain the practice of forward payments of approximately half of the financial assistance grants, based on the 2019-20 estimates for payment. The Commonwealth Government decided to make this year's early payment given the cashflow challenges faced by local government across Australia and to allow councils early access to the funds to help manage the cumulative impacts of drought, bushfires and now the COVID-19 crisis. Councils received approximately 52% of their estimated 2020-21 FAGs on 26 May 2020. The remainder of the grant entitlements will be paid in quarterly instalments in August 2020, November 2020, February 2021 and May 2021.

**CONSIDERATIONS FOR 2021-22 GRANTS**

Councils should be mindful that, given the current economic environment, there is a real possibility that there will be an extended period of a reduced CPI going forward. Should that occur, the Commission will likely need to restore the negative floor to ensure the integrity of the FAGs allocation system is maintained. Such a decision will result in some councils receiving less in 2021-22 than they will in 2020-21.

**SPECIAL SUBMISSIONS RELATING TO 2021-22 GRANTS**

Special submissions from councils for 2021-22 will be considered by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disabilities beyond councils' control that are not generally recognised in the current methodology. Please refer to the expenditure functions and Council's disability factors listed in **Appendix A**. This process allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

**Appendix C**, titled *Guidelines for Special Submissions*, contains guidelines for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) by **16 November 2020**.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact me on (02) 4428 4131.

Yours sincerely



Helen Pearce  
Executive Officer

**APPENDIX A**  
**LOCAL GOVERNMENT GRANTS COMMISSION 2020-21 FINANCIAL ASSISTANCE GRANTS**

## Upper Lachlan (S) Council

### General Purpose Component

#### Expenditure Allowance

| Expenditure Functions                    | State ave cost per capita |
|--|---------------------------|
| Recreation and cultural                  | \$214.66                  |
| Admin and governance                     | \$254.03                  |
| Education and community                  | \$63.34                   |
| Roads, bridges, footpaths and aerodromes | \$204.07                  |
| Public order, safety, health and other   | \$163.68                  |
| Housing amenity                          | \$71.25                   |

|                                     |             |                |  |
|-------------------------------------|-------------|----------------|--|
| Recreation and cultural             |             |                | Pop <SS = relative disadvantage<br>Pop >SS = 0<br>ATSI <SS = 0<br>ATSI >SS = relative disadvantage |
| Disability Measure                  | LGA measure | State Std (SS) | Weighted DF%   |
| Population                          | 8,059       | 63,194         | 28.4%  |
| Aboriginal & Torres Strait Islander | 2.3%        | 2.9%           | 0.0%   |

|                      |             |           |              |
|----------------------|-------------|-----------|--------------|
| Admin and governance |             |           |              |
| Disability Measure   | LGA measure | State Std | Weighted DF% |
| Population           | 8,059       | 63,194    | 89.8%        |

|                         |             |           |              |
|-------------------------|-------------|-----------|--------------|
| Education and community |             |           |              |
| Disability Measure      | LGA measure | State Std | Weighted DF% |
| Population              | 8,059       | 63,194    | 85.0%        |

|  |             |           |              |
|--|-------------|-----------|--------------|
| Roads, bridges, footpaths and aerodromes |             |           |              |
| Disability Measure                       | LGA measure | State Std | Weighted DF% |
| Population                               | 8,059       | 63,194    | 166.8%       |
| Road Length                              | 1,734       | 1,149     | 18.4%        |

|   |             |           |  |
|---|-------------|-----------|--|
| Public order, safety, health and other  |             |           | RTD <SS = 0<br>RTD >SS = relative disadvantage<br>Env <SS = 0<br>Env >SS = relative disadvantage |
| Disability Measure                      | LGA measure | State Std | Weighted DF%   |
| Population                              | 8,059       | 63,194    | 63.3%  |
| Rainfall, topography and drainage index | 131%        | 161%      | 0.0%   |
| Environment (Ha of environmental lands) | 45,184      | 54,087    | 0.0%   |

|                    |         |           |              |
|--------------------|---------|-----------|--------------|
| Housing amenity    |         |           |              |
| Disability Measure | LGA Std | State Std | Weighted DF% |
| Population         | 8,059   | 63,194    | 15.9%        |

#### Isolation Allowance

|                                      |     |
|--------------------------------------|-----|
| Outside the Greater Statistical Area | Yes |
|--------------------------------------|-----|

**APPENDIX A**  
**LOCAL GOVERNMENT GRANTS COMMISSION 2020-21 FINANCIAL ASSISTANCE GRANTS**

**Pensioner Rebate Allowance**

|  |       |
|--|-------|
| PR <SS = relative disadvantage (+ allowance) |       |
| PR >SS = relative advantage (- allowance)    |       |
| LGA % Pensioner Rebates (PR) Res Props:      | 20.0% |
| State Standard (SS) % PR                     | 15.4% |

**Revenue Allowance**

|  |           |
|--|-----------|
| Revenue Allowance                            |           |
| CV <SS = relative disadvantage (+ allowance) |           |
| CV >SS = relative advantage (- allowance)    |           |
| No. of Urban Properties:                     | 3,451     |
| Standard Value Per Property:                 | \$488,302 |
| Council Value (CV):                          | \$117,556 |

|                              |           |
|------------------------------|-----------|
| No. of Non-urban Properties: | 2,758     |
| Standard Value Per Property: | \$732,180 |
| Council Value (CV):          | \$547,064 |

**Relative Disadvantage Allowance**

|   |          |
|---|----------|
| Unsealed roads; Isolation; Population Decline | \$35,621 |
| Special Submission                            | -        |

|                                    |                    |
|------------------------------------|--------------------|
| <b>Total General Purpose Grant</b> | <b>\$2,956,790</b> |
|------------------------------------|--------------------|

**Local Roads Component**

|                                       |       |
|---------------------------------------|-------|
| Population:                           | 8,059 |
| Local Road Length (km):               | 1,734 |
| Length of Bridges on Local Roads (m): | 1,324 |

|                            |                    |
|----------------------------|--------------------|
| Road/Population Allowance: | \$1,871,559        |
| Bridge Length Allowance:   | \$113,548          |
| <b>Local Roads Total:</b>  | <b>\$1,985,107</b> |

|                    |                    |
|--------------------|--------------------|
| <b>Total Grant</b> | <b>\$4,941,897</b> |
|--------------------|--------------------|

**Quarterly Instalments Payable in 2020-21 for 2020-21 FAGs**

|     |                |                |
|-----|----------------|----------------|
|     | August 2020    |                |
| GPC | \$361,668.25   |                |
| LRC | \$239,071.75   | \$600,740.00   |
|     | November 2020  |                |
| GPC | \$361,668.25   |                |
| LRC | \$239,071.75   | \$600,740.00   |
|     | February 2021  |                |
| GPC | \$361,668.25   |                |
| LRC | \$239,071.75   | \$600,740.00   |
|     | May 2021       |                |
| GPC | \$361,668.25   |                |
| LRC | \$239,071.75   | \$600,740.00   |
|     | TOTAL          |                |
| GPC | \$1,446,673.00 |                |
| LRC | \$956,287.00   | \$2,402,960.00 |

| APPENDIX B<br>Financial Assistance Grants - Schedule of Payments 2020-21 |                         |   |  |   |   |   |  |   |   |                                     |  |                                    |                           |
|--|-------------------------|---|--|---|---|---|--|---|---|-------------------------------------|--|------------------------------------|---------------------------|
| Councils   | Population<br>30/6/2019 | 2020-21<br>General Purpose<br>Entitlement | 2020-21<br>Recommended<br>Local Roads<br>Entitlement | 2020-21<br>Recommended<br>Total Entitlement | 2019-20<br>General Purpose<br>CPI/Pop<br>Adjustment | 2019-20<br>Local Roads<br>CPI/Pop<br>Adjustment | 2019-20<br>Total CPI/Pop<br>Adjustment | 2020-21<br>General Purpose<br>Advance Payment | 2020-21<br>Local Roads<br>Advance Payment | 2020-21<br>Total Advance<br>Payment | 2020-21<br>General Purpose<br>Payments | 2020-21<br>Local Roads<br>Payments | 2020-21<br>Total Payments |
| Albury (C)   | 54,353                  | 5,058,762                                 | 1,495,226  | 6,553,988                                   | (10,948)  | (3,117)   | (14,065)                               | 2,649,637                                     | 763,117                                   | 3,412,754                           | 2,398,177                              | 728,392                            | 3,127,169                 |
| Armidale Regional  | 30,779                  | 4,359,807                                 | 2,534,149  | 6,893,956                                   | (9,407)   | (5,866)   | (14,773)                               | 2,242,981                                     | 1,301,862                                 | 3,544,843                           | 2,106,419                              | 1,226,921                          | 3,333,340                 |
| Ballina (S)  | 44,628                  | 3,134,144                                 | 1,492,659  | 4,627,003                                   | (6,838)   | (3,121)   | (10,019)                               | 1,659,629                                     | 759,012                                   | 2,417,641                           | 1,529,417                              | 720,726                            | 2,249,143                 |
| Bairnsdale (S)   | 2,338                   | 3,019,459                                 | 1,373,505  | 4,392,964                                   | (6,219)   | (2,909)   | (9,128)                                | 1,538,113                                     | 708,754                                   | 2,246,867                           | 1,477,127                              | 861,862                            | 2,138,989                 |
| Bathurst Regional  | 43,618                  | 4,481,609                                 | 2,069,464  | 6,551,073                                   | (9,556)   | (4,369)   | (14,025)                               | 2,338,182                                     | 1,063,157                                 | 3,399,339                           | 2,115,771                              | 1,001,938                          | 3,117,709                 |
| Bayside  | 178,396                 | 3,740,932                                 | 1,196,854  | 4,937,786                                   | (7,948)   | (2,517)   | (10,465)                               | 1,851,076                                     | 585,700                                   | 2,436,776                           | 1,881,908                              | 606,637                            | 2,490,545                 |
| Bega Valley (S)  | 34,476                  | 5,287,584                                 | 2,002,034  | 7,289,618                                   | (11,367)  | (4,254)   | (15,621)                               | 2,749,281                                     | 1,037,435                                 | 3,786,716                           | 2,526,936                              | 960,345                            | 3,487,281                 |
| Bellingen (S)  | 12,966                  | 2,952,970                                 | 967,197  | 3,920,167                                   | (6,326)   | (2,077)   | (8,403)                                | 1,514,318                                     | 509,539                                   | 2,023,857                           | 1,432,326                              | 455,581                            | 1,887,907                 |
| Berrigan (S)   | 8,750                   | 3,517,512                                 | 1,452,538  | 4,970,050                                   | (7,539)   | (3,072)   | (10,611)                               | 1,814,196                                     | 743,916                                   | 2,558,112                           | 1,695,777                              | 705,560                            | 2,401,327                 |
| Blacktown (C)  | 374,451                 | 13,380,927                                | 3,624,503  | 17,005,430                                  | (26,978)  | (7,662)   | (36,540)                               | 6,830,176                                     | 1,839,829                                 | 8,670,005                           | 6,521,773                              | 1,777,112                          | 8,298,885                 |
| Bland (S)  | 5,972                   | 4,900,962                                 | 3,049,209  | 7,950,171                                   | (10,351)  | (6,458)   | (16,809)                               | 2,518,380                                     | 1,580,710                                 | 4,099,090                           | 2,372,231                              | 1,462,041                          | 3,834,272                 |
| Blayney (S)  | 7,379                   | 1,889,983                                 | 868,664  | 2,758,647                                   | (4,058)   | (1,868)   | (5,926)                                | 968,471                                       | 448,861                                   | 1,417,332                           | 917,454                                | 438,135                            | 1,355,589                 |
| Blue Mountains (C)   | 79,118                  | 7,549,831                                 | 1,399,578  | 8,949,409                                   | (16,350)  | (3,002)   | (19,352)                               | 3,957,085                                     | 727,945                                   | 4,685,030                           | 3,576,416                              | 668,631                            | 4,245,047                 |
| Bogan (S)  | 2,580                   | 2,927,585                                 | 1,501,397  | 4,428,982                                   | (6,067)   | (3,182)   | (9,249)                                | 1,477,300                                     | 777,300                                   | 2,254,500                           | 1,444,218                              | 721,015                            | 2,165,233                 |
| Bourke (S)   | 2,590                   | 4,420,781                                 | 1,976,217  | 6,396,998                                   | (9,087)   | (4,187)   | (13,274)                               | 2,260,696                                     | 1,018,369                                 | 3,279,065                           | 2,150,998                              | 953,661                            | 3,104,659                 |
| Brewarrina (S)   | 1,611                   | 3,149,562                                 | 1,351,702  | 4,501,264                                   | (6,311)   | (9,175)   | (15,486)                               | 1,598,254                                     | 698,863                                   | 2,297,117                           | 1,543,937                              | 650,175                            | 2,194,112                 |
| Broken Hill (C)  | 17,479                  | 4,567,134                                 | 503,285  | 5,070,419                                   | (9,574)   | (1,078)   | (10,752)                               | 2,326,747                                     | 267,575                                   | 2,593,322                           | 2,231,713                              | 234,632                            | 2,466,345                 |
| Burwood  | 40,612                  | 851,626                                   | 278,074  | 1,129,700                                   | (1,833)   | (689)   | (2,222)                                | 421,877                                       | 138,797                                   | 560,674                             | 427,916                                | 138,688                            | 566,604                   |
| Byron (S)  | 35,081                  | 2,088,396                                 | 1,244,610  | 3,333,006                                   | (4,452)   | (2,592)   | (7,044)                                | 1,069,590                                     | 637,696                                   | 1,707,286                           | 997,354                                | 604,322                            | 1,601,676                 |
| Camonne  | 13,634                  | 2,997,799                                 | 2,130,667  | 5,128,466                                   | (6,447)   | (4,517)   | (10,964)                               | 1,538,466                                     | 1,101,962                                 | 2,640,428                           | 1,452,886                              | 1,024,088                          | 2,476,974                 |
| Camden   | 101,437                 | 2,424,850                                 | 1,596,698  | 4,021,548                                   | (5,251)   | (3,263)   | (8,534)                                | 1,258,715                                     | 819,727                                   | 2,078,442                           | 1,160,884                              | 773,688                            | 1,934,572                 |
| Campbelltown (C)   | 170,943                 | 8,203,581                                 | 1,884,522  | 10,088,103                                  | (17,766)  | (3,975)   | (21,741)                               | 4,258,523                                     | 986,390                                   | 5,245,513                           | 3,927,292                              | 893,567                            | 4,820,849                 |
| Canada Bay (C)   | 96,074                  | 2,014,655                                 | 660,934  | 2,675,589                                   | (4,337)   | (1,401)   | (5,738)                                | 1,018,778                                     | 335,899                                   | 1,354,477                           | 991,540                                | 323,834                            | 1,315,374                 |
| Canterbury-Bankstown   | 377,917                 | 8,201,476                                 | 2,747,472  | 10,948,948                                  | (17,761)  | (5,842)   | (23,603)                               | 4,257,282                                     | 1,416,146                                 | 5,673,428                           | 3,926,433                              | 1,325,464                          | 5,251,917                 |
| Carriarth (S)  | 2,799                   | 3,929,234                                 | 2,401,791  | 6,331,025                                   | (6,156)   | (5,087)   | (11,243)                               | 2,014,634                                     | 1,234,491                                 | 3,249,113                           | 1,906,444                              | 1,162,225                          | 3,068,669                 |
| Central Coast  | 343,968                 | 21,631,054                                | 4,528,122  | 26,159,176                                  | (46,843)  | (9,628)   | (56,471)                               | 11,337,375                                    | 2,340,381                                 | 13,677,956                          | 10,246,836                             | 2,177,913                          | 12,424,749                |
| Central Darling (S)  | 1,639                   | 4,362,424                                 | 1,651,944  | 6,014,368                                   | (9,974)   | (3,498)   | (12,472)                               | 2,233,338                                     | 853,633                                   | 3,086,971                           | 2,120,112                              | 794,817                            | 2,914,929                 |
| Cessnock (C)   | 50,965                  | 5,616,941                                 | 1,780,451  | 7,397,392                                   | (12,130)  | (3,768)   | (15,915)                               | 2,935,364                                     | 930,639                                   | 3,866,003                           | 2,658,447                              | 845,628                            | 3,504,075                 |
| Clarence Valley  | 51,662                  | 7,751,716                                 | 3,384,845  | 11,136,561                                  | (16,812)  | (7,179)   | (23,991)                               | 4,068,958                                     | 1,770,012                                 | 5,838,970                           | 3,697,946                              | 1,607,454                          | 5,305,400                 |
| Colar (S)  | 4,658                   | 4,327,775                                 | 1,787,831  | 6,115,606                                   | (9,101)   | (3,789)   | (12,890)                               | 2,215,395                                     | 924,537                                   | 3,139,932                           | 2,103,279                              | 859,505                            | 2,962,784                 |
| Coffs Harbour (C)  | 77,277                  | 5,380,140                                 | 2,303,728  | 7,683,868                                   | (11,802)  | (4,857)   | (16,459)                               | 2,807,701                                     | 1,174,213                                 | 3,981,914                           | 2,540,837                              | 1,124,668                          | 3,665,495                 |
| Coolamon (S)   | 4,341                   | 2,551,356                                 | 1,334,182  | 3,885,538                                   | (5,427)   | (2,695)   | (8,122)                                | 1,296,268                                     | 655,670                                   | 1,951,938                           | 1,250,661                              | 675,817                            | 1,926,478                 |
| Coonamble (S)  | 3,958                   | 2,817,211                                 | 1,531,017  | 4,348,228                                   | (5,881)   | (3,245)   | (9,126)                                | 1,398,967                                     | 790,634                                   | 2,189,601                           | 1,412,363                              | 737,138                            | 2,149,501                 |
| Coonambundra-Gundagai Regional   | 11,235                  | 3,806,519                                 | 1,622,933  | 5,429,452                                   | (6,171)   | (3,441)   | (9,612)                                | 1,962,450                                     | 838,769                                   | 2,801,219                           | 1,635,898                              | 780,723                            | 2,416,621                 |
| Covra (S)  | 12,743                  | 3,329,875                                 | 1,506,200  | 4,836,075                                   | (7,144)   | (3,187)   | (10,331)                               | 1,702,699                                     | 771,772                                   | 2,474,471                           | 1,620,032                              | 731,241                            | 2,351,273                 |
| Cumberland   | 241,521                 | 6,382,858                                 | 1,800,509  | 8,183,367                                   | (13,823)  | (3,813)   | (17,636)                               | 2,993,730                                     | 966,384                                   | 3,960,114                           | 3,375,305                              | 830,312                            | 4,205,617                 |
| Dubbo Regional   | 53,719                  | 8,180,304                                 | 3,515,563  | 11,695,867                                  | (17,681)  | (7,366)   | (25,047)                               | 4,283,641                                     | 1,754,996                                 | 6,038,637                           | 3,878,982                              | 1,753,601                          | 5,632,583                 |
| Dungog (S)   | 9,423                   | 1,762,306                                 | 955,678  | 2,717,984                                   | (3,785)   | (2,020)   | (5,805)                                | 904,328                                       | 496,224                                   | 1,400,552                           | 854,193                                | 457,434                            | 1,311,627                 |
| Edwards River  | 9,084                   | 4,170,365                                 | 1,580,934  | 5,751,199                                   | (8,895)   | (3,446)   | (12,331)                               | 2,134,455                                     | 809,877                                   | 2,944,332                           | 2,027,025                              | 767,611                            | 2,794,636                 |
| Eurobodallie (S)   | 38,473                  | 5,473,828                                 | 1,720,739  | 7,194,567                                   | (11,900)  | (3,934)   | (15,434)                               | 2,889,244                                     | 885,966                                   | 3,775,210                           | 2,595,784                              | 831,149                            | 3,426,933                 |
| Fairfield (C)  | 211,695                 | 7,388,569                                 | 1,767,186  | 9,155,755                                   | (16,022)  | (3,759)   | (19,780)                               | 3,840,595                                     | 913,963                                   | 4,754,558                           | 3,541,952                              | 849,475                            | 4,391,427                 |
| Federation   | 12,437                  | 4,808,201                                 | 2,302,225  | 7,110,426                                   | (10,335)  | (4,876)   | (15,211)                               | 2,527,200                                     | 1,188,568                                 | 3,715,768                           | 2,271,666                              | 1,108,791                          | 3,380,457                 |
| Forbes (S)   | 9,906                   | 3,626,308                                 | 2,015,177  | 5,641,485                                   | (7,766)   | (4,270)   | (12,036)                               | 1,849,274                                     | 1,038,872                                 | 2,888,146                           | 1,768,268                              | 972,095                            | 2,740,363                 |
| Georges River  | 159,471                 | 3,344,078                                 | 1,150,056  | 4,494,134                                   | (7,220)   | (2,502)   | (9,722)                                | 1,679,382                                     | 610,481                                   | 2,289,863                           | 1,657,476                              | 537,073                            | 2,194,549                 |
| Gilgandra (S)  | 4,239                   | 2,706,423                                 | 1,394,509  | 4,100,932                                   | (5,677)   | (2,954)   | (8,631)                                | 1,360,501                                     | 690,960                                   | 2,051,461                           | 1,340,245                              | 700,567                            | 2,040,812                 |
| Glen Innes Severn  | 8,871                   | 2,922,586                                 | 1,430,636  | 4,353,222                                   | (6,250)   | (3,047)   | (9,297)                                | 1,491,983                                     | 740,560                                   | 2,232,533                           | 1,424,353                              | 687,039                            | 2,111,392                 |
| Goulburn Mulwaree  | 31,132                  | 3,479,400                                 | 1,800,584  | 5,279,984                                   | (7,528)   | (3,749)   | (11,277)                               | 1,807,943                                     | 915,704                                   | 2,723,647                           | 1,663,929                              | 881,131                            | 2,545,060                 |
| Greater Hume (S)   | 10,764                  | 3,389,477                                 | 2,153,881  | 5,543,358                                   | (7,273)   | (4,524)   | (11,797)                               | 1,734,058                                     | 1,098,595                                 | 2,832,653                           | 1,646,146                              | 1,050,762                          | 2,696,908                 |
| Griffith (C)   | 27,029                  | 4,060,190                                 | 1,702,841  | 5,763,031                                   | (6,701)   | (3,605)   | (10,306)                               | 2,082,612                                     | 874,767                                   | 2,957,379                           | 1,968,877                              | 824,469                            | 2,793,346                 |
| Gunnedah (S)   | 12,881                  | 3,078,383                                 | 1,664,379  | 4,742,762                                   | (6,806)   | (3,526)   | (10,332)                               | 1,576,443                                     | 862,362                                   | 2,438,805                           | 1,495,334                              | 797,891                            | 2,293,225                 |
| Gwydder (S)  | 5,353                   | 2,912,298                                 | 1,936,211  | 4,848,509                                   | (6,131)   | (4,099)   | (10,230)                               | 1,451,478                                     | 968,026                                   | 2,419,504                           | 1,454,699                              | 944,086                            | 2,398,775                 |
| Hawkesbury (C)   | 67,286                  | 2,698,508                                 | 1,774,560  | 4,473,068                                   | (5,842)   | (3,773)   | (9,615)                                | 1,400,056                                     | 914,191                                   | 2,314,247                           | 1,592,610                              | 850,596                            | 2,443,206                 |
| Hay (S)  | 2,989                   | 2,406,895                                 | 837,961  | 3,244,856                                   | (6,288)   | (1,778)   | (8,066)                                | 1,195,336                                     | 432,123                                   | 1,627,459                           | 1,206,431                              | 404,662                            | 1,611,093                 |
| Hills (S)  | 177,969                 | 3,732,010                                 | 2,035,963  | 5,767,973                                   | (7,861)   | (4,210)   | (12,071)                               | 1,921,657                                     | 1,082,836                                 | 3,004,493                           | 1,802,492                              | 948,917                            | 2,751,409                 |
| Hilltops   | 18,704                  | 5,424,457                                 | 2,889,666  | 8,314,123                                   | (11,629)  | (6,126)   | (17,755)                               | 2,781,452                                     | 1,477,828                                 | 4,259,280                           | 2,631,376                              | 1,405,712                          | 4,037,088                 |
| Hornsby (S)  | 152,059                 | 3,188,683                                 | 1,473,068  | 4,661,751                                   | (6,871)   | (3,022)   | (9,893)                                | 1,693,763                                     | 790,391                                   | 2,484,154                           | 1,488,049                              | 679,655                            | 2,167,704                 |
| Hunters Hill (M)   | 14,960                  | 330,614                                   | 135,169  | 465,783                                     | (716)   | (322)   | (1,038)                                | 171,553                                       | 78,739                                    | 250,292                             | 158,345                                | 56,108                             | 214,453                   |
| Inner West   | 200,811                 | 4,210,971                                 | 1,398,850  | 5,609,821                                   | (9,025)   | (2,968)   | (11,993)                               | 2,228,279                                     | 713,136                                   | 2,941,415                           | 1,973,667                              | 682,746                            | 2,656,413                 |
| Ivanhoe (S)  | 16,880                  | 4,090,501                                 | 2,134,164  | 6,224,665                                   | (6,780)   | (4,521)   | (11,301)                               | 2,097,522                                     | 1,102,592                                 | 3,200,114                           | 1,984,199                              | 1,027,061                          | 3,011,260                 |
| June (S)   | 6,683                   | 2,015,652                                 | 965,973  | 2,981,625                                   | (4,330)   | (2,045)   | (6,375)                                | 1,033,314                                     | 490,752                                   | 1,524,066                           | 978,008                                | 473,176                            | 1,451,184                 |
| Kempsey (S)  | 29,745                  | 4,359,478                                 | 1,852,865  | 6,212,343                                   | (9,412)   | (4,065)   | (13,477)                               | 2,255,972                                     | 996,023                                   | 3,251,995                           | 2,094,094                              | 852,777                            | 2,946,871                 |
| Kiama (M)  | 23,386                  | 1,216,324                                 | 529,280  | 1,745,604                                   | (2,622)   | (1,089)   | (3,711)                                | 628,315                                       | 252,917                                   | 881,232                             | 585,387                                | 275,274                            | 860,661                   |
| Kurung-ging (S)  | 127,153                 | 2,686,376                                 | 1,150,944  | 3,837,320                                   | (6,745)   | (2,449)   | (9,194)                                | 1,387,245                                     | 595,357                                   | 1,982,602                           | 1,273,386                              | 553,138                            | 1,826,524                 |
| Kyogle   | 8,796                   | 2,940,454                                 | 1,681,135  | 4,621,589                                   | (5,260)   | (3,567)   | (8,827)                                | 1,434,598                                     | 878,897                                   | 2,313,495                           | 1,438,596                              | 778,871                            | 2,217,467                 |
| Lachlan (S)  | 6,115                   | 6,115,444                                 | 3,524,242  | 9,639,686                                   | (12,662)  | (7,430)   | (20,092)                               | 3,143,130                                     | 1,812,662                                 | 4,955,792                           | 2,959,422                              | 1,667,160                          | 4,626,582                 |
| Lake Macquarie (C)   | 205,901                 | 13,663,084                                | 2,876,010  | 16,539,094                                  | (29,587)  | (6,092)   | (35,679)                               | 7,160,884                                     | 1,476,053                                 | 8,636,937                           | 6,472,613                              | 1,393,865                          | 7,866,478                 |

| APPENDIX B<br>Financial Assistance Grants - Schedule of Payments 2020-21 |                         |  |  |   |   |   |  |   |   |                                     |  |                                    |                           |
|--|-------------------------|--|--|---|---|---|--|---|---|-------------------------------------|--|------------------------------------|---------------------------|
| Councils   | Population<br>30/6/2019 | 2020-21<br>Recommended<br>General Purpose<br>Entitlement | 2020-21<br>Recommended<br>Local Roads<br>Entitlement | 2020-21<br>Recommended<br>Total Entitlement | 2019-20<br>General Purpose<br>CPI/Pop<br>Adjustment | 2019-20<br>Local Roads<br>CPI/Pop<br>Adjustment | 2019-20<br>Total CPI/Pop<br>Adjustment | 2020-21<br>General Purpose<br>Advance Payment | 2020-21<br>Local Roads<br>Advance Payment | 2020-21<br>Total Advance<br>Payment | 2020-21<br>General Purpose<br>Payments | 2020-21<br>Local Roads<br>Payments | 2020-21<br>Total Payments |
| Lane Cove (M)  | 40,155                  | 842,043  | 295,618  | 1,137,661                                   | (1,814)   | (627)   | (2,441)                                | 427,577                                       | 149,799                                   | 577,376                             | 412,652                                | 145,192                            | 557,844                   |
| Leeton (S)   | 11,445                  | 3,466,766  | 1,080,405  | 4,547,171                                   | (7,390)   | (2,290)   | (9,680)                                | 1,762,719                                     | 559,343                                   | 2,322,062                           | 1,696,657                              | 518,772                            | 2,215,429                 |
| Lismore (C)  | 43,692                  | 4,433,241  | 2,021,802  | 6,455,043                                   | (9,598)   | (4,287)   | (13,885)                               | 2,318,975                                     | 1,052,397                                 | 3,371,372                           | 2,104,678                              | 965,118                            | 3,069,796                 |
| Littlogow (C)  | 21,605                  | 3,602,536  | 1,310,454  | 4,912,990                                   | (6,173)   | (2,790)   | (8,963)                                | 809,815                                       | 265,298                                   | 1,075,113                           | 1,739,010                              | 632,366                            | 2,371,376                 |
| Liverpool (C)  | 227,595                 | 6,498,015  | 2,386,602  | 8,884,617                                   | (14,072)  | (5,021)   | (19,093)                               | 3,373,079                                     | 1,212,350                                 | 4,585,429                           | 3,110,864                              | 1,169,231                          | 4,280,095                 |
| Liverpool Plains (S)   | 7,903                   | 2,517,196  | 1,427,379  | 3,944,575                                   | (5,381)   | (3,028)   | (8,409)                                | 1,280,418                                     | 735,802                                   | 2,016,220                           | 1,231,397                              | 688,549                            | 1,919,946                 |
| Lockhart (S)   | 3,265                   | 2,351,720  | 1,397,165  | 3,748,885                                   | (4,961)   | (2,958)   | (7,919)                                | 1,171,368                                     | 719,401                                   | 1,890,769                           | 1,175,391                              | 674,626                            | 1,850,017                 |
| Lord Howe Island (Bd)  | 382                     | 225,231  | -  | 225,231                                     | (483)   | -   | (483)                                  | 116,301                                       | -   | 116,301                             | 108,447                                | -                                  | 108,447                   |
| Maitland (C)   | 85,166                  | 5,706,366  | 1,448,252  | 7,154,618                                   | (12,356)  | (3,062)   | (15,418)                               | 2,990,395                                     | 733,906                                   | 3,724,301                           | 2,703,625                              | 711,284                            | 3,414,909                 |
| Mid-Coast  | 93,836                  | 12,724,821   | 5,560,517  | 18,285,338                                  | (27,458)  | (11,806)  | (39,264)                               | 6,642,861                                     | 2,855,767                                 | 9,498,628                           | 6,054,502                              | 2,692,944                          | 8,747,446                 |
| Mid-Western Regional   | 25,251                  | 4,233,347  | 2,532,997  | 6,766,344                                   | (9,096)   | (5,362)   | (14,458)                               | 2,175,370                                     | 1,307,966                                 | 3,483,336                           | 2,048,881                              | 1,219,669                          | 3,268,550                 |
| Moree Plains (S)   | 13,261                  | 5,150,755  | 3,001,220  | 8,151,975                                   | (10,922)  | (6,333)   | (17,255)                               | 2,560,026                                     | 1,544,573                                 | 4,104,599                           | 2,579,807                              | 1,450,314                          | 4,030,121                 |
| Mosman (M)   | 30,981                  | 682,611  | 243,824  | 926,435                                     | (1,478)   | (520)   | (1,998)                                | 354,203                                       | 128,267                                   | 482,470                             | 326,930                                | 115,037                            | 441,967                   |
| Murray River   | 12,118                  | 5,573,933  | 2,947,944  | 8,521,877                                   | (11,897)  | (6,556)   | (18,453)                               | 2,850,649                                     | 1,606,625                                 | 4,457,274                           | 2,711,387                              | 1,334,763                          | 4,046,150                 |
| Murrumbidgee (new)   | 3,917                   | 3,040,155  | 1,695,135  | 4,735,290                                   | (6,362)   | (3,590)   | (9,952)                                | 1,527,759                                     | 892,577                                   | 2,420,336                           | 1,506,034                              | 798,968                            | 2,305,002                 |
| Muswellbrook (S)   | 16,377                  | 2,691,990  | 949,641  | 3,641,631                                   | (5,795)   | (2,013)   | (7,808)                                | 1,398,113                                     | 497,371                                   | 1,895,484                           | 1,296,082                              | 450,257                            | 1,746,339                 |
| Nambucca (S)   | 19,805                  | 2,881,426  | 1,268,204  | 4,149,630                                   | (6,165)   | (2,980)   | (9,145)                                | 1,475,671                                     | 653,963                                   | 2,129,634                           | 1,379,590                              | 512,163                            | 1,891,753                 |
| Narrabri (S)   | 13,135                  | 5,072,599  | 2,434,361  | 7,506,960                                   | (10,857)  | (5,180)   | (16,037)                               | 2,584,526                                     | 1,281,237                                 | 3,865,763                           | 2,477,126                              | 1,167,964                          | 3,645,090                 |
| Narrandera (S)   | 5,899                   | 3,380,320  | 1,642,740  | 5,023,060                                   | (7,187)   | (3,481)   | (10,668)                               | 1,710,584                                     | 846,623                                   | 2,557,207                           | 1,662,549                              | 792,636                            | 2,455,185                 |
| Narramine (S)  | 6,517                   | 3,070,252  | 1,498,237  | 4,568,489                                   | (6,568)   | (3,175)   | (9,743)                                | 1,559,875                                     | 774,651                                   | 2,334,526                           | 1,504,809                              | 720,211                            | 2,225,020                 |
| Newcastle (C)  | 165,571                 | 10,684,883   | 1,804,392  | 12,489,275                                  | (23,138)  | (3,976)   | (27,114)                               | 5,690,219                                     | 974,183                                   | 6,664,402                           | 4,971,526                              | 826,233                            | 5,797,759                 |
| North Sydney   | 75,021                  | 1,573,177  | 498,195  | 2,071,372                                   | (3,381)   | (1,058)   | (4,439)                                | 831,061                                       | 260,459                                   | 1,091,520                           | 738,735                                | 236,678                            | 975,413                   |
| Northern Beaches   | 273,489                 | 5,735,235  | 2,281,100  | 8,016,335                                   | (12,364)  | (4,858)   | (17,222)                               | 2,990,971                                     | 1,169,513                                 | 4,160,484                           | 2,731,900                              | 1,106,729                          | 3,838,629                 |
| Oberon   | 5,411                   | 1,864,747  | 991,583  | 2,856,330                                   | (3,986)   | (2,101)   | (6,087)                                | 947,005                                       | 534,417                                   | 1,481,422                           | 913,756                                | 455,065                            | 1,368,821                 |
| Orange (C)   | 42,451                  | 3,545,971  | 1,222,943  | 4,768,914                                   | (7,676)   | (2,558)   | (10,234)                               | 1,858,769                                     | 637,035                                   | 2,495,804                           | 1,679,526                              | 583,360                            | 2,262,886                 |
| Parkes (S)   | 14,837                  | 4,373,631  | 2,203,357  | 6,576,988                                   | (9,398)   | (4,666)   | (14,064)                               | 2,254,578                                     | 1,114,340                                 | 3,368,918                           | 2,109,655                              | 1,084,361                          | 3,194,016                 |
| Parramatta (C) (new)   | 257,197                 | 7,305,476  | 2,055,911  | 9,361,387                                   | (15,821)  | (4,990)   | (20,811)                               | 3,792,230                                     | 1,042,115                                 | 4,834,345                           | 3,497,417                              | 1,009,406                          | 4,506,823                 |
| Perrin (C)   | 212,377                 | 6,488,100  | 2,513,409  | 8,999,509                                   | (19,379)  | (5,307)   | (23,686)                               | 4,405,148                                     | 1,289,174                                 | 5,694,322                           | 4,062,574                              | 1,218,328                          | 5,280,902                 |
| Port Macquarie-Hastings  | 94,525                  | 6,438,610  | 3,068,941  | 9,507,551                                   | (19,507)  | (6,449)   | (25,956)                               | 3,372,564                                     | 1,559,259                                 | 4,931,823                           | 3,052,109                              | 1,503,234                          | 4,555,343                 |
| Port Stephens  | 73,481                  | 5,502,257  | 1,285,985  | 6,788,242                                   | (11,906)  | (2,722)   | (14,628)                               | 2,881,432                                     | 660,466                                   | 3,541,898                           | 2,608,919                              | 622,797                            | 3,231,716                 |
| Queanbeyan-Palerang Regional   | 61,100                  | 3,706,791  | 2,570,722  | 6,277,513                                   | (8,009)   | (5,408)   | (13,417)                               | 1,937,153                                     | 1,319,167                                 | 3,256,320                           | 1,761,629                              | 1,246,147                          | 3,007,776                 |
| Randwick (C)   | 155,649                 | 3,263,932  | 1,007,467  | 4,271,399                                   | (7,031)   | (2,144)   | (9,175)                                | 1,664,743                                     | 516,004                                   | 2,180,747                           | 1,592,158                              | 489,319                            | 2,081,477                 |
| Richmond Valley  | 23,465                  | 3,605,732  | 1,647,124  | 5,252,856                                   | (7,782)   | (3,490)   | (11,272)                               | 1,862,577                                     | 849,823                                   | 2,712,400                           | 1,735,373                              | 793,811                            | 2,529,184                 |
| Ryde (C)   | 131,271                 | 2,752,730  | 979,680  | 3,732,410                                   | (6,809)   | (2,061)   | (8,870)                                | 1,367,102                                     | 494,531                                   | 1,861,633                           | 1,379,819                              | 483,088                            | 1,862,907                 |
| Shellharbour (C)   | 73,253                  | 4,346,730  | 982,950  | 5,329,680                                   | (9,412)   | (2,035)   | (11,447)                               | 2,277,976                                     | 504,153                                   | 2,782,129                           | 2,059,332                              | 476,762                            | 2,536,094                 |
| Shoalhaven (C)   | 105,648                 | 9,041,892  | 3,562,817  | 12,604,709                                  | (19,578)  | (7,497)   | (27,075)                               | 4,738,143                                     | 1,810,770                                 | 6,548,913                           | 4,284,171                              | 1,744,550                          | 6,028,721                 |
| Silverton (VC)   | 50                      | 34,898   | -  | 34,898                                      | (75)  | -   | (75)                                   | 17,279  | -   | 17,279                              | -                                      | -                                  | 17,544                    |
| Singtelon  | 23,461                  | 2,513,786  | 1,364,046  | 3,877,832                                   | (6,425)   | (2,839)   | (9,264)                                | 1,300,179                                     | 690,872                                   | 1,991,051                           | 1,208,182                              | 670,335                            | 1,878,517                 |
| Snowy Monaro Regional  | 20,795                  | 6,981,787  | 2,888,480  | 9,870,267                                   | (14,927)  | (6,119)   | (21,046)                               | 3,607,655                                     | 1,498,307                                 | 5,105,962                           | 3,339,205                              | 1,384,054                          | 4,723,259                 |
| Snowy Valleys  | 14,479                  | 4,480,068  | 1,439,980  | 5,920,048                                   | (9,624)   | (3,055)   | (12,679)                               | 2,330,544                                     | 750,204                                   | 3,080,748                           | 2,139,900                              | 686,721                            | 2,826,621                 |
| Strathfield (M)  | 46,936                  | 994,030  | 311,636  | 1,305,666                                   | (2,057)   | (852)   | (2,909)                                | 482,474                                       | 158,087                                   | 640,561                             | 498,459                                | 154,887                            | 653,346                   |
| Sutherland (S)   | 230,611                 | 4,835,872  | 2,090,189  | 6,926,061                                   | (10,447)  | (4,453)   | (14,900)                               | 2,541,202                                     | 1,081,620                                 | 3,622,822                           | 2,284,223                              | 1,004,086                          | 3,288,309                 |
| Sydney (C)   | 246,343                 | 5,165,769  | 1,441,144  | 6,606,913                                   | (10,949)  | (3,029)   | (13,978)                               | 2,458,402                                     | 701,945                                   | 3,159,347                           | 2,698,418                              | 736,170                            | 3,434,588                 |
| Tamworth Regional  | 62,541                  | 6,346,010  | 4,418,086  | 10,764,096                                  | (13,726)  | (9,306)   | (23,032)                               | 3,311,169                                     | 2,278,327                                 | 5,589,496                           | 3,021,115                              | 1,210,463                          | 4,231,578                 |
| Temora (S)   | 6,307                   | 2,408,148  | 1,365,147  | 3,773,295                                   | (6,133)   | (2,889)   | (9,022)                                | 1,215,372                                     | 652,814                                   | 1,868,186                           | 1,187,643                              | 709,444                            | 1,897,087                 |
| Terrebonne (S)   | 6,584                   | 3,325,319  | 1,719,358  | 5,044,677                                   | (7,076)   | (3,647)   | (10,723)                               | 1,681,924                                     | 891,376                                   | 2,573,300                           | 1,636,317                              | 824,335                            | 2,460,652                 |
| Tilbourn (VC)  | 134                     | 78,367   | -  | 78,367                                      | (168)   | -   | (168)                                  | 40,467  | -   | 40,467                              | 37,732                                 | -                                  | 37,732                    |
| Tweed (S)  | 97,001                  | 7,892,563  | 3,013,197  | 10,905,760                                  | (17,073)  | (6,369)   | (23,442)                               | 4,131,884                                     | 1,553,704                                 | 5,685,588                           | 3,743,606                              | 1,453,124                          | 5,196,730                 |
| Upper Hunter (S)   | 14,180                  | 3,201,359  | 2,025,487  | 5,226,846                                   | (6,858)   | (4,294)   | (11,152)                               | 1,636,575                                     | 1,046,713                                 | 2,683,288                           | 1,557,926                              | 974,480                            | 2,532,406                 |
| Upper Lachlan (S)  | 8,059                   | 2,956,790  | 1,985,107  | 4,941,897                                   | (6,326)   | (4,202)   | (10,528)                               | 1,503,791                                     | 1,024,618                                 | 2,528,409                           | 1,446,673                              | 956,287                            | 2,402,960                 |
| Uralla (S)   | 6,012                   | 1,896,588  | 980,106  | 2,876,694                                   | (3,627)   | (2,079)   | (5,706)                                | 862,245                                       | 519,862                                   | 1,382,107                           | 829,716                                | 458,165                            | 1,287,881                 |
| Wagga Wagga (C)  | 65,258                  | 7,140,885  | 3,396,447  | 10,537,332                                  | (15,452)  | (7,178)   | (22,630)                               | 3,738,337                                     | 1,750,573                                 | 5,488,910                           | 3,387,096                              | 1,638,886                          | 5,025,982                 |
| Walinda  | 3,124                   | 1,528,110  | 981,243  | 2,509,353                                   | (3,174)   | (2,078)   | (5,252)                                | 799,999                                       | 506,027                                   | 1,306,026                           | 925,638                                | 472,404                            | 1,398,042                 |
| Walgett (S)  | 6,633                   | 4,743,619  | 2,031,626  | 6,775,245                                   | (9,440)   | (4,388)   | (13,828)                               | 2,381,189                                     | 1,051,519                                 | 3,432,708                           | 2,347,790                              | 976,101                            | 3,323,891                 |
| Warren (S)   | 2,697                   | 1,986,050  | 1,078,915  | 3,064,965                                   | (4,132)   | (2,287)   | (6,419)                                | 968,130                                       | 557,718                                   | 1,525,848                           | 993,788                                | 519,910                            | 1,513,698                 |
| Warumbungle (S)  | 9,278                   | 4,862,993  | 2,558,771  | 7,421,764                                   | (10,331)  | (5,422)   | (15,753)                               | 2,488,549                                     | 1,322,287                                 | 3,810,836                           | 2,384,113                              | 1,231,062                          | 3,615,175                 |
| Waverley   | 74,295                  | 1,599,813  | 451,368  | 2,051,181                                   | (3,378)   | (964)   | (4,342)                                | 825,777                                       | 236,931                                   | 1,062,708                           | 730,658                                | 213,473                            | 944,131                   |
| Weddin (S)   | 3,613                   | 1,837,209  | 1,050,244  | 2,887,453                                   | (3,882)   | (2,219)   | (6,101)                                | 913,747                                       | 540,572                                   | 1,454,319                           | 919,580                                | 507,453                            | 1,427,033                 |
| Wentworth (S)  | 7,063                   | 4,357,204  | 2,108,153  | 6,465,357                                   | (9,300)   | (4,465)   | (13,765)                               | 2,236,513                                     | 1,086,652                                 | 3,323,165                           | 2,111,391                              | 1,016,825                          | 3,128,216                 |
| Willoughby (C)   | 81,189                  | 1,702,519  | 610,132  | 2,312,651                                   | (3,662)   | (1,297)   | (4,959)                                | 868,716                                       | 312,037                                   | 1,180,753                           | 829,141                                | 296,798                            | 1,125,939                 |
| Wingecarribee (S)  | 51,134                  | 3,262,668  | 1,983,210  | 5,245,878                                   | (7,035)   | (4,168)   | (11,203)                               | 1,701,943                                     | 1,015,388                                 | 2,717,331                           | 1,553,690                              | 963,654                            | 2,517,344                 |
| Wollondilly (S)  | 53,149                  | 2,432,315  | 1,421,366  | 3,853,681                                   | (5,267)   | (3,024)   | (8,291)                                | 1,274,576                                     | 727,561                                   | 2,002,137                           | 1,152,472                              | 690,781                            | 1,843,253                 |
| Wollongong (C)   | 218,114                 | 16,400,470   | 2,524,101  | 18,924,571                                  | (35,516)  | (5,355)   | (40,871)                               | 8,595,876                                     | 1,299,572                                 | 9,895,448                           | 7,789,078                              | 1,219,174                          | 8,998,252                 |
| Woolahra (M)   | 59,367                  | 1,245,335  | 445,914  | 1,691,249                                   | (2,687)   | (947)   | (3,634)                                | 658,995                                       | 232,260                                   | 891,255                             | 583,663                                | 212,687                            | 796,350                   |
| Yass Valley  | 17,087                  | 1,767,229  | 1,418,137  | 3,185,366                                   | (6,792)   | (3,003)   | (9,795)                                | 905,686                                       | 732,057                                   | 1,637,743                           | 857,751                                | 400,077                            | 1,257,828                 |
| <b>Total</b>   | <b>8,089,367</b>        | <b>565,441,249</b>                                       | <b>228,278,935</b>                                   | <b>793,720,184</b>                          | <b>(1,213,589)</b>                                  | <b>(493,244)</b>                                | <b>(1,696,833)</b>                     | <b>291,681,073</b>                            | <b>117,645,797</b>                        | <b>409,326,870</b>                  | <b>272,546,671</b>                     | <b>118,149,894</b>                 | <b>389,696,565</b>        |



## APPENDIX C

### LOCAL GOVERNMENT GRANTS COMMISSION GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2021-22 GRANTS

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#### 1. GENERAL

All submissions **must** be consistent with the principles which have been adopted by the NSW Local Government Grants Commission (Commission). The principles are attached in **Table 1**.

Information in the submissions must relate to the year ended 30 June 2020, in order to be compatible with the Commission's **Return of General Information** for that year (for the 2021-22 grant calculations).

Only operational costs should be included; capital costs are to be excluded.

Submissions should be based only on *inherent* disabilities and problems, which are outside a council's control. **Additional costs that result from deliberate policy decisions made by councils to provide a higher than average standard of service are not considered disabilities.**

Information provided on disabilities should be brief and the costing estimates of the disabilities should be as accurate as is practicable.

If you have further question, then please contact Helen Pearce on (02) 4428 4131 or by email at [helen.pearce@olg.nsw.gov.au](mailto:helen.pearce@olg.nsw.gov.au).

Submissions should be e-mailed to the Commission at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) as soon as possible, but no later than **16 November 2020**.

#### 2. EXPENDITURE DISABILITIES

##### (a) Content

The details of the Commission's expenditure calculations for Council's area are enclosed (See **Appendix A**). This information should be used in assessing whether to make a submission on expenditure disabilities; that is, in assessing whether the particular disabilities of Council's area are **already recognised** in the formula. If council believes that disabilities **other than those currently identified by the formula** have an impact on the cost of providing services, then this should be substantiated in the submission.

Similarly, if council believes that the impact of any disability already identified by the Commission is greater than indicated, then the case should be argued in the submission. Please refer to **Table 2** for the basic format for a special submission. Details of the expenditure items considered, the council functions and disability measures can be found in **Appendix D**.

##### (b) Required Format

**Table 2** shows the **REQUIRED FORMAT** for submissions on expenditure disabilities. Submissions should be **brief** and include:

- (1) the function affected (using the Commission's functional heading);
- (2) a **brief** description of the disability;
- (3) a **brief** account of the action taken to deal with that disability;
- (4) the **estimated additional cost** impact of that action.



## **APPENDIX C**

### **LOCAL GOVERNMENT GRANTS COMMISSION GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2021-22 GRANTS**

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Where a disability factor affects costs across a number of council functions, separate details should be used showing the cost impact in each function area.

#### **(c) Outcome**

Where the Commission recognises an additional disability raised in a submission beyond the measures recognised, an adjustment will be made as an "other" category.

Where an additional disability is recognised which has an impact on a number of councils, the methodology will be adjusted and *all councils* will be affected according to the extent of the relevant disability.

### **3. REVENUE DISABILITIES**

While the approved principles generally bind the Commission's operation in this area, councils may wish to comment on the current methodology if it is considered that these unfairly disadvantage them.

It should be noted that non-rateable properties are taken into consideration in the Commission's calculation automatically. The loss of revenue from non-rateable properties does not need to be specified in the submission.

## **APPENDIX C**

### **LOCAL GOVERNMENT GRANTS COMMISSION GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2021-22 GRANTS**

---

#### **TABLE 1**

##### **APPROVED PRINCIPLES**

1. General purpose grants to local governing bodies will be allocated as far as practicable on a full equalisation basis as defined in the *Local Government (Financial Assistance) Act 1995*; that is a basis which attempts to compensate local governing bodies for differences in expenditure required in the performance of their functions and in their capacity to raise revenue.
2. The assessment of revenue and expenditure allowances of local governing bodies will, as far as is practicable, be independent of the policy or practices of those bodies in raising revenue and the provision of services.
3. Revenue raising capacity will primarily be determined on the basis of property values; positive and negative allowances relative to average standards may be calculated.
4. Revenue allowances may be discounted to achieve equilibrium with expenditure allowances.
5. Generally for each expenditure function an allowance will be determined using operational cost; both positive and negative allowances relative to average standards may be calculated.
6. Expenditure allowances will be discounted to take account of specific purpose grants.
7. Additional costs associated with non-resident use of services and facilities will be recognised in determining expenditure allowances.

**APPENDIX C**

**LOCAL GOVERNMENT GRANTS COMMISSION  
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2021-22 GRANTS**

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**TABLE 2**

**REQUIRED FORMAT FOR SUBMISSIONS ON EXPENDITURE DISABILITIES**

**Function:**

**Disability:**

**Description and Response:**

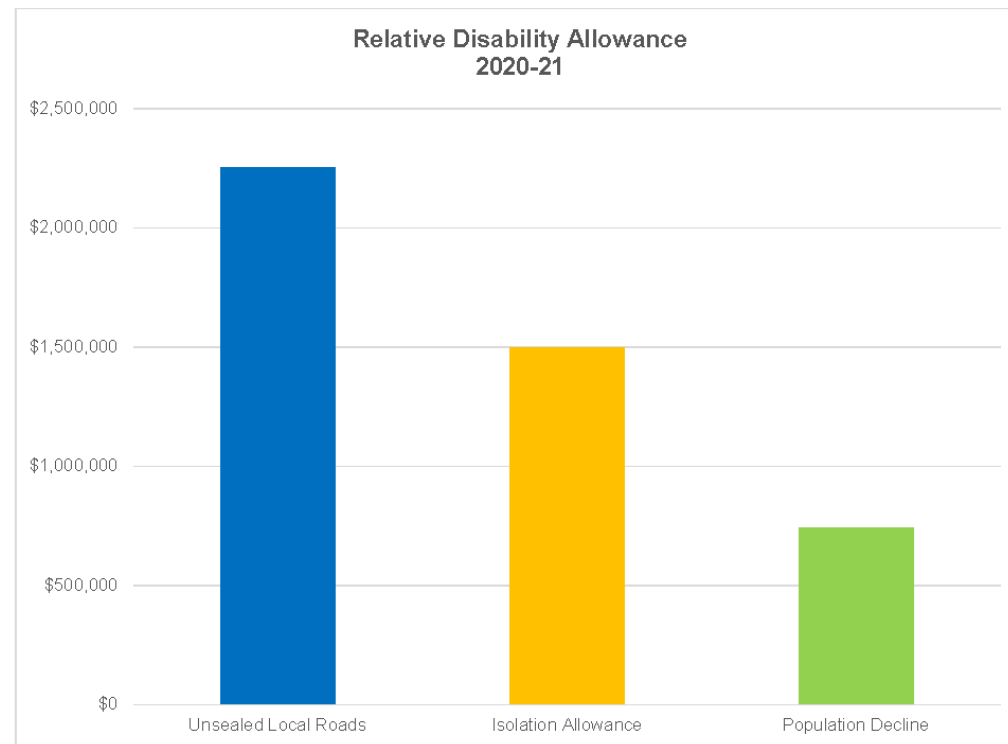
**Cost Impact:**

**APPENDIX D****LOCAL GOVERNMENT GRANTS COMMISSION  
2020-21 FINANCIAL ASSISTANCE GRANTS**

| <b>Expenditure Categories with Expenditure Items Listed Below</b><br>(Expenditure Items Source – Financial Data Return – Special Schedule 1) |  |                          |   |                                       |   |
|--|--|--------------------------|---|---------------------------------------|---|
| <b>Recreation &amp; cultural</b>   | <b>Administration &amp; governance</b> | <b>Community amenity</b> | <b>Community services &amp; education</b> | <b>Roads, bridges &amp; footpaths</b> | <b>Public order, safety, health &amp; other</b> |
| Museums  | Administration                         | Public Cemeteries        | Admin & Education                         | Aerodromes                            | Animal Containment                              |
| Art Galleries  | Governance                             | Public Toilets           | Children's Services                       | Urban Roads Local                     | Fire Service Levy                               |
| Communities Centres & Halls  |  | Town Planning            | Aged and Disabled                         | Sealed Rural Roads Local              | Noxious Plants & Insects                        |
| Performing Arts Venues   |  | Street Lighting          | Social Protection                         | Unsealed Rural Roads Local            | Environment Protection                          |
| Other Sport & Recreation   |  |                          |   | Bridges on Urban Roads Local          | Stormwater Management                           |
| Other Performing Arts  |  |                          |   | Bridges on Sealed Rural Roads Local   | Urban Storm Drainage                            |
| Public Libraries   |  |                          |   | Bridges on Unsealed Rural Roads Local | Other   |
| Swimming Pools   |  |                          |   | Footpaths                             | Health  |
| Sporting Grounds   |  |                          |   | Parking Areas                         | Enforcement of Regulations                      |
| Parks and Gardens  |  |                          |   |                                       | Beach Control                                   |
|  |  |                          |   |                                       | Building Control                                |
|  |  |                          |   |                                       | Street Cleaning                                 |

**APPENDIX D****LOCAL GOVERNMENT GRANTS COMMISSION  
2020-21 FINANCIAL ASSISTANCE GRANTS**

| <b>Expenditure Disability Factors</b>          |   |   |
|--|---|---|
| <b>Disability Factor</b>                       | <b>Description</b>  | <b>Data Source</b>  |
| <b>Population Size</b>                         | Number of people residing in local government area. The more people in community, the cheaper it is to provide resources per person. This suggests compensation for councils with smaller populations | ABS 3218.0 Regional Population Growth Australia, Estimated Resident Population (released 25 March 2020).                                    |
| <b>ATSI</b>                                    | Proportion of residents identified as Aboriginal and Torres Strait Islander.  | ABS 2075.0 Census of Population and Housing - Counts of Aboriginal and Torres Strait Islander Australians, 2016 (released 5 December 2018). |
| <b>Road Length</b>                             | Kilometres of road within a local government area.  | Data provided by OLG, based on data supplied by each local council for the 2018-19 financial year.  |
| <b>Environment</b>                             | Hectares of environmental land (hectares of conservation and natural environment, water and inland water bodies).   | ABS 1410.0 - LAND AND ENVIRONMENT, Local Government Area, 2011-2018 (released 19 November 2019).  |
| <b>Rainfall, topography and drainage index</b> | An index that measures variation in the cost of construction and maintenance of stormwater drainage based on a number of considerations.  | Data provided by OLG, Independent Consultants, 1987, Stormwater Drainage Return.  |

**APPENDIX D****LOCAL GOVERNMENT GRANTS COMMISSION  
2020-21 FINANCIAL ASSISTANCE GRANTS**

\$4.5 million of the \$5.1 million CPI increase was apportioned to councils with greatest relative disadvantage on the basis of unsealed local roads, isolation and population decline.



"Lachlands"  
619 Redground Road  
CROOKWELL NSW 2583

4 September 2020

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

Dear Colleen,

**Re: Your letter of 25 August 2020 – (F10/242-010)**

Thank you for your letter of the above date addressing me, as Chair of the Audit, Risk and Improvement Committee, that Council would like my report to the Committee presented at its July meeting also to be presented to Council.

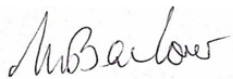
As the Report is the third attempt to persuade Council on a certain course of action, and as the report contains three new and significant and supportive pieces of material, and as Councillors may have heard incorrect material on the matter at hand at previous meetings, I think it is imperative that I am able to personally present the case to Council in order to highlight the new and supportive material, to answer any questions that may arise and to further press the case which is very strongly supported by the three highly qualified and very experienced community members of the Audit, Risk and Improvement Committee.

Personally I would prefer to be present in person at the relevant Council meeting, but if COVID 19 restrictions prevent this then I am willing to be involved in some sort of 2 way video presentation to Council - though this is certainly not my first preference.

Finally, on this matter it is my understanding Colleen that you are contacting other General Managers of Shires that host wind farms to ascertain their views on a joint approach through local MP's to have our State Government mandate that wind and solar farms adopt a more realistic and generous "benefit sharing" regime as is common in almost all other jurisdictions in which the industries operate.

I would be interested to hear of the results so far of your efforts.

Yours Faithfully



Malcolm Barlow





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# Office of Local Government



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Friday 4 September 2020

## Message from Minister Hancock

Welcome to OLG's fortnightly e-newsletter.

Last week the NSW Government released the independent NSW Bushfire Inquiry, which examined the causes, preparation, and response to the devastating 2019-20 bushfires.

Last bushfire season was truly unprecedented, and we need a Government response to match.

I personally witnessed the devastation in my own electorate on the South Coast and communities across the State can be assured that changes will be made to keep them safe.

I would like to once again thank all our emergency personnel and volunteers who risk their lives to protect us during the



## In this issue

Message from Minister Hancock

Government releases bushfire inquiry report

Winners of local government women's awards announced

MAG Community Representative EOI

Sweeping protections for apartment owners

relentless bushfire season.

On Monday I was honoured to recognise the dedication and commitment of the remarkable women serving in our local councils across the State.

This week the winners of the annual Ministers' Awards for Women in Local Government were announced in a special online video ceremony by myself, Minister for Women Bronnie Taylor, and former City of Sydney councillor and social advocate Kathryn Greiner.

I am thrilled to say the Awards this year received a record number of nominations, which goes to show the scale of the incredible work being done by women in local government across the State.

Each woman nominated has shown exceptional leadership in not only serving their councils and communities but also leading the way for other women considering a rewarding career in local government.

I congratulate this year's award winners and nominees and sincerely thank them for their dedication and commitment to serving their local communities.

As we continue to battle the re-emergence of COVID-19, I once again stress the importance of practising social distancing and good hygiene, getting tested if you have any symptoms, complying with restrictions, and wearing face masks where you cannot stay 1.5 metres apart, especially on public transport.

Please continue to utilise [OLG's regular COVID-19 Council Updates](#) which contain the latest information relevant to councils and their communities as well as a range of useful links.

Stay healthy and stay safe.

Major funding  
boost for  
community sport

Funding support  
for coastal  
councils

Council Corner

**Shelley Hancock**  
**Minister for Local Government**

## Government releases bushfire inquiry report

The Government has released the independent NSW Bushfire Inquiry, which examined the causes, preparation and response to the devastating 2019-20 bushfires.

All 76 recommendations will be accepted in principle, with further work to be done on specific timelines to give communities assurance that changes will be made to keep them safe.

Any issues not covered in the report that are still relevant to the protection of property and life will also be further examined.

Resilience NSW, led by Commissioner Shane Fitzsimmons, has been tasked with coordinating and overseeing the implementation of the Inquiry's recommendations as the Government finalises its approach.

The Report can be found [here](#).



## Winners of local government women's awards announced

The accomplishments of inspirational women in NSW councils have been celebrated with the announcement of the winners of the 2020 Ministers' Awards for Women in Local Government.

Minister for Local Government Shelley Hancock and Minister for Women Bronnie Taylor hosted an online video ceremony for the awards, along with former City of Sydney councillor and social advocate Kathryn Greiner.

New categories of awards for both metropolitan and regional/rural councils

were introduced this year to better reflect contemporary approaches to gender equality and changes in the local government sector.

From a trainee, to a director, a chief executive officer and NSW's longest serving female mayor, the Awards acknowledged the wonderful contribution of some remarkable women and councils serving their local communities with distinction and promoting equality for women in local government.

The full winners list and special online video ceremony can be accessed [here](#).



## MAG Community Representative EOI

The Office of Local Government has an exciting opportunity for up to four suitably experienced and qualified people to join the Ministerial Advisory Group (MAG).

The primary purpose of the MAG is to consolidate the views of key stakeholders and provide strategic advice to the Minister on issues relevant to local government. The MAG plays a crucial role in establishing a strong working relationship between the local government sector in NSW and the Minister for Local Government.

The purpose and conditions are set out in the MAG Charter available [here](#).

The successful candidates will have demonstrated experience and expertise in areas relevant to local government. They will have a proven capacity to think critically, be objective, and to understand and manage conflicts of interest to the highest ethical standards.

Please note that these positions are voluntary and do not attract remuneration. The positions are suited to those who have a passion for local government and strive to make a difference on behalf of their local community.

The successful candidates will be expected to make themselves available to attend MAG meetings with the Minister for Local Government in Sydney. These meetings occur largely on a quarterly basis.

Interested persons should provide a description of their relevant experience and how it may be of value to the MAG, as well as a brief resume. Applications must be made in writing to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) by September 25.

For more information about the positions please contact Jodie Healy on 0428 753 162 or Karen Purser on 0488 499 736.



## Sweeping protections for apartment owners

New and prospective homeowners now have unprecedented protections against purchasing defective residential apartment buildings after landmark new laws came into effect this week.



The *Residential Apartment Buildings Act 2020* prevents buildings with serious defects going on the market and gives clear recourse in the event of a defect.

The changes include:

- A compulsory six-month notification that a developer will be applying for an occupation certificate
- Powers to withhold an occupation certificate where the building is not up to scratch
- The ability to order rectification of any serious defect and recover costs associated with that rectification, and
- On-the-spot inspections of buildings up to six years old, and in extreme circumstances up to 10 years old.

For more information [click here](#).

## Major funding boost for community sport

Local sports clubs and associations across the State are set to receive a \$4.65 million funding boost to assist with ongoing participation in sport and active recreation in NSW.



The Local Sport Grant Program provides a significant boost to grassroots sport activities with grants ranging from \$500 to \$15,000 for successful projects.

Applicants can access funding for a range of projects including sport access initiatives and facility upgrades, with up to \$50,000 available for projects in every electorate across NSW.

Applications close on October 7.

For more information [click here](#).



## Funding support for coastal councils

The latest round of funding under the NSW Government's Coastal and Estuary Grants Program has opened.

The State's 56 coastal councils are encouraged to apply for funding to assist with planning and managing the State's coastline.

There are five streams under the program: one for planning and studies which includes investigation, design and cost-benefit analysis and four for implementing works under each of the coastal management areas in the Coastal Management Act.

Works that have been funded under the program include coastal dune revegetation, wetland management, water quality monitoring as well as scoping studies for coastal management programs.

The 2020-21 funding round for implementing works closes on September 29.

Councils can apply at any time during the 2020-21 financial year for funding for planning and studies.

Further information and application forms please [click here](#).

## Council Corner

This e-newsletter will regularly feature case studies of councils working hard and innovatively for their communities. We'd love to hear about the great things your council is doing, so drop us a line and photo: [media@olg.nsw.gov.au](mailto:media@olg.nsw.gov.au)

Please feel free to share this newsletter with a colleague

[Circulars](#) recently released

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## **10        INFORMATION ONLY**

The following items are submitted for consideration -

|      |   |     |
|------|---|-----|
| 10.1 | Monthly Biosecurity Activites Report                | 76  |
| 10.2 | Development Statistics for the Month of August 2020 | 80  |
| 10.3 | Investments for the month of August 2020            | 87  |
| 10.4 | Bank Balance and Reconciliation - August 2020       | 90  |
| 10.5 | Rates and Charges Outstanding - 31 August 2020      | 91  |
| 10.6 | Council Operational Land Register                   | 93  |
| 10.7 | Grants Report                                       | 96  |
| 10.8 | Action Summary - Council Decisions                  | 101 |

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## Information Only - 17 September 2020

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### ITEM 10.1 Monthly Biosecurity Activities Report

**FILE REFERENCE** I20/394

**AUTHOR** Manager of Regulatory and Biosecurity Services

### ISSUE

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

**RECOMMENDATION** That -

1. Council receives and notes the report as information.

---

### REPORT

Council's Biosecurity Officers conducted a total of 95 property inspections during the reporting period, with an educational approach to weed identification and control continuing to be priority.

Adverse weather conditions during the reporting period interfered with road side weed control. It is anticipated favourable weather conditions, will present over the coming months, permitting the recommencement of concentrated roadside weed control throughout the shire.

Biosecurity Officers will continue to be available to the community and provide guidance concerning Biosecurity issues that may be present.

### Inspections:

|       |           |                |          |           |     |
|-------|-----------|----------------|----------|-----------|-----|
| ST,BB | Pomeroy   | Pomeroy Road   | 03/08/20 | Routine   | 1,2 |
| ST    | Pomeroy   | Pomeroy Road   | 03/08/20 | Notified  | 1   |
| BB    | Gurrundah | Gurrundah Road | 04/08/20 | Routine   | 1   |
| BB,ST | Gurrundah | Gurrundah Road | 04/08/20 | Routine   | 1,1 |
| ST    | Gurrundah | Gurrundah Road | 04/08/20 | Routine   | 1   |
| BB    | Gurrundah | Bannister Lane | 06/08/20 | Routine   | 1   |
| ST    | Gurrundah | Gurrundah Road | 10/08/20 | Re-Inspec | 1   |
| ST    | Pomeroy   | Pomeroy Road   | 18/08/20 | Routine   | 1   |
| ST    | Pomeroy   | Prices Lane    | 19/08/20 | Routine   | 1   |
| -     | Pomeroy   | Prices Lane    | 19/08/20 | Routine   | 1   |
| ST    | Pomeroy   | Prices Lane    | 19/08/20 | Notified  | 2   |
| ST    | Pomeroy   | Bannister Lane | 20/08/20 | Routine   | 1   |
| ST    | Lampton   | Bannister Lane | 20/08/20 | Routine   | 1   |
| ST    | Lampton   | Bannister Lane | 20/08/20 | Routine   | 1   |
| ST    | Pomeroy   | Bannister Lane | 20/08/20 | Routine   | 1   |
| -     | Gurrundah | Bannister Lane | 20/08/20 | Routine   | -   |



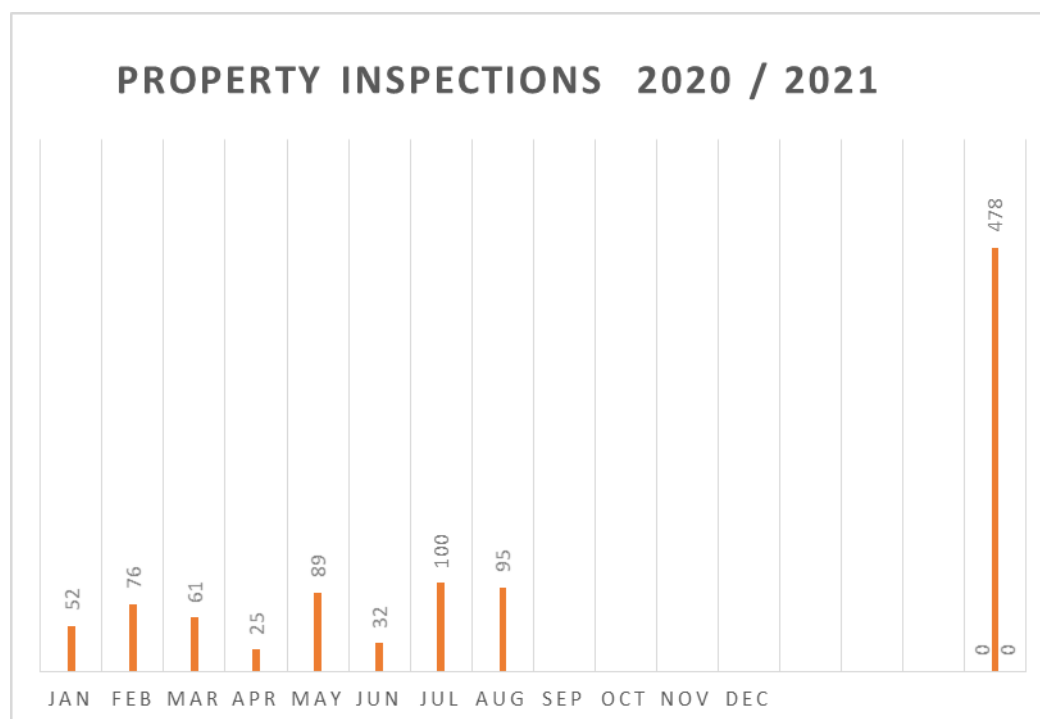
**Information Only****MONTHLY BIOSECURITY ACTIVITIES REPORT cont'd**

|        |           |                |          |          |     |
|--------|-----------|----------------|----------|----------|-----|
| ST     | Lampton   | Bannister Lane | 20/08/20 | Notified | 1   |
| -      | Lampton   | Gurrundah Road | 24/08/20 | Routine  | -   |
| -      | Lampton   | Gurrundah Road | 24/08/20 | Routine  | -   |
| -      | Lampton   | Bannister Lane | 24/08/20 | Routine  | -   |
| BB     | Lampton   | Prices Lane    | 25/08/20 | Routine  | 1   |
| ST     | Pomeroy   | Prices Lane    | 25/08/20 | Routine  | 1   |
| ST     | Pomeroy   | Learys Lane    | 25/08/20 | Routine  | 1   |
| ST     | Pomeroy   | Prices Lane    | 25/08/20 | Routine  | 1   |
| ST     | Lampton   | Bannister Lane | 25/08/20 | Routine  | 1   |
| -      | Pomeroy   | Bannister Lane | 26/08/20 | Routine  | -   |
| BB,GO  | Pomeroy   | Bannister Lane | 26/08/20 | Routine  | 1,1 |
| BB     | Lampton   | Bannister Lane | 26/08/20 | Routine  | 1   |
| ST     | Pomeroy   | Bannister Lane | 27/08/20 | Routine  | 1   |
| -      | Pomeroy   | Bannister Lane | 27/08/20 | Routine  | 1   |
| ST     | Bulalaha  | Snake Gully    | 29/7/20  | Routine  | 1   |
| ST     | Bulalaha  | Snake Gully    | 29/7/20  | Routine  | 2   |
| ST     | Bulalaha  | Snake Gully    | 29/7/20  | Routine  | 1   |
| ST     | Bulalaha  | Snake Gully    | 29/7/20  | Routine  | 1   |
| ST     | Bulalaha  | Snake Gully    | 29/7/20  | Routine  | 0   |
| ST     | Narrawa   | Fish River     | 30/7/20  | Reinsp   | 2   |
| ST     | Narrawa   | Fish River     | 30/7/20  | Reinsp   | 2   |
| ST BB  | Bulalaha  | Oberon         | 4/8/20   | Notified | 2 2 |
| ST     | Bulalaha  | Snake Gully    | 4/8/20   | Routine  | 1   |
| ST     | Bulalaha  | Snake Gully    | 4/8/20   | Routine  | 1   |
| ST     | Bulalaha  | Snake Gully    | 4/8/20   | Routine  | 1   |
| ST     | Yalbraith | Station Ck     | 4/8/20   | Reinsp   | 1   |
| ST     | Bulalaha  | Oberon         | 6/8/20   | Routine  | 1   |
| ST     | Bulalaha  | Cobbadong      | 6/8/20   | Notified | 1   |
| ST     | Bulalaha  | Cobbadong      | 6/8/20   | Notified | 2   |
| ST BB  | Bulalaha  | Cobbadong      | 11/8/20  | Notified | 1 2 |
| ST BB  | Bulalaha  | Cobbadong      | 11/8/20  | Notified | 3 2 |
| ST     | Bulalaha  | Cobbadong      | 11/8/20  | Notified | 2   |
| ST BB  | Bulalaha  | Cobbadong      | 11/8/20  | Notified | 3 2 |
| ST     | Yalbraith | Oberon         | 11/8/20  | Notified | 2   |
| ST     | Yalbraith | Oberon         | 11/8/20  | Notified | 2   |
| ST     | Yalbraith | Oberon         | 12/8/20  | Routine  | 1   |
| ST     | Yalbraith | Oberon         | 12/8/20  | Notified | 2ST |
| ST     | Bulalaha  | Oberon         | 14/8/20  | Routine  | 1   |
| ST     | Bulalaha  | Oberon         | 14/8/20  | Routine  | 1   |
| ST     | Guinecor  | Sth Guinecor   | 18/8/20  | Reinsp   | 2   |
| ST ALG | Tarlo     | Hollaways Ln   | 19/8/20  | Reinsp   | 1 2 |
| ST     | Tarlo     | Hollaways Ln   | 19/8/20  | Reinsp   | 2   |
| ST     | Tarlo     | Hollaways Ln   | 19/8/20  | Reinsp   | 2   |
| ST     | Tarlo     | Hollaways Ln   | 19/8/20  | Reinsp   | 2   |
| ST     | Tarlo     | Chapmans Ln    | 19/8/20  | Notified | 3   |
| ST     | Guinecor  | Golspie        | 20/8/20  | Routine  | 1   |
| ST     | Guinecor  | Golspie        | 20/8/20  | Routine  | 1   |
| ST     | Guinecor  | Golspie        | 20/8/20  | Routine  | 1   |
| ST BB  | Guinecor  | Golspie        | 20/8/20  | Routine  | 1 1 |
| ST     | Guinecor  | Golspie        | 20/8/20  | Routine  | 1   |

# Information Only

## MONTHLY BIOSECURITY ACTIVITES REPORT cont'd

|         |             |                 |           |           |     |
|---------|-------------|-----------------|-----------|-----------|-----|
| ST BB   | Guinecor    | Golspie         | 24/8/20   | Notified  | 1 2 |
| ST      | Guinecor    | Roseberry       | 24/8/20   | Routine   | 1   |
| ST      | Bulalaha    | Oberon          | 24/8/20   | Notified  | 2   |
| ST BB   | Bulalaha    | Oberon          | 24/8/20   | Notified  | 2 3 |
| ST BB   | Guinecor    | Roseberry       | 26/8/20   | Routine   | 1 1 |
| ST      | Guinecor    | Roseberry       | 26/8/20   | Routine   | 1   |
| ST      | Guinecor    | Roseberry       | 26/8/20   | Routine   | 1   |
| ST      | Guinecor    | Roseberry       | 26/8/20   | Notified  | 2   |
| S/T     | Kangaloolah | Peelwood Rd     | 3/08/2020 | Routine   | 1   |
| S/T     | Kangaloolah | Peelwood Rd     | 3/08/2020 | Routine   | 1   |
| S/T,CHN | Kangaloolah | Peelwood Rd     | 4/08/2020 | Routine   | 1,1 |
| S/T     | Kangaloolah | Peelwood Rd     | 4/08/2020 | Notified  | 2   |
| S/T     | Kangaloolah | Peelwood Rd     | 4/08/2020 | Routine   | 1   |
| S/T,BB  | Kangaloolah | Peelwood Rd     | 5/08/2020 | Routine   | 1,1 |
| S/T     | Kangaloolah | Peelwood Rd     | 5/08/2020 | Routine   | 1   |
| S/T     | Kangaloolah | Peelwood Rd     | 5/08/2020 | Routine   | 1   |
| S/T     | Kangaloolah | Peelwood Rd     | 5/08/2020 | Routine   | 1   |
| S/T     | Kangaloolah | Peelwood Rd     | 6/08/2020 | Routine   | 1   |
| S/T     | Kangaloolah | Peelwood Rd     | 6/08/2020 | Notified  | 2   |
| S/T     | Tuena       | Peelwood Rd     | 6/08/2020 | Notified  | 2   |
| S/T     | Wayo        | Woodhouselee Rd | 10/8/2020 | Reinspect | 2   |
| S/T     | Wayo        | Woodhouselee Rd | 10/8/2020 | Reinspect | 3   |
| S/T     | Pomeroy     | Range Rd        | 10/8/2020 | Reinspect | 2   |
| S/T     | Pomeroy     | Range Rd        | 10/8/2020 | Reinspect | 2   |
| S/T,ALG | Pejar       | Goulburn Rd     | 11/8/2020 | Reinspect | 2,1 |
| S/T     | Wayo        | Goulburn Rd     | 11/8/2020 | Reinspect | 2   |
| S/T     | Pejar       | Goulburn Rd     | 11/8/2020 | Routine   | 1   |
| S/T,ALG | Upper Tarlo | Goulburn Rd     | 11/8/2020 | Routine   | 1,1 |
| S/T     | Upper Tarlo | Woodhouselee    | 11/8/2020 | Routine   | 1   |



## **Information Only**

### **MONTHLY BIOSECURITY ACTIVITIES REPORT** cont'd

#### **Key for Weed Abbreviations**

Weed ID Weed Identification

S/T Serrated Tussock

BB Blackberry

SJW St John's Wort

PC Paterson's Curse

Nth Nodding Thistle

CNG Chilean Needle Grass

EB English Broom

FW Fireweed

ALG African Lovegrass

Go Gorse

CG Coolatai Grass

#### **Key for Degree of Infestations**

1. Scattered Plants

2. Scattered Plants with Isolated Patches

3. Dense Infestations

#### **Key for Actions of Inspections**

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

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

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

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -  
Council receives and notes the report as information.

### **ATTACHMENTS**

Nil

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## Information Only - 17 September 2020

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**ITEM 10.2**                      **Development Statistics for the Month of August 2020**

**FILE REFERENCE**    I20/393

**AUTHOR**                      **Director of Environment and Planning**

### ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of August 2020.

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

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### BACKGROUND

A standard monthly report providing Council with a summary of the development control activities that have occurred in the month of August 2020.

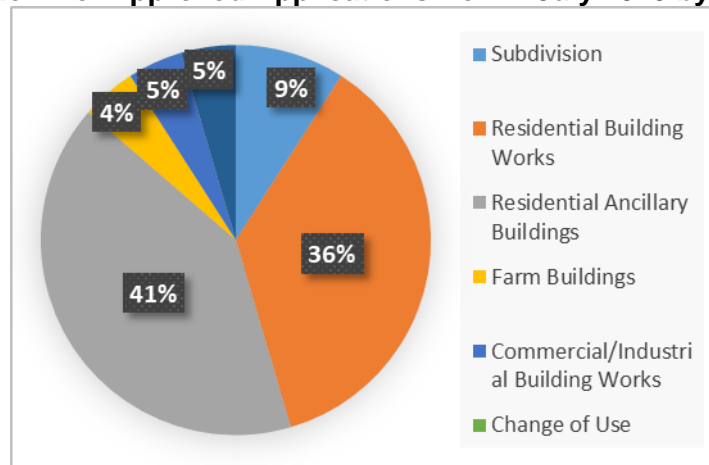
#### 1. Development Applications

The current level of development activity for August 2020 is summarised below:

| DAs under assessment | S4.55 (MOD) under assessment | DAs received | DA modifications received | DAs determined | DA modifications determined |
|----------------------|------------------------------|--------------|---------------------------|----------------|-----------------------------|
| 23                   | 4                            | 6            | 0                         | 8              | 0                           |

The average determination processing time is for the month of August was 68 days.

**Breakdown of Approved Applications from 1 July 2020 by Council**

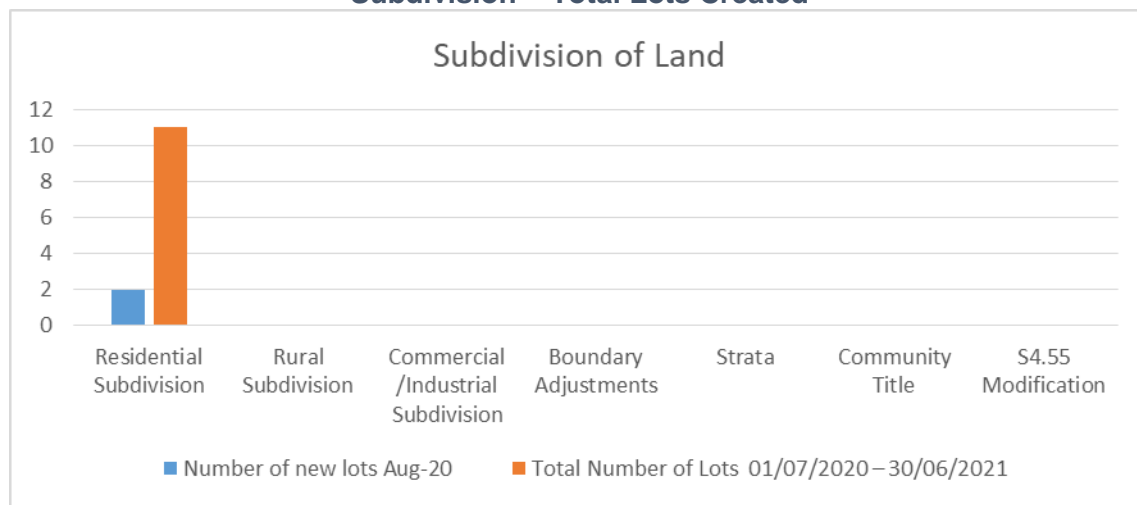


# Information Only

## DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2020 cont'd

| <i>Approved Application</i>          | <i>Decisions for August</i> | <i>Value For August</i> | <i>Decisions 01/07/20-30/06/21</i> | <i>Total Value 01/07/20-30/06/21</i> |
|--------------------------------------|-----------------------------|-------------------------|------------------------------------|--------------------------------------|
| Subdivision                          | 1                           | -                       | 2                                  | -                                    |
| Residential Building Works           | 3                           | \$1,363,612             | 8                                  | \$2,106,712                          |
| Residential Ancillary Buildings      | 3                           | \$78,413                | 9                                  | \$226,741                            |
| Farm Buildings                       | 0                           | -                       | 1                                  | \$43,730                             |
| Commercial/Industrial Building Works | 1                           | \$44,000                | 1                                  | \$44,000                             |
| Change of Use                        | 0                           | -                       | 0                                  | -                                    |
| S4.55 Modification                   | 0                           | -                       | 1                                  | -                                    |
| Other                                | 0                           | -                       | 0                                  | -                                    |
| <b>TOTAL</b>                         | <b>8</b>                    |                         | <b>22</b>                          | <b>\$2,421,183</b>                   |

### Subdivision - Total Lots Created



| <i>Type of development</i>         | <i>Number of applications August 2020</i> | <i>Number of new lots August 2020</i> | <i>Total Number of Lots 01/07/2020 – 30/06/2021</i> |
|------------------------------------|---|---------------------------------------|---|
| Residential Subdivision            | 1   | 2                                     | 11  |
| Rural Subdivision                  | 0   | 0                                     | 0   |
| Commercial /Industrial Subdivision | 0   | 0                                     | 0   |
| Boundary Adjustments               | 0   | 0                                     | 0   |
| Strata                             | 0   | 0                                     | 0   |
| Community Title                    | 0   | 0                                     | 0   |
| S4.55 Modification                 | 0   | 0                                     | 0   |

### Development Applications Approved By Council (1 August to 31 August 2020):

| <b>DA Reference</b> | <b>Proposal</b>   | <b>Property Details</b>                        | <b>Stop the Clock days</b> | <b>Internal Referral</b> | <b>Total Elapsed days</b> |
|---------------------|-------------------|--|----------------------------|--------------------------|---------------------------|
| 15/2020             | 2 Lot Subdivision | Macarthur Street<br>TARALGA<br>Lot 4 DP 569885 | -                          | 121                      | 170                       |

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2020** cont'd

|         |                            |  |    |    |    |
|---------|----------------------------|--|----|----|----|
| 40/2020 | Transportable Dwelling     | 14 Dalton Road GUNNING<br>Lot 2 DP 1034965                         | -  | -  | 97 |
| 43/2020 | New Dwelling               | 459 Blakney Creek North<br>Road BLAKNEY CREEK<br>Lot 233 DP 754125 | -  | 17 | 78 |
| 44/2020 | Double Garage and Carport  | 52 Grovenor Street<br>GUNNING<br>Lot 31 DP 862289                  | -  | -  | 80 |
| 53/2020 | Commercial – Garden Centre | 163 Goulburn Street<br>CROOKWELL<br>Lot A DP 33097                 | 27 | -  | 44 |
| 60/2020 | Double Garage & Carport    | 30 Tait Street<br>CROOKWELL<br>Lot 97 DP 1111842                   | -  | -  | 56 |
| 66/2020 | Shed                       | 7 Grovenor Street<br>GUNNING<br>Lot 1 DP 809275                    | -  | -  | 36 |
| 67/2020 | Dwelling                   | 10 Lark Close<br>COLLECTOR<br>Lot 109 DP 1258213                   | -  | -  | 14 |

**Complying Development Applications Approved By Private Certifier  
(1 August to 31 August 2020)**

| Application Reference | Council Reference | Proposal      | Property Details               |
|-----------------------|-------------------|---------------|--------------------------------|
| 200079/01             | 9/2020            | Swimming Pool | 9 Laver Place CROOKWELL<br>Lot |

The Development Applications outstanding as of 31 August 2020 are summarised in the following table:

| <b>Development Applications Outstanding on<br/>August 2020</b> |            |                            |   |  |
|--|------------|----------------------------|---|--|
| (In order of date submitted to Council)                        |            |                            |   |  |
| DA No.   | Date Rec.  | Proposal                   | Property  | Reason   |
| 23/2018  | 26/2/2018  | Dwelling                   | Gundaroo Rd, BELLMOUNT<br>FOREST - Lot 1 DP 754573,<br>Lot 148 & 197 DP 754113                    | Under<br>Assessment  |
| 187/2004<br>(S4.55)  | 1/10/2019  | Subdivision                | 233 Holloways Rd, TARLO<br>Lot 1 DP 1152061   | Under<br>Assessment  |
| 108/2019   | 20/11/2019 | Community<br>Event         | 1 Brennan St, COLLECTOR<br>Lot 11 DP 1046757  | Awaiting<br>Additional<br>Information                                      |
| 107/2015<br>(S4.55)  | 10/12/2019 | Alterations<br>& Additions | Cullerin Rd, GUNNING<br>Lot 2 & 3 DP 743172   | Under<br>Assessment  |
| 161/2006<br>(S4.55)  | 23/3/2020  | 11 Lot<br>Subdivision      | Middle Arm Rd, MIDDLE<br>ARM - Lot 182, 183 & 146 DP<br>750051 Lot 2 DP 532757 Lot<br>4 DP 532758 | Referred for<br>Concurrence<br>– State<br>Agencies &<br>Additional<br>Info |

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2020** cont'd

| <b>Development Applications Outstanding on<br/>August 2020</b><br>(In order of date submitted to Council) |                  |  |  |   |
|---|------------------|--|--|---|
| <b>DA No.</b>   | <b>Date Rec.</b> | <b>Proposal</b>                                | <b>Property</b>  | <b>Reason</b>   |
| 33/2020   | 14/04/2020       | Dwelling Additions and Alterations             | 3981 Taralga Road, TARALGA<br>Lot 1 DP 1180518                 | Awaiting Additional Information   |
| 35/2020   | 22/04/2020       | Additions and Alterations to Service Station   | 56 Yass Street, GUNNING<br>Lot 1 DP 214923                     | Awaiting Additional Information   |
| 98/2019 (S4.55)   | 24/04/2020       | 3 Lot Subdivision                              | Wheeo Road, GRABBen<br>GULLEN<br>Lot 2 DP 203470               | Awaiting Additional Information   |
| 39/2020   | 12/05/2020       | Deck   | 25 Saxby Street GUNNING<br>Lot B DP 403622                     | Awaiting Infrastructure Comments  |
| 41/2020   | 19/05/2020       | 2 Lot Subdivision                              | 265 Laggan Road LAGGAN<br>Lot 1 DP 136732 & Lot 2 DP 186334    | Awaiting Additional Information   |
| 42/2020   | 20/05/2020       | Retail business                                | 9 Murray Street COLLECTOR<br>Lot 3 Sec 3 DP 995869             | Under Assessment  |
| 48/2020   | 9/06/2020        | Second dwelling, pool, dwelling addition, Deck | 87 Breadalbane Road COLLECTOR<br>Lot 150 DP 750008             | Under Assessment  |
| 49/2020   | 12/06/2020       | Dwelling                                       | Hall Crescent CROOKWELL<br>Lot 50 DP 250695                    | Under Assessment  |
| 50/2020   | 12/06/2020       | 22 Lot Subdivision - Staged                    | 93 Wade Street CROOKWELL<br>Lot 1 DP 526480<br>Lot 5 DP 540808 | Referred for Concurrence – State Agencies & Awaiting Additional Information |
| 51/2020   | 16/06/2020       | Fire Station Extension                         | Nelanglo Street GUNNING<br>Lot 1 & 4 DP 843551                 | Awaiting Additional Information   |
| 54/2020   | 30/06/2020       | Dwelling                                       | 232 Carrabungla Road ROSLYN<br>Lot 1 DP 1163257                | Referred for Concurrence – State Agencies                                   |

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2020** cont'd

|   |            |                                  |  | & Awaiting Additional Information         |
|---|------------|----------------------------------|--|---|
| <b>Development Applications Outstanding on August 2020</b><br>(In order of date submitted to Council) |            |                                  |  |   |
| DA No.  | Date Rec.  | Proposal                         | Property   | Reason                                    |
| 56/2020   | 30/06/2020 | 6 Lot Subdivision                | Hailstone Street BIGGA<br>Lot 1 DP 1003429           | Awaiting Additional Information           |
| 62/2020   | 03/07/2020 | Dwelling Additions & Alterations | Lot 23 DP 750054<br>196 St Stephens Road WAYO        | Referred for Concurrence – State Agencies |
| 64/2020   | 15/07/2020 | Dwelling                         | Lot 3 DP 1176105<br>2246 Greenmantle Road BIGGA      | Under Assessment                          |
| 65/2020   | 15/07/2020 | Dwelling                         | Pomeroy Road POMEROY<br>Lot 167 DP 750019            | Awaiting Additional Information           |
| 68/2020   | 31/07/2020 | Dwelling                         | 40 Ryan Place GUNNING<br>Lot 8 DP 1219071            | Under Assessment                          |
| 69/2020   | 11/08/2020 | Farm Shed                        | Woodhouselee Road WAYO<br>Lot 21 DP 586570           | Under Assessment                          |
| 70/2020   | 11/08/2020 | Farm Shed                        | Woodhouselee Road WAYO<br>Lot 49 DP 750054           | Under Assessment                          |
| 71/2020   | 11/08/2020 | Farm Shed                        | Woodhouselee Road WAYO<br>Lot 20 DP 586570           | Under Assessment                          |
| 72/2020   | 26/08/2020 | Dwelling                         | 12 Murray Street COLLECTOR<br>Lot 4 DP 1073254       | Under Assessment                          |
| 73/2020   | 28/08/2020 | Dwelling                         | Golspie Road LAGGAN<br>Lot 5 DP 753015               | Under Assessment                          |
| 74/2020   | 28/08/2020 | Garage                           | 643 Wheeo Road GRABBEN<br>GULLEN<br>Lot 3 DP 1227074 | Under Assessment                          |

**2. Construction Certificates**

| Construction Certificates Issued by Council between 1 August to 31 August 2020 |             |   |                          |
|--|-------------|---|--------------------------|
| Approved by Council August 2020  |             | Approved by Private Certifier August 2020 | Year to date             |
| 3  |             | 0   | 9                        |
| CC No.   | Approved by | Proposal                                  | Property                 |
| 41/2020  | Council     |   | 14 Tait Street CROOKWELL |



**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2020** cont'd

| CC No.  | Approved by | Proposal                        | Property                                      |
|---------|-------------|---------------------------------|---|
|         |             |                                 | Lot 105 DP 1111842                            |
| 59/2020 | Council     | Dwelling Addition & Alterations | 3981 Taralga Road TARALGA<br>Lot 1 DP 1180518 |
| 65/2020 | Council     | Shed                            | 7 Grovenor Street GUNNING<br>Lot 1 DP 809275  |

**3. Occupation Certificates**

| Occupation Certificates Issued by Council between 1 August to 31 August 2020 |                      |  |   |
|--|----------------------|--|---|
| Approved by Council<br>August 2020   |                      | Approved by Private<br>Certifier August 2020 | Year to date                                      |
| 2  |                      | 2  | 9   |
| OC No.   | Approved by          | Proposal                                     | Property  |
| 48/2020  | Council              | Swimming pool                                | 471 Kialla Road CROOKWELL<br>Lot 104 DP 750042    |
| 49/2020  | Private<br>Certifier | Dwelling                                     | 1470 Bigga Road Bigga<br>Lot 3 DP 1103001         |
| 50/2020  | Council              | Swimming pool                                | 1470 Bigga Road BIGGA<br>Lot 3 DP 1103001         |
| 51/2020  | Private<br>Certifier | Dwelling                                     | 26 North Street CROOKWELL<br>Lot 19 Sec 3 DP 1809 |

**4. Subdivision Certificates**

| Subdivision Certificates Issued between 1 August to 31 August 2020 |                   |   |
|--|-------------------|---|
| Approved by Council  |                   |   |
| August 2020  | Year to Date      |   |
| 1  | 2                 |   |
| SC No.   | Proposal          | Property                                    |
| 3/2020   | 3 Lot Subdivision | 34 McGaw Road CROOKWELL<br>Lot 8 DP 1213731 |

**5. Planning Certificates**

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

| Year                        | Number of Certificates Issued |
|-----------------------------|-------------------------------|
| 1 July 2020 to 30 June 2021 | 71                            |
| 1 July 2019 to 30 June 2020 | 442                           |
| 1 July 2018 to 30 June 2019 | 347                           |

***Information Only***

**DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2020 cont'd**

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

**ATTACHMENTS**

Nil

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## Information Only - 17 September 2020

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**ITEM 10.3**                      **Investments for the month of August 2020**

**FILE REFERENCE**    **I20/384**

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

### **ISSUE**

Council Investment Portfolio Register as at 31 August 2020.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

The investment portfolio register is provided for the information of Council.

### **REPORT**

#### **Investments to 31 August 2020**

| Investment Institution | Type | Investment Face Value | Interest Rate | Term Days | Maturity Date | Interest Due |
|------------------------|------|-----------------------|---------------|-----------|---------------|--------------|
| CBA                    | Call | \$1,410,000           | 0.20%         | N/A       | 31-08-20      | \$95.95      |
| Bank of Qld            | TD   | \$700,000             | 1.60%         | 182       | 07-10-20      | \$5,584.66   |
| Bank of Qld            | TD   | \$1,200,000           | 0.80%         | 364       | 18-08-21      | \$9,573.70   |
| Bank of Qld            | TD   | \$700,000             | 1.55%         | 363       | 14-10-20      | \$10,790.55  |
| Bank of Qld            | TD   | \$800,000             | 1.50%         | 364       | 02-12-20      | \$11,967.12  |
| Bank of Qld            | TD   | \$1,000,000           | 3.15%         | 1097      | 25-08-21      | \$94,672.60  |
| Bank of Qld            | TD   | \$500,000             | 1.25%         | 182       | 18-11-20      | \$3,116.44   |
| Bank of Qld            | TD   | \$1,000,000           | 0.75%         | 169       | 03-02-21      | \$3,472.60   |
| Bank of Qld            | TD   | \$1,500,000           | 1.10%         | 287       | 24-03-21      | \$12,973.97  |
| Bankwest               | TD   | \$500,000             | 1.50%         | 364       | 16-09-20      | \$7,479.45   |
| Bendigo Bank           | TD   | \$1,000,000           | 0.70%         | 91        | 09-09-20      | \$1,745.21   |
| Bendigo Bank           | TD   | \$1,200,000           | 1.20%         | 266       | 09-12-20      | \$10,494.25  |
| Bendigo Bank           | TD   | \$800,000             | 1.55%         | 259       | 16-12-20      | \$8,798.90   |
| Bendigo Bank           | TD   | \$1,000,000           | 0.65%         | 196       | 20-01-21      | \$3,490.41   |
| Bendigo Bank           | TD   | \$1,000,000           | 0.65%         | 126       | 21-10-20      | \$2,243.84   |

**Information Only****INVESTMENTS FOR THE MONTH OF AUGUST 2020** cont'd

|     |    |                     |       |     |          |                     |
|-----|----|---------------------|-------|-----|----------|---------------------|
| CBA | TD | \$1,500,000         | 0.66% | 112 | 30-09-20 | \$3,037.81          |
| CBA | TD | \$1,000,000         | 0.75% | 259 | 10-03-21 | \$5,321.92          |
| CBA | TD | \$1,000,000         | 1.40% | 330 | 16-09-20 | \$12,657.53         |
| CBA | TD | \$1,000,000         | 1.40% | 363 | 11-11-20 | \$13,923.29         |
| IMB | TD | \$1,000,000         | 0.90% | 90  | 01-09-20 | \$2,219.18          |
| IMB | TD | \$1,000,000         | 0.55% | 99  | 02-12-20 | \$1,491.78          |
| IMB | TD | \$1,400,000         | 1.45% | 105 | 23-09-20 | \$10,122.19         |
| IMB | TD | \$1,300,000         | 1.45% | 364 | 28-10-20 | \$18,798.36         |
| IMB | TD | \$1,000,000         | 0.95% | 181 | 28-11-20 | \$4,710.96          |
| IMB | TD | \$1,000,000         | 0.85% | 195 | 06-01-21 | \$4,541.10          |
| NAB | TD | \$500,000           | 0.76% | 177 | 27-01-21 | \$1,842.74          |
| NAB | TD | \$1,400,000         | 0.85% | 364 | 04-08-21 | \$11,867.40         |
| NAB | TD | \$1,000,000         | 0.78% | 350 | 11-08-21 | \$7,479.45          |
| NAB | TD | \$1,500,000         | 0.86% | 196 | 13-01-21 | \$6,927.12          |
| NAB | TD | \$1,000,000         | 0.75% | 271 | 26-05-21 | \$5,568.49          |
| NAB | TD | \$800,000           | 1.34% | 364 | 17-03-21 | \$10,690.63         |
| NAB | TD | \$1,000,000         | 0.93% | 140 | 04-11-20 | \$3,567.12          |
|     |    | <b>\$32,710,000</b> |       |     |          | <b>\$311,266.72</b> |

**COUNCIL INVESTMENT PERFORMANCE: -****BUDGET COMPARISON TO 31 AUGUST 2020**

|                                      |           |
|--------------------------------------|-----------|
| Interest on Investments Received YTD | \$117,814 |
| Annual budgeted amount for all funds | \$467,700 |
| Percentage of Interest Received YTD  | 25.19%    |
| Percentage of Year Elapsed           | 16.67%    |

|  |       |
|--|-------|
| Average market interest rate (90 day BBSW) | 0.45% |
| Average return on all investments          | 1.12% |

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.

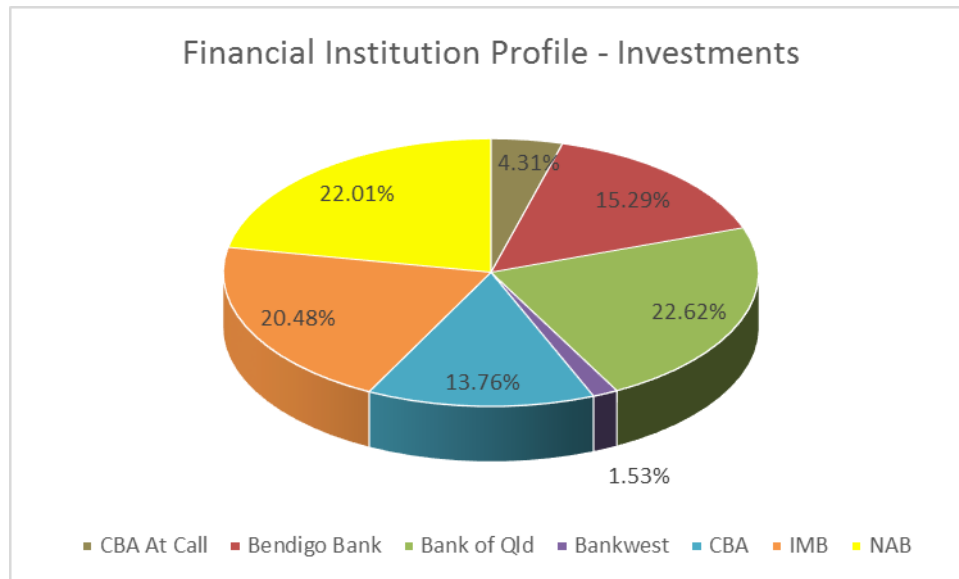
**FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 31 AUGUST 2020**

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:-

### **Information Only**

## **INVESTMENTS FOR THE MONTH OF AUGUST 2020** cont'd

*"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%."*



### **SUMMARY OF AVAILABLE CASH AT 31 AUGUST 2020**

**TOTAL INVESTMENTS: -** **\$ 32,710,000.00**

#### **INVESTMENTS BY FUND (INCLUDES RESTRICTED & UNRESTRICTED CASH): -**

|   |                  |
|---|------------------|
| General Fund Reserves                   | \$ 22,065,275.19 |
| Water Supply Fund Reserves              | \$ 3,349,159.36  |
| Sewerage Fund Reserves                  | \$ 5,608,090.78  |
| Domestic Waste Management Fund Reserves | \$ 1,681,743.28  |
| Trust Fund Reserves                     | \$ 5,731.39      |

### **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

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## Information Only - 17 September 2020

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**ITEM 10.4**                      **Bank Balance and Reconciliation - August 2020**

**FILE REFERENCE**    I20/383

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

### **ISSUE**

Statement of Bank Balance and Reconciliation as at 31 August 2020.

**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 July 2020 | 273,277.97                    |
| Add: Receipts for August 2020                       | 6,106,671.70                  |
|   | <hr/> 6,379,949.67            |
| Deduct: Payments for August 2020                    | 5,774,814.79                  |
| <b>Balance as at 31 August 2020</b>                 | <hr/> <b>605,134.88</b> <hr/> |
| Balance as per Bank Statement 31 August 2020        | 811,798.73                    |
| Add: Outstanding Deposits                           | 17,901.84                     |
|   | <hr/> 829,700.57              |
| Deduct: Unpresented Cheques / EFTs                  | 224,565.69                    |
| <b>Balance as at 31 August 2020</b>                 | <hr/> <b>605,134.88</b> <hr/> |

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

### **ATTACHMENTS**

Nil

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## Information Only - 17 September 2020

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**ITEM 10.5**                      **Rates and Charges Outstanding - 31 August 2020**

**FILE REFERENCE**    **I20/378**

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

### **ISSUE**

Rates and Charges Outstanding Report to 31 August 2020.

**RECOMMENDATION**        That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

A Summary report of Council Rates and Charges outstanding at 31 August 2020.

### **REPORT**

There is an attached report titled "Rate Collection Year 2021" for the 2020/2021 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

| <b>Description</b>                            | <b>31/08/2020</b> | <b>31/08/2019</b> | <b>31/08/2018</b> |
|---|-------------------|-------------------|-------------------|
| Total % Rates and Charges Outstanding         | 64.29%            | 63.18%            | 64.60%            |
| Total \$ Amount Rates and Charges Outstanding | \$8,138,289       | \$7,685,638       | \$7,438,855       |

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**        That -

1. Council receive and note the report as information.

### **ATTACHMENTS**

|                      |                                     |            |
|----------------------|-------------------------------------|------------|
| 1. <a href="#">↓</a> | Rate Collection by Year - Sept 2020 | Attachment |
|----------------------|-------------------------------------|------------|

**Rate Collection 2021 Year**

| <b>Rating Categories</b>         | <b>Levy Raised<br/>to date</b> | <b>Rates Received to<br/>31 August 2020</b> | <b>Rates Outstanding to<br/>31 August 2020</b> | <b>% Rates Outstanding<br/>31 August 2020</b> |
|----------------------------------|--------------------------------|---|--|---|
| <b>Farmland</b>                  | 5,206,049.52                   | 1,737,719.13                                | 3,468,330.39                                   | <b>66.62%</b>                                 |
| <b>Residential</b>               | 1,333,416.62                   | 455,353.07                                  | 878,063.55                                     | <b>65.85%</b>                                 |
| <b>Rural Residential</b>         | 722,557.63                     | 279,728.04                                  | 442,829.59                                     | <b>61.29%</b>                                 |
| <b>Business</b>                  | 324,787.87                     | 196,141.67                                  | 128,646.20                                     | <b>39.61%</b>                                 |
| <b>Mining</b>                    | 1,994.69                       | 1,994.69                                    | -  | <b>0.00%</b>                                  |
| <b>Water</b>                     | 980,164.66                     | 348,054.83                                  | 632,109.83                                     | <b>64.49%</b>                                 |
| <b>Sewerage</b>                  | 1,564,400.76                   | 550,585.89                                  | 1,013,814.87                                   | <b>64.81%</b>                                 |
| <b>Domestic &amp; Comm Waste</b> | 1,281,679.73                   | 451,048.79                                  | 830,630.94                                     | <b>64.81%</b>                                 |
| <b>Rural Waste</b>               | 695,879.98                     | 260,726.71                                  | 435,153.27                                     | <b>62.53%</b>                                 |
| <b>Storm Water</b>               | 47,498.56                      | 15,265.19                                   | 32,233.37                                      | <b>67.86%</b>                                 |
| <b>**Arrears</b>                 | 499,969.49                     | 223,492.71                                  | 276,476.78                                     | <b>55.30%</b>                                 |
| <b>Overall Total Rates</b>       | <b>12,658,399.51</b>           | <b>4,520,110.72</b>                         | <b>8,138,288.79</b>                            | <b>64.29%</b>                                 |

Prepared by M Clements  
 Authorised by Andrew S. Cooke

Date 2/9/20  
 Date 2/9/2020

I:\2020-2021\Rates\Recs\%outst\_August 31 -2020



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## Information Only - 17 September 2020

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**ITEM 10.6**                      **Council Operational Land Register**

**FILE REFERENCE**    I20/379

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

### **ISSUE**

This report outlines Council's operational land register assets.

**RECOMMENDATION**      That -

1. Council receive and notes the report as information.

---

### **BACKGROUND**

Nil

### **REPORT**

At the Ordinary Meeting held on 20 August 2020 Council adopted the Disposal of Council Real Estate Policy. A further motion was moved by Cr Cummins and Cr Opie:-

*"That the General Manager provide Councillors with a list of all real estate property owned by Council."*

In accordance with the Local Government Act 1993, Council keeps a register of all land vested in it or under its control; operational land and community land registers. Council does not have a real estate or held-for-sale land register. Operational Land comprises land held as an investment or land which facilitates the carrying out by Council of its functions. Attached to this report is the Operational Land Register.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receive and notes the report as information.

### **ATTACHMENTS**

|                             |  |            |
|-----------------------------|--|------------|
| 1. <a href="#">Download</a> | Operational Land Register Council Report | Attachment |
|-----------------------------|--|------------|

| UPPER LACHLAN SHIRE COUNCIL<br>OPERATIONAL LAND SCHEDULE |   |               |                               |             |         |     |                   |      |                   |                             |
|--|---|---------------|-------------------------------|-------------|---------|-----|-------------------|------|-------------------|-----------------------------|
| SFV<br>No.   | Description                                 | Street<br>No. | Street                        | Town        | Lots    | Sec | Deposited<br>Plan | Lots | Deposited<br>Plan | Land Area<br>m <sup>2</sup> |
| L1001  | Fire Brigade Station                        | -             | Brayton Road                  | Big Hill    | -       | -   | -                 | -    | -                 |                             |
| L1002  | Vacant Land - Seg117                        | -             | Bigga Street                  | Bigga       | 4       | 2   | 758104            | -    | -                 | 2,023.0                     |
| L1003  | Garbage Depot - Seg102                      | -             | Grabine Road (off)            | Bigga       | 1       | -   | 501913            | -    | -                 | 16,160.0                    |
| L1004  | Vacant Land - Seg199                        | -             | Lachlan Street                | Bigga       | 8       | 12  | 758104            | -    | -                 | 2,023.0                     |
| L1007  | Stockpile (acquisition of road)             | -             | Old Hume Highway              | Breadalbane | -       | -   | -                 | -    | -                 |                             |
| L1008  | Fire Brigade Station - Seg7468              | -             | Flackwell Creek Rd            | Broadway    | 2       | -   | 1121922           | -    | -                 | 801.0                       |
| L1009  | Fire Brigade Station - Seg5807              | -             | Brennan Street                | Collector   | 10      | -   | 1046757           | -    | -                 | 838.0                       |
| L1010  | Snowy Mt Repeater Base                      | -             | Bigga Road                    | Crookwell   | -       | -   | -                 | -    | -                 |                             |
| L1011  | Brooklands Footbridge                       | -             | Brooklands Street             | Crookwell   | -       | -   | -                 | -    | -                 |                             |
| L1012  | Pump Station (adj. Lot 19 DP 2383)          | -             | Carrington Street             | Crookwell   | -       | -   | -                 | -    | -                 |                             |
| L1014  | Vacant Land (adj. Crookwell River) - Seg904 | -             | Denison St                    | Crookwell   | 4-5     | 19  | 758308            | -    | -                 | 4,452.0                     |
| L1015  | Vacant Land - Seg816                        | -             | Cowper Street                 | Crookwell   | 1       | 19  | 758308            | -    | -                 | 2,327.0                     |
| L1016  | Amenities - Seg1057                         | -             | Goulburn Street               | Crookwell   | 6       | -   | 662951            | -    | -                 | 482.8                       |
| L1092  | Former Westpac Bank "Bank House"            | 106-108       | Goulburn Street               | Crookwell   | 1       | -   | 314755            | -    | -                 | 1,069.0                     |
| L1017  | Garbage Depot - Seg639                      | 4070          | Grabben Gullen Road           | Crookwell   | 1       | -   | 332252            | -    | -                 | 77,200.0                    |
| L1019  | Water Supply Bores (2)                      | -             | Harley Road                   | Crookwell   | -       | -   | -                 | -    | -                 |                             |
| L1020  | Reservoirs 1 & 2 - Seg3716                  | -             | Hay St & Waterworks Rd        | Crookwell   | 1       | -   | 843754            | -    | -                 | 1,316.0                     |
| L1022  | Pump Station - Seg7042                      | -             | Kennedy Street                | Crookwell   | 1       | -   | 442801            | -    | -                 | 404.7                       |
| L1023  | Water Supply Bore                           | -             | Kennedy Street                | Crookwell   | -       | -   | -                 | -    | -                 |                             |
| L1024  | Acrodrome - Seg1878                         | -             | Kialla Road                   | Crookwell   | 421     | -   | 257517            | 417  | 754115            | 113,700.0                   |
| L1025  | Health Care Centre - Seg3662                | -             | Kialla Road                   | Crookwell   | 2       | -   | 1018699           | -    | -                 | 1,944.0                     |
| L1026  | Reservoir 3 - Seg3714                       | -             | Kialla Road                   | Crookwell   | 1       | -   | 826195            | -    | -                 | 593.3                       |
| L1027  | Residence - Seg1283                         | 14            | King Road                     | Crookwell   | 59      | -   | 250695            | -    | -                 | 826.9                       |
| L1028  | Vacant Land - Seg1276                       | -             | King Road                     | Crookwell   | 4       | -   | 587369            | -    | -                 | 2,107.0                     |
| L1030  | Former Saleyards - Seg1301                  | -             | Laggan Road                   | Crookwell   | 3       | -   | 1112816           | -    | -                 | 25,500.0                    |
| L1031  | Operational Vacant Land - Seg1373           | -             | Laggan Road                   | Crookwell   | 2       | -   | 534602            | -    | -                 | 657.6                       |
| L1032  | Vacant block (next to view haven) - Seg7385 | -             | Laggan Road, cnr Saleyards Rd | Crookwell   | 1       | -   | 1112816           | -    | -                 | 923.3                       |
| L1033  | Effluent Ponds - Seg3717                    | -             | McIntosh - Waterworks Rds     | Crookwell   | 1-3     | -   | 789227            | -    | -                 | 37,700.0                    |
| L1034  | Emergency Services RFS Building - Seg3869   | -             | McIntosh Road                 | Crookwell   | 10      | -   | 1031350           | -    | -                 | 29,200.0                    |
| L1035  | Sewerage Treatment Works - Seg7046          | -             | McIntosh Road                 | Crookwell   | 190-192 | -   | 1135478           | -    | -                 | 312,400.0                   |
| L1036  | Residence - Seg1417                         | 10            | Parker Street                 | Crookwell   | 15      | -   | 236490            | -    | -                 | 682.9                       |
| L1037  | Cemetery - Seg7045                          | -             | Pine Avenue                   | Crookwell   | 7005-   | -   | 94922             | -    | -                 | 30,250.0                    |
| L1038  | Vacant Land - Seg1223                       | -             | Harley Road                   | Crookwell   | 1       | -   | 169107            | -    | -                 | 328.8                       |
| L1039  | Repeater/Radio Base Station - Seg2286       | -             | Redground Road                | Crookwell   | 2       | -   | 604838            | -    | -                 | 1,296.0                     |
| L1040  | Residence - Seg1455                         | -             | Redground Road                | Crookwell   | 6-7     | 4   | 1809              | -    | -                 | 1,727.0                     |
| L1041  | Reservoirs - Seg3715                        | -             | Reservoir Road                | Crookwell   | 1       | -   | 826196            | -    | -                 | 1,623.0                     |
| L1042  | Car Park - Seg1464                          | -             | Roberts Street                | Crookwell   | 3-4     | -   | 912070            | -    | -                 | 1,264.6                     |
| L1043  | Pump Station                                | -             | Soudan Road                   | Crookwell   | 16-17   | -   | 1809              | -    | -                 |                             |
| L1044  | Administration Offices/Chamber - Seg1545    | 44            | Spring Street                 | Crookwell   | 101-102 | -   | 208578            | -    | -                 | 2,023.0                     |
| L1045  | Car Park - Seg1566                          | 51            | Spring Street                 | Crookwell   | 2       | -   | 570842            | -    | -                 | 452.3                       |
| L1046  | Depot - Seg1574                             | -             | Spring Street                 | Crookwell   | 1-3, 6  | 45  | 758308            | -    | -                 | 5,305.0                     |

| SFV No. | Description                             | Street No. | Street                                  | Town         | Lots               | Sec | Deposited Plan | Lots | Deposited Plan | Land Area m² |
|---------|---|------------|---|--------------|--------------------|-----|----------------|------|----------------|--------------|
| L1047   | Water Treatment Works - Seg2214         | 85         | Waterworks Road                         | Crookwell    | 1-8                | -   | 188231         | -    | -              | 240,100.0    |
| L1048   | Fire Brigade Station - Seg5937          | 10         | Chapel Street                           | Dalton       | 42                 | -   | 749724         | -    | -              | 934.0        |
| L1049   | Town Fire Station                       | 2          | Church & Jobson Streets                 | Dalton       | 1                  | 6   | 758335         | -    | -              | 1,343.0      |
| L1050   | Water Treatment Works - Seg5991         | 4          | Medway Street                           | Dalton       | 4                  | -   | 606993         | -    | -              | 456.0        |
| L1051   | Treatment Station - Seg5906             | -          | Howard Street                           | Dalton       | 3                  | -   | 1178908        | -    | -              | 16,950.0     |
| L1052   | Fire Brigade Station - Seg3958          | 2058       | "Wylandra" Golspie Road                 | Golspie      | 3                  | -   | 1036831        | -    | -              | 713.9        |
| L1053   | Gunning WTP Land                        | 53         | Boureong Drive                          | Gunning      | 2                  | -   | 1178396        | -    | -              | 102,000.0    |
| L1054   | Closed Road - Seg7391                   | -          | Sapphire Road                           | Gunning      | 1-2                | -   | 862990         | 13   | 864688         | 14,358.0     |
| L1055   | Repeater Stations                       | -          | Crookwell Street                        | Gunning      | -                  | -   | -              | -    | -              | -            |
| L1056   | Fire Brigade Station - Seg6234          | -          | Nelangelo Street                        | Gunning      | 1                  | -   | 843551         | -    | -              | 2,997.0      |
| L1057   | Coronation Park - Seg6274               | -          | Warrataw Street                         | Gunning      | 9-10               | 15  | 758493         | -    | -              | 2,150.0      |
| L1058   | Medical/Community Centre - Seg6265      | 29         | Warrataw Street                         | Gunning      | 2                  | -   | 809950         | 23   | 734267         | 2,816.0      |
| L1060   | Water Pumping Station - Seg6057         | -          | Grabben Gullen Road                     | Gunning      | 1                  | -   | 221946         | -    | -              | 404.7        |
| L1061   | Council Chambers/Depot - Seg6368        | -          | Yass & Nelangelo Streets                | Gunning      | 9-10               | 9   | 758493         | -    | -              | 3,817.0      |
| L1062   | Library - Seg6308                       | 92         | Yass Street                             | Gunning      | 6                  | 20  | 758493         | -    | -              | 1,012.0      |
| L1063   | Court House - Seg6358                   | 101        | Yass Street                             | Gunning      | 27-28              | -   | 823512         | -    | -              | 1,605.0      |
| L1064   | SES Control Centre - Seg6366            | 119        | Yass Street                             | Gunning      | 3                  | -   | 843551         | -    | -              | 979.0        |
| L1065   | Fire Brigade Station - Seg4083          | -          | Peelwood Road                           | Laggan       | 15                 | 3   | 1697           | -    | -              | 1,505.0      |
| L1066   | Park Reserve - Seg7479                  | -          | Laggan Road                             | Laggan       | 7,004              | -   | 94383          | -    | -              | 2,068.0      |
| L1067   | Garbage Depot - Seg2342                 | 2,568      | Taralga Road                            | Laggan       | 316                | -   | 46298          | -    | -              | 3,994.0      |
| L1068   | Repeater Stations                       | -          | Gunning & Crookwell Rds, Spring Range   | Mount Mary   | Pt 7003            | -   | 94459          | -    | -              | -            |
| L1069   | Fire Brigade Station                    | -          | Crookwell & St Stephens Rd              | Mount Wayo   | -                  | -   | -              | -    | -              | 7,392.0      |
| L1070   | Repeater Station                        | -          | Blakney Creek Road                      | Pudman Hill  | -                  | -   | -              | -    | -              | -            |
| L1071   | Public Amenities - Seg2806              | -          | Cobden & Loftus Sts                     | Roslyn       | 5                  | 10  | 758660         | -    | -              | 151.8        |
| L1072   | Taralga WTP Land                        | 115        | Martyn Street                           | Taralga      | Pt 14              | -   | 519073         | -    | -              | 19,120.0     |
| L1073   | Taralga Wier - Seg4814                  | -          | Off Golspie Road                        | Taralga      | 1                  | -   | 223786         | -    | -              | 3,750.0      |
| L1075   | Transfer/Waste Disposal - Seg7369       | -          | Old Showground Road                     | Taralga      | 194, 200, 245, 248 | -   | 750017         | -    | -              | 76,690.0     |
| L1076   | Fire Brigade Station - Seg5014          | -          | 10 Orchard Street                       | Taralga      | 10                 | -   | 13135          | -    | -              | 999.1        |
| L1077   | Community Centre/Post Office - Seg4987  | -          | 29 Orchard Street                       | Taralga      | 258                | -   | 750017         | -    | -              | 1,220.0      |
| L1078   | Masonic Hall - Seg4970                  | -          | 83 Orchard Street                       | Taralga      | A                  | -   | 153803         | -    | -              | 3,237.0      |
| L1079   | Gray Park - Seg4998                     | -          | Orchard Street                          | Taralga      | 1-3                | -   | 735282         | 1    | 741476         | 8,777.0      |
| L1080   | Historical Society Old Church - Seg4969 | -          | Orchard Street                          | Taralga      | 1                  | -   | 661143         | -    | -              | 4,691.0      |
| L1081   | Taralga Water - Land at Weir - Seg5036  | -          | Pound Street                            | Taralga      | 86-87              | -   | 1105434        | 860  | 1106311        | 19,207.0     |
| L1082   | Sewer Taralga - Seg7574                 | -          | Sewer Treatment Plant Site - Halls Road | Taralga      | 1                  | -   | 1135371        | -    | -              | 63,070.0     |
| L1083   | Reservoir - Seg4819                     | -          | 115 Woolshed Creek - Martyn Street      | Taralga      | 1                  | -   | 1177314        | -    | -              | 19,120.0     |
| L1084   | Doughty Gravel Pit                      | -          | -                                       | Taralga      | -                  | -   | -              | -    | -              | 34,100.0     |
| L1085   | Pinch's Gravel Pit                      | -          | -                                       | Taralga      | -                  | -   | -              | -    | -              | 3,000.0      |
| L1086   | War Memorial - Seg4099                  | -          | Bathurst Street                         | Tuena        | 1                  | -   | 1045238        | -    | -              | 13.7         |
| L1089   | Fire Brigade Station - Seg2094          | -          | Jerrara Road                            | Winduella    | Pt 195             | -   | 754121         | -    | -              | 2,000.0      |
| L1090   | Gravel Pit - Seg5333                    | -          | 226 Woodhouselee Road                   | Woodhouselee | 2                  | -   | 592327         | -    | -              | 49,930.0     |
| L1091   | Heffernan's Quarry                      | -          | -                                       | Gurrundah    | 2                  | -   | 1232566        | -    | -              | 77,970.0     |
| L1093   | Vacant Land next to Goodhew Park        | -          | Orchard Street                          | Taralga      | 2                  | -   | 124092         | -    | -              | 1,293.0      |

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## Information Only - 17 September 2020

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**ITEM 10.7**                      **Grants Report**

**FILE REFERENCE**    **I20/376**

**AUTHOR**                      **Grants/Projects Officer**

### **ISSUE**

This report advises Council of grants available, grant applications in progress, submitted or unsuccessful applications and grant projects funded.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

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### **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. <a href="#">Download</a> | Grants and Projects Report for Council - 17 September 2020 | Attachment |
|-----------------------------|--|------------|

### Grants and Projects Report to Council - 17 September 2020

| Grant Applications in progress                   |                  |   |                  |                    |                  |              |              |   |
|--|------------------|---|------------------|--------------------|------------------|--------------|--------------|---|
| Grantee  | Due or Submitted | Project                                   | Council Contrib. | Other Contribution | Amount Requested | Subtotal     | Project Cost | Comment/Progress  |
| NSW Small Business Month 2020                    | 31.08.20         | Small Business Workshops                  | \$ -             | \$ -               | \$ 2,000         | \$ 2,000     | \$ 2,000     | Lodged  |
| Veolia Mulwaree Trust                            | 19.08.20         | Gunning Swimming Pool Upgrades            | \$ 30,000        | \$ -               | \$ 49,107        | \$ 79,107    | \$ 79,107    | Lodged - permanent shade structures and seating             |
| Bridges Renewal Program Round 5                  | 29.05.20         | Crookwell River Bridge - Julong           | \$ 76,860        | \$ -               | \$ 768,600       | \$ 1,537,200 | \$ 1,537,200 | Awaiting news on success                                    |
| Fixing Country Bridges                           | 24.09.20         |   |                  |                    | \$ 691,740       |              |              | Working on application                                      |
| Bridges Renewal Program Round 5                  | 29.05.20         | Peelwood Creek Bridge - Cooksvale Rd      | \$ 55,262        | \$ -               | \$ 552,614       | \$ 1,105,228 | \$ 1,105,228 | Awaiting news on success                                    |
| Fixing Country Bridges                           | 24.09.20         |   |                  |                    | \$ 497,352       |              |              | Working on application                                      |
| Bridges Renewal Program Round 5                  | 29.05.20         | Burra Burra Creek Bridge - Blue Hill Road | \$ 47,973        | \$ -               | \$ 479,726       | \$ 959,452   | \$ 959,452   | Working on application                                      |
| Fixing Country Bridges                           | 24.09.20         |   |                  |                    | \$ 431,753       |              |              | Awaiting news on success                                    |
| Country Passenger Transport Infrastructure Grant | 27.8.19          | Gunning and Dalton Bus Stops              | \$ 20,000        | \$ -               | \$ 22,000        | \$ 42,000    | \$ 42,000    | Awaiting news of success - Applications closed 30.9.19      |
| Growing Local Economies Fund                     | 2019             | Tablelands Way                            | \$ 329,215       | \$ -               | \$ 6,255,079     | \$ 6,584,294 | \$ 6,584,294 | Oberon Council lodged joint application                     |
| Local Roads and Community Infrastructure Grant   | Jul-20           | Multipurpose Aquatic and Activity Centre  | \$ 3,796,960     | \$ 1,203,040       | \$ -             | \$ 5,000,000 | \$ 5,000,000 | Request for Quote for Concept Designs due 11 September 2020 |

| Grant Applications in progress                        |                  |                                     |                  |                    |                  |              |              |                                   |
|---|------------------|-------------------------------------|------------------|--------------------|------------------|--------------|--------------|-----------------------------------|
| Grantee   | Due or Submitted | Project                             | Council Contrib. | Other Contribution | Amount Requested | Subtotal     | Project Cost | Comment/Progress                  |
| Fixing Country Roads                                  | 19.12.19         | Peelwood Road Upgrade 3km           | \$ 60,000        | \$ -               | \$ 1,478,700     | \$ 1,970,800 | \$ 1,970,800 | Awaiting news on success          |
| Heavy Vehicle Safety and Productivity Program Round 7 | 29.5.20          |                                     |                  | \$ -               | \$ 432,100       |              |              | Awaiting news on success          |
| Heavy Vehicle Safety and Productivity Program Round 7 | 29.05.20         | Wheeo Road Upgrade 5km              | \$ 85,000        | \$ -               | \$ 573,288       | \$ 2,633,150 | \$ 2,633,150 | Awaiting news on success          |
| Fixing Country Roads                                  | 19.12.19         |                                     |                  | \$ -               | \$ 1,974,862     |              |              | Awaiting news on success          |
| Crown Reserves Improvement Fund                       | 10.07.20         | Crookwell Caravan Park Improvements | \$ 30,000        | \$ -               | \$ 117,818       | \$ 147,818   | \$ 147,818   | Awaiting news on success          |
| Grant Projects Funded                                 |                  |                                     |                  |                    |                  |              |              |                                   |
| Grantee   | Submitted        | Project                             | Council Contrib. | Other Contribution | Amount Received  | Subtotal     | Project Cost | Comment/Progress                  |
| Streets as Shared Spaces                              | 10.06.20         | Share R Streets                     | \$ 3,000         | \$ -               | \$ 99,700        | \$ 102,700   | \$ 102,700   | Successful - deed returned        |
|   |                  | Laggan and Taralga Shared Streets   | \$ 3,000         | \$ -               | \$ 115,885       | \$ 118,885   | \$ 118,885   | Successful - deed returned        |
| Fixing Local Roads                                    | 02.12.19         | Collector Road Upgrade 3km          | \$ 495,300       | \$ -               | \$ 1,485,900     | \$ 1,981,200 | \$ 1,981,200 | Deed returned                     |
| Fixing Country Roads                                  | 10.10.19         | Kangaroo Creek Bridge - Bigga       | \$ 965,000       | \$ -               | \$ 965,000       | \$ 1,930,000 | \$ 1,930,000 | Tender documents being finalised. |

| Grant Projects Funded                                    |           |   |                  |                    |                 |               |               |  |
|--|-----------|---|------------------|--------------------|-----------------|---------------|---------------|--|
| Grantee  | Submitted | Project                                 | Council Contrib. | Other Contribution | Amount Received | Subtotal      | Project Cost  | Comment/Progress   |
| Bushfire Community Resilience and Economic Recovery Fund | 26.02.20  | Training, Marketing and Events          | \$ -             | \$ -               | \$ 100,000      | \$ 100,000    | \$ 100,000    | Seeking variation for extension for tourism and app sections.                              |
| Showground Stimulus Funding Program Tranche 1 19/20      | 25.4.20   | Improvements Gunning Showground Hall    | \$ 46,201        | \$ -               | \$ 45,593.70    | \$ 136,307.20 | \$ 136,307.20 | Floor sanding & airconditioning completed.   |
|  |           |   |                  |                    | \$ 44,513.00    |               |               | Contractor chosen for roof replacement   |
| Building Better Regions Fund - Round 3                   | 15.11.18  | Wombeyan Caves Road Upgrade             | \$ 100,000       | \$ -               | \$ 2,500,000    | \$ 2,500,000  | \$ 5,028,000  | Draft tender documents being prepared and Review of Environmental factors in progress.     |
| Growing Local Economies Fund                             | 05.07.18  |   |                  | \$ -               | \$ 2,428,000    | \$ 2,428,000  |               |  |
| Waste Less Recycle More                                  | 27.06.18  | Bin Audit and Education                 | \$ -             | \$ -               | \$ 70,000       | \$ 70,000     | \$ 70,000     | Written to ask for variation of time.  |
| Stronger Country Communities Fund (Round 3)              | 18.9.19   | Pat Cullen Reserve Group Picnic Shelter | \$ -             | \$ -               | \$ 58,695       | \$ 58,695     | \$ 58,695     | Infrastructure ordered. RFQ for installation being prepared.                               |
|  |           | Gunning Showground Amenities            | \$ 50,000        | \$ -               | \$ 672,747      | \$ 722,747    | \$ 722,747    | Deed completed.  |
| Drought Communities Programme                            | 21.01.20  | Peelwood Bridge Replacement             | \$ 731,016       | \$ -               | \$ 1,000,000    | \$ 1,731,016  | \$ 1,731,016  | Variation approved for Peelwood Bridge to complete 30/6/21 and pathways complete 31/03/21. |
|  |           | PAMP                                    |                  |                    |                 |               |               |  |



| Grant Projects Funded                                |           |   |                  |                    |                 |              |              |  |
|--|-----------|---|------------------|--------------------|-----------------|--------------|--------------|--|
| Grantee  | Submitted | Project                                 | Council Contrib. | Other Contribution | Amount Received | Subtotal     | Project Cost | Comment/Progress   |
| Growing Local Economies Fund                         | 05.07.18  | Grabine Road Upgrade                    | \$ 200,000       | \$ -               | \$ 3,300,000    | \$ 3,500,000 | \$ 3,500,000 | Project progressing.   |
| Stronger Country Communities Fund (Round 2)          | 01.05.18  | Lights Football Action                  | \$ -             | \$ -               | \$ 150,000      | \$ 150,000   | \$ 150,000   | Spectator seating and dug outs and Milestone 3 report completed. |
|  |           | PAMP – 1 <sup>st</sup> priorities       | \$ -             | \$ -               | \$ 356,772      | \$ 356,772   | \$ 356,772   | Request for extension of time to use underspent funds in Binda.  |
| Country Passenger Transport Infrastructure Grant EOI | 26.02.18  | Taralga, Bigga and Binda Bus Stops      | \$ -             | \$ -               | \$ 30,000       | \$ 30,000    | \$ 30,000    | Taralga Bus stop being installed                                 |
| Bridges Renewal (Round 3)                            | 15.05.17  | Kiamma Creek Bridge Upgrade             | \$ 81,260        | \$ -               | \$ 450,000      | \$ 531,260   | \$ 1,062,490 | Project close to completion                                      |
| Fixing Country Roads 2015                            | 02.05.16  |   |                  | \$ -               | \$ 531,230      | \$ 531,230   |              |  |
| Bridges Renewal (Round 4)                            | 05.02.19  | Crookwell River Bridge - Woodville Road | \$ 294,861       | \$ -               | \$ 294,860      | \$ 589,721   | \$ 589,721   | Project progressing.   |
|  |           | Diamond Creek Bridge - Kangaloolah Road | \$ 561,007       | \$ -               | \$ 560,000      | \$ 1,121,007 | \$ 1,121,007 | Constuction starting early October. Design work in progress.     |



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## Information Only - 17 September 2020

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### ITEM 10.8                      Action Summary - Council Decisions

**FILE REFERENCE**    I20/373

**AUTHOR**                      General Manager

#### ISSUE

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

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

#### BACKGROUND

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

#### REPORT

Summary sheet from the:-

##### **Council Meeting: 16 August 2018**

|        |   |    |  |
|--------|---|----|--|
| 243/18 | Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas. | GO | As required when suitable grants or funding is made available. |
|--------|---|----|--|

##### **Council Meeting: 20 June 2019**

|        |  |    |  |
|--------|--|----|--|
| 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.<br>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. | GM | Awaiting response from Crown Lands.<br><br>Report to be provided to a future Council Meeting after the compulsory acquisition of land. |
|--------|--|----|--|

## ACTION SUMMARY - COUNCIL DECISIONS cont'd

## Council Meeting: 19 September 2019

Ordinary Meeting of Council held on 17 September 2020  
Page 102

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

|        |  |     |  |
|--------|--|-----|--|
| 270/19 | 1. Council enter negotiations with the two providers seeking a commercial return;<br>2. Council advertise an EOI based of the concept plan B7 if the commercial negotiations fail. | DOI | EOI closed on June 23 2020.<br><br>Present tender documents to Councillors at future workshop. |
|--------|--|-----|--|

**Council Meeting: 17 October 2019**

|        |   |          |                  |
|--------|---|----------|------------------|
| 301/19 | That Council upon the appointment of the new General Manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams. | Mayor/GM | Future workshop. |
|--------|---|----------|------------------|

**Council Meeting: 21 November 2019**

|        |   |     |   |
|--------|---|-----|---|
| 349/19 | That a report be provided to Council on the resources required to provide the Director of Environment and Planning to complete an investigation into the number of buildings in the towns and villages of the Upper Lachlan Shire that requires fire safety statements. | DEP | Report to be provided to a future 2020 Council Meeting. |
|--------|---|-----|---|

**Council Meeting: 20 February 2020**

|       |   |     |  |
|-------|---|-----|--|
| 21/20 | Council defer the recommendations 1 to 5 of the Water Security in ULSC report.  | GM  | Report to be provided to a future Council Meeting.   |
| 23/20 | 1. Council writes to the Roads Classification Review Panel recommending additional local roads are reclassified as Regional Roads and Upper Lachlan Shire is consulted before the implementation of the recommendation; and<br>2. Council writes to the Roads Classification Review Panel recommending any regional roads to be reclassified to State Roads after review by Council.<br>3. Council hold a workshop to discuss priority roads and the potential effects before any of the above communication. | DOI | Terms of Reference to be finalised by the Roads Classification Review Panel.<br><br>Workshop to be convened on a future date. Seeking further clarification from CRJO. |

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

|       |  |        |   |
|-------|--|--------|---|
| 39/20 | <ol style="list-style-type: none"><li>1. Council accept the expression of interest from Crookwell/Taralga Aged Care Ltd for the land sale of part Lot 3 DP1112816, Laggan Road, Crookwell. The land sale price shall be in accordance with the Douglas Walker and Associates valuation report for Option B, land area of approximately 9,394 square metres. All contract costs shall be borne by the purchaser of the land. The Council Mayor and General Manager be authorised to sign and execute legal documentation associated with the land sale under the Common Seal of Council.</li><li>2. Council and Crookwell/Taralga Aged Care Ltd agree to the establishment of a right of carriageway and/or easement (minimum 20 metres in width) through aforesaid Option B land to allow Council to retain road frontage access from Laggan Road to the remaining parcel of land (2.55 hectares less Option B land area of 9,394 square metres) in part Lot 3 DP1112816, Laggan Road, Crookwell.</li><li>3. Upon the land sale agreement being endorsed, the General Manager authorise the preparation of all associated documents related to the land subdivision and land conveyancing for Option B, part Lot 3 DP1112816 Laggan Road, Crookwell. All associated costs shall be borne by the purchaser of the land.</li></ol> | DFA/GM | <p>Correspondence forwarded on 25 February 2020 acceptance of terms by Crookwell/Taralga Aged Care board in April 2020.</p> <p>R J McCarthy Co preparing contracts. Survey completed.</p> |
|-------|--|--------|---|

**Council Meeting: 16 July 2020**

|        |  |          |  |
|--------|--|----------|--|
| 113/20 | <ol style="list-style-type: none"><li>1. At the September Council meeting the Mayor presents to Council the current negotiated contract for the General Manager and a performance agreement setting out agreed performance criteria for Council consideration.</li><li>2. At the October Council meeting the General Manager prepare and submit to Council an action plan of key priorities for the forth coming year.</li></ol> | Mayor/GM | Mayor and GM to prepare their reports for 15 October 2020 Council Meeting. |
|--------|--|----------|--|

**Information Only****ACTION SUMMARY - COUNCIL DECISIONS** cont'd**Council Meeting: 20 August 2020**

|        |  |          |   |
|--------|--|----------|---|
| 132/20 | 1. That a date received column be added to the Table for Development Application approved by Council so the length of time the application has been in the system can be determined. If "stop the clock" provisions were applied, they also should be noted.   | DEP      | Planning to incorporate column ahead of September report.         |
| 133/20 | 1. Council extends its Green waste service for the full 12 months of the year and implements the waste less recycle more bin audit and education with the notification that the Green waste service is going to be extended.   | WWS / GM | Media release has gone out to the community.                      |
| 134/20 | <ol style="list-style-type: none"><li>1. The Council prepare a planning proposal seeking a gateway determination to amend the Upper Lachlan Local Environmental Plan 2010 by changing the land use tables to improve the permissibility of activities within various zones;</li><li>2. The Council request the Department of Planning Industry and Environment to authorise Council to exercise delegation of plan making functions in accordance with the Environmental Planning and Assessment Act 1979;</li><li>3. The Council delegate authority to the General Manager to undertake any required changes;</li><li>4. The Council notify the community of the proposed changes to the LEP through appropriate processes at the time.</li></ol> | DEP      | Planning proposal is being finalised.                             |
| 135/20 | 1. The lodgement of the rezoning application be deferred and considered at the next Ordinary Council meeting following community consultation and Councillor briefing.   | DEP      | Councillor workshop held 1 September 2020 for further discussion. |
| 137/20 | 1. The Council develop an incentives scheme based on the objectives, principles, and target groups in the report and bring it back for review. After a workshop is held with Councillors.  | DEP      | Councillor workshop held 8 September 2020 for further discussion  |
| 139/20 | 1. Council adopts the reviewed Disposal of Council Assets Policy   | DFA/EA   | Policy registered and placed on Website 21 August 2020.           |

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

|        |   |        |   |
|--------|---|--------|---|
| 140/20 | 1. Council adopts the reviewed Disposal of Council Real Estate Policy   | DFA/EA | Policy registered and placed on Website 21 August 2020. |
| 140/20 | 1. The General Manager to provide Councillors with a list of all real estate property owned by Council.   | DFA/GM | Report to be tabled at September 2020 Council Meeting.  |
| 141/20 | 1. The WHS Committee endorse the updated WHS Policy;<br>2. The General Manager and WHS Committee Chairperson endorse and authorise the updated WHS Policy;<br>3. Council adopt the reviewed WHS Policy and<br>4. The updated WHS Policy be placed in prominent areas throughout Council.  | WHS/EA | Policy registered and placed on Website 21 August 2020  |
| 148/20 | 1. The new members Greg Baines, Helen Vooren, Karina Smith, Margaret Jenkinson and Natalie Albury be appointed to the Gunning Arts Festival Section 355 committee   | GM     | Letter sent from GM's Office on 24 August 2020.         |
| 149/20 | 1. Items 4.1- 4.6 listed below be adopted.<br><br><b>ITEM 4.1 INVESTMENTS FOR THE MONTH OF JUNE 2020</b><br>1. The report on Council investment portfolio is received and noted as information.<br><br><b>ITEM 4.2 AUDIT OFFICE OF NSW - PRESENTATION OF ANNUAL ENGAGEMENT PLAN FOR UPPER LACHLAN SHIRE COUNCIL</b><br><br>1. The Audit Office of NSW Annual Engagement Plan, including the Agreement of Terms and Audit Timetable, for the external audit of Upper Lachlan Shire Council for the year ending 30 June 2020 is endorsed. | DFA    | Items 4.1 – 4.6 actions have been completed.            |

|        |  |        |   |
|--------|--|--------|---|
|        | <p><b>ITEM 4.3 NSW AUDIT OFFICE - 2019/2020 INTERIM AUDIT MANAGEMENT LETTER</b></p> <p>1. The NSW Audit Office Management Letter on the interim audit for 2019/2020 has been received and Council management responses are endorsed.</p> <p><b>ITEM 4.4 NSW AUDIT OFFICE - REPORT ON LOCAL GOVERNMENT FINANCIAL AUDIT 2019</b></p> <p>1. The NSW Audit Office Report on Local Government 2019 for Financial Audit is received and information noted.</p> <p><b>ITEM 4.5 GRANT THORNTON - INTERNAL AUDIT OF COUNCIL COMPLIANCE FRAMEWORK</b></p> <p>1. The Compliance Framework internal audit report from Grant Thornton is received as information and Council management responses endorsed by the Committee.</p> <p><b>ITEM 4.6 STATUS REPORT - INTERNAL AUDIT RECOMMENDATIONS TRACKING</b></p> <p>1. The report on Internal Audit Recommendations Tracking is received and noted as information.</p> |        |   |
| 150/20 | <p>1. The Chairman of Audit, Risk and Improvement Committee put to Council in writing their chairman's report from July 29 2020 meeting.</p>   | DFA/GM | Letter sent to Chairman of Audit, Risk and improvement committee requesting written report on 25 August 2020. |

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

|        |   |          |   |
|--------|---|----------|---|
| 153/20 | <ol style="list-style-type: none"><li>1. That Council approves the recommendation of the suppliers for Plant at Attachment 1;</li><li>2. That Council approves the recommendation of the suppliers for Trucks at Attachment 2;</li><li>3. That delegation be provided to the Director of Infrastructure and the Manager of Infrastructure Delivery to accept future submissions for additional newly available truck and plant and assess and appoint the new companies to the Truck and Plant Hire Register during the 2 + 1 year contract term.</li></ol> | DOI      | Council to notify tenderers.  |
| 154/20 | <ol style="list-style-type: none"><li>1. Council purchase two dual cab tipping trucks for the sum of \$312,090.90 ex GST from Southern Truck Centre.</li><li>2. Trade in existing trucks (Plant 572 &amp; 573) at Southern Truck Centre providing best value for money.</li></ol>   | DOI      | Tender acceptance letter sent to Southern Truck Centre on 25 August 2020. |
| 155/20 | <ol style="list-style-type: none"><li>1. Expression of interest are sought for occupying the lease for Crookwell Memorial Oval Community Sports Centre gym/active space.</li></ol>  | DEP / GM | EOI will be advertised.   |

**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**

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



## **12       INFRASTRUCTURE DEPARTMENT**

The following item is submitted for consideration -

|      |   |     |
|------|---|-----|
| 12.1 | Regional Road Transfer and Road Classification Review | 112 |
|------|---|-----|

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## Infrastructure Department - 17 September 2020

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**ITEM 12.1**                      **Regional Road Transfer and Road Classification Review**

**FILE REFERENCE**    **I20/414**

**AUTHOR**                      **Director of Infrastructure**

### **ISSUE**

This report provides Council with details on NSW Road Classification Review.

**RECOMMENDATION**      That -

1. Council receive the report and approve the request to submit all regional roads to the Regional Road Transfer and Road Classification Independent Panel.

---

### **BACKGROUND**

In February 2019, the NSW Government announced the initiation of a Road Classification Review to ensure the road classification framework is still fit for purpose and that roads across NSW are appropriately classified. *Future Transport 2056* identifies the NSW Road Classification Review (Classification Review) as a key initiative to make adjustments to the classification policy framework and update the road network to align with the 'Hub and Spoke' Transport Network Model and the 'Movement and Place' Framework.

Also in February 2019, the Government announced that up to 15,000 kilometres of council owned roads would be returned to State management as part of a broader package of support for local councils to better manage and maintain the rural road network.

Combining the transfer of council owned regional roads with the Classification Review will ensure equity and transparency in all changes and support the development of an integrated road transport network.

An Independent Panel, chaired by Ms Wendy Machin, has been established to make recommendations for consideration by the NSW Government. The Independent Panel members are:

Ms Wendy Machin (Chair), Mr Peter Duncan AM, Ms Jillian Kilby, Mr Peter Tegart, Mr John Roydhouse and Mr Michael Kilgariff.

### **REPORT**

The following details regarding the review and implementation of the Regional Road Transfer and Reclassification are provided in the Transport for NSW (TfNSW) website, Regional Road Transfer and Road Classification Review. The following is an extract of the details regarding the review.

1. The return of certain Regional Roads to State management will ensure they are able to be maintained in line with their significance to the broader network, and in a way that **supports the social and economic health of communities across the State**.
2. The overall purpose of the project is to **contribute to a better managed, contemporary road network for NSW**, with benefits that include **supporting regional growth**, ensuring the funding available to maintain our roads is **appropriately distributed**, and **promoting healthy communities** through place-making and engaging with other forms of transport.
3. The Panel is not currently tasked with reviewing contractual maintenance arrangements on the road network. Its focus will be road classifications, management responsibilities and funding allocations. They will aim to **promote the values and priorities of the Future Transport 2056 Strategy**, including a commitment to a strong economy and successful places.
4. **The Panel acknowledges that the RMCCs are important to local councils**, to ensure strong economies, local employment and capable local road maintenance crews. The Panel will ensure consideration is given to **maintaining local employment in roads maintenance works, such as through RMCC and direct employment by councils**, and **supporting economic growth in the regions**.
5. Transfer of a council owned regional road to State management **may result in a commensurate reduction in Block Grant funding** or any other funding attached to that road which correctly sits with the road manager.
6. However, the **overall level of funding** is outside the Terms of Reference for the Independent Panel and **will be a matter for the government**.
7. The implementation process is a matter for government. **The Independent Panel will identify individual roads to recommend for reclassification or transfer**; make recommendations for a suitable timeline to implement changes; and **estimate the financial impact to councils of its recommendations**.
8. The condition of roads returning to State management will be assessed in terms of the standard required for the road to play its role in the network.
9. **Where the cost to the State government of rehabilitation is significant, a prioritisation process will take place to ensure works are carried out where they are most needed as a first order**.
10. **Where repairs or increases in the standard of a road by the State government are deemed necessary, it may not be possible to carry out repairs immediately**. Full details are provided in the link below.

<https://yoursay.transport.nsw.gov.au/regional-road-transfer-and-road-classification-review>

If Council chooses to request transfer of all regional roads and based on the above, Council is not guaranteed an increase in funding if the Panel recommends transfer of some or all of Council's regional roads. However, it is anticipated that there would likely be an increase in funding for the following reasons:

- a) Council does not have sufficient funding across all regional roads to attend to the current needs of the network. Block Grants are essential to improving the condition and level of service of the road network but does not necessarily ensure sufficient funding to maintain an appropriate level of service of the network.
- b) The State government will be required to provide a minimum level of service (quality and safety related) which is anticipated to be above the level that Council has been able to traditionally fund (including Block Grants). For example, the level of service funded on MR54 under the TfNSW RMCC engagement provides for a greater level of service than Council is able to provide on other regional roads.
- c) Notwithstanding the above, the State government may only accept some regional roads they consider meets their values and priorities in supporting regional economic growth. For example, MR258 Wombeyan Caves Road, could be a strong candidate for transfer given the recent announcement of \$9.6 million upgrade to facilities at the Wombeyan Caves tourist attraction and in Mares Forest National Park.
- d) In discussion with TfNSW representatives involved in our MR54 RMCC, they have advised they have not been involved nor heard of any approach to TfNSW regarding future management of transferred regional roads. If the transfer of roads was to return by way of RMCC, then TfNSW is not currently resourced to take on the additional roads.
- e) If Council requests transfer of our regional roads, the following priorities are recommended:
  - i) MR258 Wombeyan Caves Road.
  - ii) MR248 East Crookwell/Taralga Road.
  - iii) MR256 Goulburn/Taralga/Oberon Road.
  - iv) MR52 Crookwell/Gunning/Gundaroo Road.
  - v) MR248 West Crookwell/Boorowa Road.
  - vi) MR241 Gunning/Rye Park Road.
- f) All Councils adjoining Upper Lachlan have advised their intent to request transfer of regional roads which are common to our LGA e.g. MR258, MR248 West, MR256, MR52 and MR241.
- g) Given the current economic importance of Council's regional roads and their links to major regional and tourism centres, it is not envisaged that the State would reclassify Council's region roads to local roads.
- h) If one or more regional roads are accepted by the State and transitioned to an RMCC arrangement as currently is the case for MR54, the Infrastructure department of Council is confident in being able to successfully manage regional roads under RMCC and to the satisfaction of TfNSW.

## **POLICY IMPACT**

Nil. Alternative management arrangements by way of RMCC or equivalent can be accommodated in the Infrastructure department of Council.

## **OPTIONS**

Council is not obligated to request a transfer or reclassification of regional roads. Council can determine to not proceed with a request to transfer regional roads.

## **FINANCIAL IMPACT OF RECOMMENDATIONS**

While there is no guarantee of financial impact after transfer of regional roads, for reasons outlined in points b) and g) and the State's intent outlined in points 1), 2) and 4), it is considered most unlikely the State will reduce overall funding of regional roads in Upper Lachlan LGA.

## **RECOMMENDATION**      That -

1. Council receive the report and approve the request to submit all regional roads to the Regional Road Transfer and Road Classification Independent Panel.

## **ATTACHMENTS**

Nil





## **13      FINANCE AND ADMINISTRATION**

The following items are submitted for consideration -

|      |  |     |
|------|--|-----|
| 13.1 | Review of Private Use of Council Motor Vehicle Policy                    | 118 |
| 13.2 | Review of Related Party Disclosures Policy                               | 131 |
| 13.3 | Review of Fund Raising and Street Stalls Policy                          | 153 |
| 13.4 | 2019/2020 Budget Revotes to carry forward to internal restricted reserve | 161 |

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## Finance and Administration - 17 September 2020

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**ITEM 13.1**                      **Review of Private Use of Council Motor Vehicle Policy**

**FILE REFERENCE**    **I20/280**

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

### **ISSUE**

A review of Council's Private Use of Council Motor Vehicle Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed Private Use of Council Motor Vehicle Policy.

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### **BACKGROUND**

Nil

### **REPORT**

This report details a review of the Council Private Use of Council Motor Vehicle Policy. The 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 adopts the reviewed Private Use of Council Motor Vehicle Policy.

### **ATTACHMENTS**

|                             |  |            |
|-----------------------------|--|------------|
| 1. <a href="#">Download</a> | Private Use of Council Motor Vehicle Policy - Date Adopted 21 July 2016 - Resolution 193 16- Review 2019 | Attachment |
|-----------------------------|--|------------|

| <b>POLICY:-</b>                               |  |
|---|--|
| Policy Title:                                 | Private Use of Council Motor Vehicle   |
| File Reference:                               | F10/618-03   |
| Date Policy was adopted by Council initially: | 27 July 2006   |
| Resolution Number:                            | 191/06   |
| Other Review Dates:                           | 24 April 2008, 19 November 2009, 16 August 2011, 19 December 2013 and 21 July 2016 |
| Resolution Number:                            | 122/08, 479/09, 308/11, 410/13 and 192/16  |
| Current Policy adopted by Council:            | 17 September 2020  |
| Resolution Number:                            | XXX/20   |
| Next Policy Review Date:                      | 2023   |

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

| <b>RESPONSIBILITY:-</b>   |  |
|---|--|
| Draft Policy developed by:  | Director of Finance and Administration |
| Committee/s (if any) consulted in the development of this Policy: | Consultative Committee                 |
| Responsibility for implementation:                                | General Manager                        |
| Responsibility for review of Policy:                              | Director of Infrastructure             |

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**ULSC Private Use Of Council Motor Vehicle Policy**

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**OBJECTIVE**

Council will endeavour to achieve the following outcomes:-

1. Manage the motor vehicle leaseback fleet in an equitable and cost effective manner, providing best value for money;
2. Minimising the environmental impact of the motor vehicle leaseback fleet;
3. Provide employee benefits to assist in the task of attracting and retaining talent; and
4. Ensure the motor vehicle lease fees are set and reviewed annually so as to maintain the leaseback fee at a level that minimises Council's Fringe Benefits Tax (FBT) obligations and reflects increases in the vehicles maintenance and running costs.

**POLICY STATEMENT**

This policy sets out the terms and conditions of an agreement between Council and eligible employees whereby the Council agrees to allow private use of a motor vehicle on the terms and conditions contained in the motor vehicle leaseback agreement and the lessee accepts those terms and conditions in the full understanding of and agreement to, those terms and conditions.

The leaseback fee is not based on a full cost recovery basis for Council.

The "Staff Motor Vehicle Lease Agreement" is an Appendix to this policy.

**THE LOCAL GOVERNMENT (STATE) AWARD**

The Local Government (State) Award governs the arrangements for the leaseback of motor vehicles to Council employees.

Leaseback motor vehicles may be provided to employees as a condition of employment (e.g. as an incentive for accepting employment) or as a discretionary benefit that is not a condition of employment.

A leaseback motor vehicle will be considered to be a condition of employment for an employee unless it was clearly identified that it was not being provided on such a basis at the time that it was provided.

The Local Government (State) Award provides that where the leaseback motor vehicle agreement was entered into prior to 1 November 2010, the Council shall give a minimum of twelve (12) months notice to terminate the agreement.

Proposals to vary leaseback motor vehicle arrangements, including the formula for calculating the leaseback fee, must be referred to Council's Consultative Committee.

ULSC Private Use Of Council Motor Vehicle Policy

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**GUIDELINES**

That the following act as a guideline for Council's Motor Vehicle Leaseback Scheme:-

1. The leaseback fee will be published annually in Council's Schedule of Fees and Charges and shall be adopted for all employees having full private usage of the motor vehicle. All new employees who are granted the entitlement to full private usage will pay the leaseback fee upon commencement.
2. The leaseback fee is subject to review annually in June and the new fee will commence in the first full pay period after 1 July. The leaseback fee will include any CPI adjustments, increased plant running costs and increased Fringe Benefits Tax costs over the previous twelve month period.
3. The weekly leaseback charge shall be deducted from the employee's net salary each fortnight. Signing of the agreement shall be taken to authorise Council to deduct the leaseback payment from the employee's wages. The amount will be deducted as a post tax rate from the employee's fortnightly earnings.
4. Use of Council's motor vehicle for private purposes must not result in any significant restriction of the business availability of that motor vehicle.
5. The leaseback vehicle is to be driven to work every day except for periods of sick, annual and/or other approved leave. Motor vehicles assigned under a leaseback arrangement will not be available to other staff without the lessee's prior knowledge or consent. Requests to use the vehicle for business purposes should not be unreasonably denied by the lessee.
6. Where the vehicle is used by another member of staff, the lessee will have the right to expect that reasonable care will be taken of the vehicle and that the interior and exterior will be kept in a comparable condition as it was before that use.
7. Smoking is not permitted in a Council vehicle at any time.
8. Council will purchase motor vehicles based on the sale of vehicles within 100,000 kilometre range and/or up to three years from the purchase date. This may be varied by the General Manager based upon budget constraints. The motor vehicle schedule will be subject to a review each year.
9. That the leaseback scheme be reviewed annually by the General Manager and reported to the Council budget workshop as part of preparation of Council's Operational Plan.

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**ULSC Private Use Of Council Motor Vehicle Policy**

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10. It is a condition of the leaseback scheme that an annual Fringe Benefits Tax (FBT) Return be completed by each lessee in the prescribed format for each separate motor vehicle allocated to the lessee. Receipts for the purchase of fuel, oils etc for private use are to be attached to the declaration.
11. The lessee is required to complete a log book of kilometres travelled and the allocation of the same to business use and private use. The log book information will be used by Council to record internal plant hire income. A log book declaration for a 12 week period will be used in calculating the annual FBT Return.
12. The lessee is to ensure that the motor vehicle is at work and available for Council's general use as a pool car during the Lessee's normal working hours.
13. The lessee must obtain the consent of the General Manager in order to retain possession of the motor vehicle whilst on leave for a period which exceeds four weeks.
14. The General Manager shall be delegated authority to set a lease fee for any motor vehicles having to/from home use only, to cover any possible Fringe Benefits Tax (FBT) liability.
15. All accident damage is to be reported promptly to the Council Plant Superintendent and arrangements made for quotations for repair and submission of insurance claims.
16. The lessee has the responsibility to present the motor vehicle for regular servicing in compliance with warranty requirements.
17. Standard accessories will include floor mats, seat covers, bonnet and headlight protectors, mud flaps, cruise control and a choice between manual and automatic transmission.
18. Motor vehicle selection shall be based on suitability, purchase price, fuel efficiency, resale value and running costs – note, only motor vehicles available under the NSW Government Procurement Policy are to be purchased by Council.
19. The General Manager determines the type of motor vehicle appropriate to the status and work needs of the employee. The type of motor vehicle shall be determined suitable based on the primary purpose of Council service delivery. The vehicle purchased is to have regard to the lowest "whole of life" cost of ownership and be generally restricted to the most common models.
20. There is a preference for four cylinder models, where appropriate, in order to reduce fuel costs and carbon footprint where it is considered that a four cylinder motor vehicle can adequately perform the work required.



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**ULSC Private Use Of Council Motor Vehicle Policy**

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21. Employees applying for internal position vacancies should note that their current position's entitlement to a motor vehicle is not transferable to another position. This is in accordance with the Local Government (State) Award.
22. Private leaseback of a motor vehicle shall not be available to any employees that are not employed on a full time permanent basis.

**RELEVANT LEGISLATION**

- Local Government Act 1993 (as amended);
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2020;
- Income Tax Assessment Act 1997;
- Fringe Benefits Tax Assessment Act 1986;
- A New Tax System (Goods and Services Tax) Act 1999;
- Road Transport (Safety and Traffic Management) Act 1999;
- Motor Traffic Act 1909;
- State Records Act 1998;
- Privacy and Personal Information Protection Act 1998;
- Independent Commission against Corruption Act 1988;
- Government Information (Public Access) Act 2009;
- Council's Integrated Plans; including Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan;
- Workers Compensation Act 1987;
- Work Health and Safety Act 2011;
- Code of Conduct for Councillors, staff and delegates of Council;
- Recruitment and Selection Policy;
- Salary Sacrificing Policy;
- Plant Replacement Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Complaints Management Policy;
- Grievance Policy;
- Records Management Policy;
- Disciplinary Policy; and
- Any other relevant legislation and guidelines as applicable.

**VARIATION**

That Council, after consultation with the eligible employees, reserves the right to vary the terms and conditions of this policy and the motor vehicle leaseback agreement.

## ULSC Private Use Of Council Motor Vehicle Policy

**Agreement B**  
**STAFF - FULL PRIVATE USE**

**UPPER LACHLAN SHIRE COUNCIL**  
**STAFF MOTOR VEHICLE LEASE AGREEMENT**

**BETWEEN:       UPPER LACHLAN SHIRE COUNCIL ("Council")**

**AND: .....** of .....

.....  
**In the State of New South Wales ("the Lessee")**

**1. Council to Supply Vehicle**

1.1 Council shall supply the Lessee with a mutually satisfactory motor vehicle in accordance with Council's policy entitled "Private Use of Council Motor Vehicle".

**2. Term of Lease**

2.1 The term of this lease shall begin on ..... and shall remain current while ever the Lessee retains the position held at the time of signing this lease or, if appointed by the General Manager, to an acting position senior to the Lessee's current position.

**3. Lease Fee**

3.1 During the term of the Lease Council shall deduct the amount of **\$112.00** ("the fee") every week from the Lessee's salary.

3.2 The Council shall review the fee annually and to vary it according to movements in the amount payable as Fringe Benefits Tax and plant running expenses **and in accordance with Local Government (State) Award conditions**. Such variation is to be subject to fourteen days written notice by the General Manager to the Lessee.

3.3 The Lessee shall not be required to pay fees during extended periods in which the Vehicle is unavailable for private use by the Lessee. The General Manager is to approve all temporary lease fee changes.



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**ULSC Private Use Of Council Motor Vehicle Policy**

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**4. Vehicle to Remain Council's Property**

- 4.1 The Vehicle is owned by and shall remain the property of Upper Lachlan Shire Council.

**5. Use of Vehicle**

- 5.1 Subject to clause 6, the Lessee may retain possession of the Vehicle for private use and for use in connection with Council business.
- 5.2 The lessee must maintain a logbook in the Council approved form and record all business-related travel.

**6. Restrictions on Use of Vehicle**

- 6.1 The Lessee shall ensure that the Vehicle is at work and available for Council's general use as a pool car during the Lessee's normal working hours. The Lessee shall ensure that the Vehicle is pooled with another Lessee and garaged at the other Lessee's residence for at minimum one night each year – refer to Australian Taxation Office (ATO) Private Ruling Number 84108.
- 6.2 The Lessee must obtain the written consent of the General Manager in order to retain possession of the Vehicle whilst on leave for a period which exceeds four (4) weeks.
- 6.3 Leave for the purposes of Sub clause 6.2 includes Annual, Long Service and Sick Leave. Employees on Leave Without Pay or Workers Compensation shall not be entitled to retention of the vehicle for any period in excess of 5 days.

**7. Drivers of Vehicle**

- 7.1 The Vehicle may be driven for private use by:
- (a) The Lessee;
  - (b) The Lessee's spouse or partner;
  - (c) A family member who has attained the age of 25 years;
  - (d) A family member whose age is less than 25 years provided that the Lessee is also in the Vehicle;
  - (e) Other licensed drivers provided they have attained the age of 25 years and the Lessee has the prior written approval of the General Manager.
- 7.2 The Vehicle may not be driven by a person who does not hold the relevant drivers licence issued by the Roads and Maritime Services in NSW or its equivalent.
- 7.3 The vehicle must be driven in accordance with this Lease and with all regulations laid down pursuant to the Motor Traffic Act and with any parking ordinances or regulations.

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**ULSC Private Use Of Council Motor Vehicle Policy**

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- 7.4 The driver of a vehicle is solely responsible for any parking or traffic infringement notice incurred during either private or council use. However, where the driver cannot be identified, the Lessee shall pay the fine. Adequate records must therefore be kept using the "Council Vehicle Use Log Book" by the Lessee to identify the driver at the time the infringement occurred.

**8. Service, Maintenance and Insurance**

- 8.1 Council shall be responsible for:

- (a) The regular servicing and maintenance of the Vehicle;
- (b) Registration of the Vehicle;
- (c) Full and comprehensive insurance in respect of the Vehicle and its use; and
- (d) NRMA subscriptions in respect of the Vehicle (when there is no dealer warranty).

**9. Provision of Fuel**

- 9.1 The employee is responsible for the cost of fuel supplied to the Vehicle outside of the Shire when not on Council business.
- 9.2 The lessee must use the Council allocated Fuel Card, at a nominated fuel supplier, garage or depot for the supply of fuel within the Shire and/or in Goulburn.
- 9.3 The Council allocated Fuel Card shall only be used for the purchase of fuel for Council Vehicles, as well as oil and other transmission fluids if required. No other purchases are permitted on the fuel card. The use of this card for obtaining bonus points (i.e. Fly buys Points) is prohibited.
- 9.4 At the end of each month, the Lessee shall provide Council's Manager of Finance and Administration with receipts for any purchases of fuel for private use and complete FBT form in April each year.
- 9.5 A fuel surcharge will apply in addition to the private use leaseback contribution where a Vehicle's total fuel cost is excessive. In cases where the vehicle total fuel costs are excessive the General Manager will determine the quantum of payment to be made and will advise the lessee in writing.

**10. Proper Care of Vehicle**

- 10.1 The Lessee must keep the Vehicle in a clean and tidy condition.

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**ULSC Private Use Of Council Motor Vehicle Policy**

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10.2 The Lessee is responsible for the proper care of the Vehicle including:

- (a) Regular cleaning of the Vehicle, both inside and outside;
- (b) Regular checking of fuel and oil levels, tyre pressures, battery and radiator in accordance with the manufacturer's recommendations;
- (c) Cleaning shall be carried out immediately after transporting of any animal/s in the vehicle;
- (d) When at the employee's residence, the Vehicle must be parked off-street and under cover where practical;
- (e) No modifications are to be made or equipment added to or removed from the Vehicle without the approval of the Director of Infrastructure.

### **11. First Aid Kit**

11.1 Council shall provide the Lessee with a first aid kit.

11.2 The Lessee shall keep the first aid kit in the Vehicle at all times.

11.3 The Lessee shall, at the Council's expense, restock the first aid kit to replace the items, which have been used or expired.

### **12. Accident or Breakdown**

12.1 If the Vehicle is involved in an accident or breaks down, the driver must utilise either the service of the motor dealer warranty, and/or NRMA, or Council's workshop.

### **13. Repairs**

13.1 If the Vehicle develops a fault or requires repairs, the Lessee shall arrange the required service, maintenance or repairs.

13.2 If the Vehicle requires extensive repairs when remote from Upper Lachlan Council area, the Lessee may arrange to have the repairs carried out but must obtain the consent of the Director of Infrastructure or General Manager.

13.3 If the Vehicle requires immediate repairs due to mechanical failure and is unavailable for use the Lessee may obtain an existing Council fleet vehicle. In extreme cases Council may hire a replacement vehicle with the approval of the Director of Infrastructure. If approval is granted to hire a vehicle, the replacement vehicle hired will be the most economical and/or lowest cost option available to Council.

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**ULSC Private Use Of Council Motor Vehicle Policy**

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**14. Extras**

- 14.1 First time extras shall only be fitted to the Vehicle with the prior consent of the General Manager.
- 14.2 First time extras shall not be fitted to the Vehicle at Council's expense.
- 14.3 If extras are removed, the Vehicle must be left as near as practicable to its original condition and must be to the satisfaction of the Director of Infrastructure.
- 14.4 Previously approved fitted extras shall be fitted to the replacement vehicle at Council's expense.
- 14.5 For Council business trips to or through Sydney or when travelling on other toll roads, a Council E-Tag is available and shall be used by the Lessee in the Vehicle. Any private use of a leaseback Vehicle on toll roads must be paid by the Lessee of the Vehicle.

**15. Prohibited Use**

- 15.1 The Vehicle may not be used in any car rally or car competition.
- 15.2 Smoking is not permitted under any circumstances in Council Vehicles at any time. This includes the driver and all passengers.
- 15.3 The Vehicle shall not be used for a commercial or business purpose or an activity where the Lessee derives an income which is not related to the Lessee's employment with Council.
- 15.4 The Vehicle may not be used in any manner which might contravene the insurance policy (a copy of which is annexed hereto) or result in voidance of the insurance cover and/or the Vehicle manufacturer's warranty.

**16. Insurance Claims**

- 16.1 If the Vehicle is involved in an accident, the Lessee shall pay the full amount of any claim rejected by Council's insurers due to a breach of the insurance contract by any action of the driver or passengers of the Vehicle.
- 16.2 Any age excess applicable to a claim shall be paid by the Lessee unless the driver of the Vehicle at the time of the accident was a Council employee.

ULSC Private Use Of Council Motor Vehicle Policy

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**17. Termination**

17.1 Council may terminate this Lease prior to the end of the term set out in clause 2 upon twelve months notice to the Lessee of its intention to do so.

17.2 Council may terminate this Lease immediately upon:

- (a) A breach by the Lessee of a term of this Lease;
- (b) A change of the Lessee's duties which no longer renders necessary the use of the Vehicle;
- (c) The Lessee's appointment to a new position which does not provide for a vehicle to be made available as part of the salary package;
- (d) The Lessee being disqualified from holding a driver's licence;
- (e) Abuse or misuse of the Vehicle by the Lessee in accordance with Clause 15;
- (f) Misuse and/or excessive use of the Council Fuel Card by the Lessee for private purposes.

17.3 The Lessee may terminate this Lease immediately upon giving Council written notice of intention to do so.

**18. Surrender of Vehicle and Fuel Card**

18.1 The Vehicle and Fuel Card shall be surrendered to Council:

- (a) Upon termination of this Lease; or
- (b) Upon termination of employment; through retirement, resignation or employee redeployment, being the last day on which the Lessee attends work.



## ULSC Private Use Of Council Motor Vehicle Policy

## UPPER LACHLAN SHIRE COUNCIL

## STAFF MOTOR VEHICLE LEASE DECLARATION

I have read and understand the Private Use of Council Motor Vehicle Policy and Staff Motor Vehicle Lease Agreement. I hereby agree to these conditions. I understand and accept the implications of having a motor vehicle and the implications regarding Reportable Fringe Benefits.

Signed in agreement of the terms set out in the Staff Motor Vehicle Lease Agreement offered by the General Manager of Upper Lachlan Shire Council on the:-

..... Day of ..... 2.....

.....  
General Manager  
UPPER LACHLAN SHIRE COUNCIL

.....  
Witness  
.....  
.....

Signed in agreement of the terms set out above by the Lessee on the:-

..... Day of .....

.....  
LESSEE

.....  
Witness  
.....

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## Finance and Administration - 17 September 2020

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**ITEM 13.2**                      **Review of Related Party Disclosures Policy**

**FILE REFERENCE**    I20/351

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

### **ISSUE**

Review of Council's Related Party Disclosures Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed Related Party Disclosures Policy.

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### **BACKGROUND**

Nil

### **REPORT**

This report details a review of the Related Party Disclosures Policy. The Policy is attached with amendments highlighted in yellow for Council's consideration.

### **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 Related Party Disclosures Policy.

### **ATTACHMENTS**

|                      |  |            |
|----------------------|--|------------|
| 1. <a href="#">↓</a> | Related Party Disclosures Policy - Date Adopted 15 June 2017 - Resolution 178-17 - Review 2020 | Attachment |
|----------------------|--|------------|

| <b>POLICY:-</b>                               |                                  |
|---|----------------------------------|
| Policy Title:                                 | Related Party Disclosures Policy |
| File Reference:                               | F10/618-05                       |
| Date Policy was adopted by Council initially: | 15 June 2017                     |
| Resolution Number:                            | 178/17                           |
| Other Review Dates:                           | N/A                              |
| Resolution Number:                            | N/A                              |
| Current Policy adopted by Council:            | 21 September 2020                |
| Resolution Number:                            | XXX/20                           |
| Next Policy Review Date:                      | 2023                             |

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

| <b>RESPONSIBILITY:-</b>   |  |
|---|--|
| 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:                              | Director of Finance and Administration |



## **OBJECTIVE**

To ensure compliance with the provisions of Australian Accounting Standard AASB 124 regarding the disclosure of Related Parties, Related Party Relationships and Related Party Transactions.

## **PURPOSE**

The purpose of this policy is to:-

1. Define the parameters for Related Party Relationships and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124.
2. Ensure that Council's Related Party Relationships are disclosed, irrespective of whether there have been transactions between the parties.

## **Definitions**

**AASB 10** – the Australian Accounting Standards Board - Consolidated Financial Statements – details the criteria for determining whether Council has significant influence over an entity.

**AASB 11** – the Australian Accounting Standards Board - Joint Arrangements - details the criteria for determining whether Council has significant influence over an entity.

**AASB 124** - the Australian Accounting Standards Board - Related Party Disclosures Standard under Section 334 of the *Corporations Act 2001* – details that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

**AASB 128** – the Australian Accounting Standards Board - Investments in Associates and Joint Ventures - details the criteria for determining whether Council has significant influence over an entity.

**Close family members or close members of the family** - in relation to a KMP, family members who may be expected to influence, or be influenced by that KMP in their dealings with Council will include:

- a) that person's children and spouse or domestic partner;
- b) children of that person's spouse or domestic partner; and
- c) Dependants of that person or that person's spouse or domestic partner.

For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) *if* they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

**Entity** - can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

**Key Management Personnel (KMP)** - are those persons having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including Councillors, the General Manager and Directors of Upper Lachlan Shire Council.

**Material (materiality)** - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**Ordinary Citizen Transaction** - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

**Related Party (related party relationships)** - a person or entity that is related to the entity preparing its financial statements (reporting entity).

**Related Party Transaction** - is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods,
- Purchase or sale of property and other assets,
- Rendering or receiving of services,
- Leases,
- Quotations and/or tenders,
- Commitments,
- Settlements of liabilities on behalf of Councillor by Council on behalf of the related party.

**Remuneration** - means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction.

**Significant (significance)** - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

**The Act** - *the Local Government Act 1993*

**The Regulation** - *the Local Government (General) Regulation 2005*

## **POLICY**

### **Introduction**

Council is required to disclose Related Party Relationships and Transactions as well as Key Management Personnel (KMP) compensation in its Annual Financial Statements in accordance with the Accounting Standard AASB 124.

The objective of this policy is to ensure that Upper Lachlan Shire Council's financial statements contain the necessary related party disclosures, thereby ensuring transparency in dealings and their effect on Council's financial reports. These disclosures draw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

The key assessment is whether knowledge of the relationship and terms and conditions could influence a user's understanding of the impact on the financial statements.

### **Policy Statement**

Council is committed to responsible corporate governance, including compliance with laws and regulations governing related party transactions.

Related party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A related party relationship could influence the normal business operations of Council even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. For example, goods may be supplied to Council on terms that might not be offered to other customers.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with related parties) may affect assessments of Council's operations.

AASB 124 provides that Council must disclose all material and significant related party transactions and outstanding balances, including commitments, in its Annual Financial Statements. Generally, disclosure will only be made where a transaction has occurred between Council and a related party of Council. In addition, the transaction must be material in nature or size when considered individually or collectively.

The Australian Accounting Standards Board advised in its April 2017 Agenda Decision *'the board considers there is little value in an entity incurring significant costs to obtain data that is immaterial for disclosure, and accordingly, the Board does not expect information to be collected unless it could be material for disclosure'*.

When assessing whether such transactions are significant the following factors will be taken into consideration:-

- significance in terms of size
- was it carried out on non-market terms
- is it outside normal day-to-day Council operations
- was it subject to Council approval
- did it provide a financial benefit not available to the general public
- was the transaction likely to influence decisions of users of the Annual Financial Statements

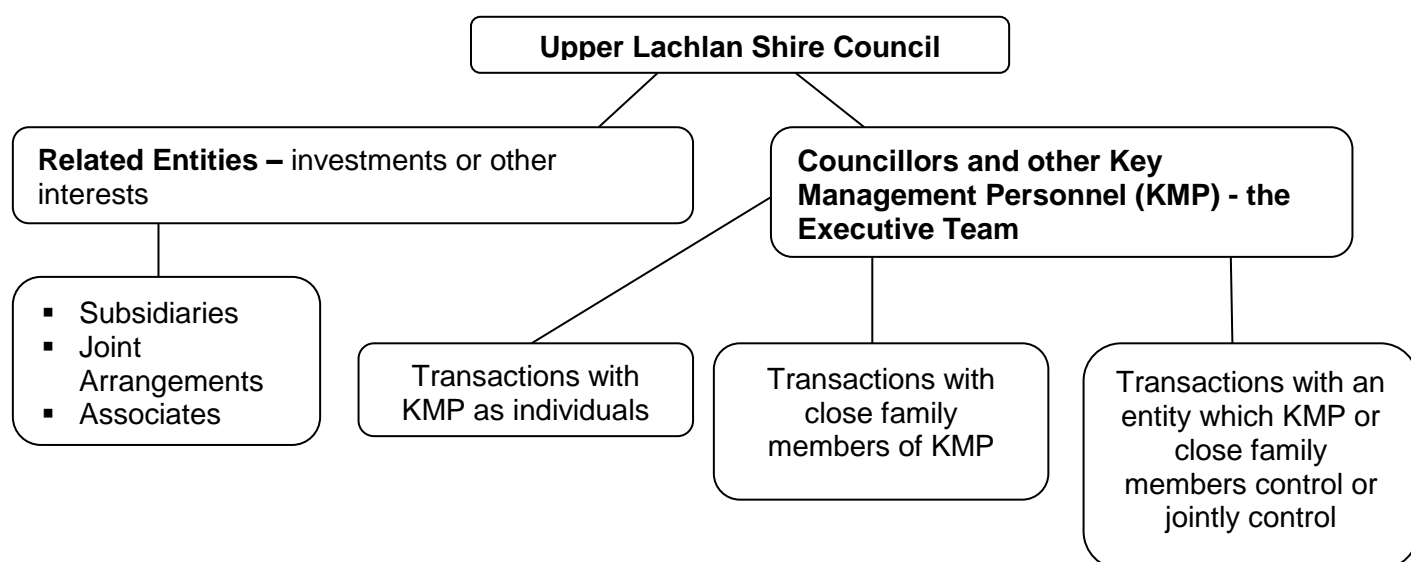
Regard must also be given to transactions that are collectively but not individually significant.

To enable Council to comply with AASB 124, Council's KMP are required to declare full details of any Related Parties and Related Party Transactions. Such information will be retained and reported, where necessary, in Council's Annual Financial Statements.

## Related Parties

Related parties of Council are as follows:-

- Entities related to Council;
- Key Management Personnel (KMP) of Council;
- Close family members of KMP;
- Entities that are controlled or jointly controlled by KMP, or their close family members.



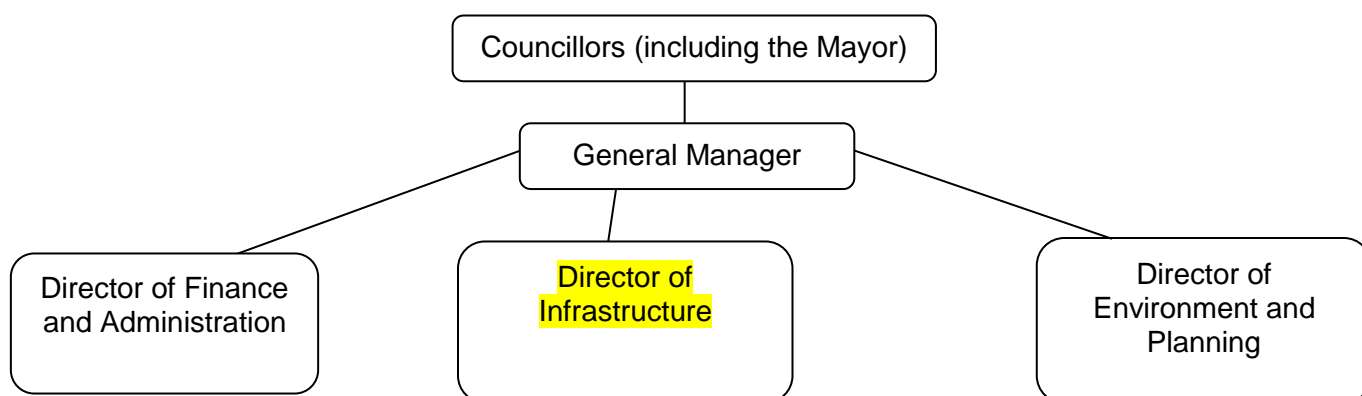
## Entities Related to Council

Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in Council's financial statements. When assessing whether Council has control or joint control over an entity Council must consider AASB 10 and AASB 11. AASB 128 details the criteria for determining whether Council has significant influence over an entity.

Council's Contracts Register, Leases and License Register and the Schedule of Debts Written Off will be reviewed to identify related party transactions/parties. This information will be included in the related party register which will include all joint arrangements and updated on an annual basis.

### Key Management Personnel (KMP)

The following chart identifies KMP of Upper Lachlan Shire Council:-



### Close Family Members of KMP

Those close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council.

### Entities that are Controlled or Jointly Controlled by KMP or their Close Family Members

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

The following table will assist in identifying close family members:-

| Definitely a close family member         | Maybe a close family member   |
|--|---|
| Your spouse/domestic partner             | Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council      |
| Your children                            | Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council |
| Your dependants                          | Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council  |
| Children of your spouse/domestic partner | Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council        |

| <b>Definitely a close family member</b>    | <b>Maybe a close family member</b>  |
|--|---|
| Dependants of your spouse/domestic partner | Any other member of your family if they could be expected to influence, or be influenced, by you in their dealings with Council |

## **DISCLOSURE**

### **Council Disclosure**

AASB 124 provides that Council must disclose all material and significant related party transactions in its Annual Financial Statements by aggregate or general description and include the following details:-

- the nature of the related party relationship
- relevant information about the transactions including:-
  - the amount of the transaction
  - the amount of outstanding balances, including commitments
  - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement
  - details of any guarantee given or received
  - provision for doubtful debts related to the amount of outstanding balances
  - the expense recognised during the period in respect of bad or doubtful debts due from related parties

All required transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are ordinary citizen transactions, and to determine the significance of each of the transactions.

Generally, transactions with amounts receivable from and payable to the KMP or their related parties which:-

- occur within normal employee, customer or supplier relationships and at arm's length
- are not material or significant

These shall be excluded from detailed disclosures; they will be disclosed in the financial statements by general description. Disclosures that Related Party Transactions were made on terms equivalent to an arms-length transaction can only be made if such terms can be substantiated.

## Related Party and KMP Disclosure

The types of disclosure that are required are as follows:-

1. Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.
2. KMP Compensation (remuneration) relate to all forms of consideration paid, payable, or provided in exchange for services provided in total and for each of the following categories:
  - Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees.
  - Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care.
  - Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation.
  - Termination benefits.
3. Where related party transactions have occurred:-
  - The nature of the related party relationship
  - Information about the transactions, outstanding balances and commitments, including terms and conditions
4. Separate disclosure for each category of the related party.
5. For the types of transactions to be disclosed refer to Related Party Transactions section.

KMP Declarations must be made annually by 30 June by using the Related Party Transaction Disclosure by KMP form (see Appendix A).

**Note:** these related party transaction notification requirements are in addition to the notifications KMP are required to make to comply with, such as:

- For Councillors and KMP, the pecuniary interests and conflicts of interest obligations in the *Local Government Act 1993* and Code of Conduct.

A related party transaction, as opposed to the Register of Pecuniary Interests, the related party and relationship must be disclosed for both the KMP and their close family member even if the same related party entity is held jointly or in common by them.

The NSW Audit Office shall audit related party information as part of their annual audit.



## **Notifications by Key Management Personnel**

In order to comply with the AASB 124, Council has adopted a policy that requires all members of its KMP to periodically provide notifications to the Manager of Finance and Administration of any existing or potential related party transactions between Council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

KMPs must complete the related party relationships notification using the Key Management Personnel Form (see Appendix B), notifying any existing or potential related party relationships between Council and any related parties of the KMP, to the Manager of Finance and Administration by no later than the following periods during a financial year:

- 30 days after the commencement of the application of this policy
- 30 days after a KMP commences their term or employment with Council

## **Related Party Transactions**

Related party transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:-

- purchase or sale of goods (finished or unfinished)
- purchase or sale of property and other assets
- rendering or receiving services
- leases
- transfers of research and development
- transfers under licence agreements
- transfers under finance arrangements (including loans and equity contributions in cash or in kind)
- provision of guarantees or collateral
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
- quotations and/or tenders
- settlements of liabilities on behalf of Council or by Council on behalf of the related party
- Expense recognised during the period in respect of bad debts
- Provision for doubtful debts relating to outstanding balances

## **Procedures**

The method for identifying the close members and associated entities of KMP will be by KMP self-assessment. KMP have an ongoing responsibility to advise Council immediately of any related party transactions.

The preferred method of reporting is for KMPs to provide details of related parties and related party transactions to the Manager of Finance and Administration.

Information provided will be reviewed by Council staff and will be held on a centralised register within the Finance and Administration Department.



## **Access to Government Information (Public Access) Act 2009 (GIPA Act)**

Information provided by KMPs and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.

Disclosures, Notifications and the Register are not available for public access under the GIPA Act.

### **Review**

This policy will be reviewed at minimum every three years or when any of the following occur:-

- Related legislation is amended or replaced;
- As a result of changes to the Office of Local Government Local Government Code of Accounting Practice and Financial Reporting;
- Changes to AASB 124.

### **LEGISLATIVE PROVISIONS**

Reference should be made to the following legislation, guidelines and policy documents when reading this policy:-

- AASB 10 - Consolidated Financial Statements;
- AASB 11 - Joint Arrangements;
- AASB 124 – Related Party Disclosures;
- AASB 128 – Investments in Associates and Joint Ventures;
- Corporations Act 2001;
- Environmental Planning and Assessment Act 1979;
- Government Information (Public Access) Act 2009;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government Amendment (Governance and Planning) Act 2016;
- Local Government Code of Accounting Practice and Financial Reporting Guidelines;
- Local Government (State) Award 2020;
- Office of Local Government Tendering Guidelines for NSW Local Government;
- Ombudsman Act 1974;
- Privacy and Personal Information Protection Act 1998;
- Public Interest Disclosures Act 1994;
- State Records Act 1998;
- Work Health and Safety Act 2011 and Regulations;
- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Council Bribes, Gifts and Benefits Policy;
- Council Code of Business Practice;
- Council Code of Meeting Practice;
- Council Disciplinary Policy;
- Council Fraud and Corruption Prevention Policy;
- Council Government Information (Public Access) Policy;
- Council Payment of Expenses and Provision of Facilities Policy;

- Council Public Interest Disclosures – Internal Reporting Policy;
- Council Purchasing and Acquisition of Goods Policy and Procedures.

**VARIATION**

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

## Appendix A – Related Party Transactions Notification



### RELATED PARTY TRANSACTION DISCLOSURE BY KEY MANAGEMENT PERSONNEL

Financial Year ...**2019-2020**...

Name of Key Management Person:

.....

Position of Key Management Person:

.....

Please read the Related Party Disclosures Policy provided with this notification, which explains what is a related party transaction and the purposes for which Council is collecting, and will use and disclose, the related party information provided by you in this notification.

Please complete the table below **for each Related Party Transaction with Council** that you, or a close member of your family, or an entity related to you or a close member of your family:

1. has previously entered into **and** which will continue in the .....**2019-2020**..... financial year
2. has entered into, or is reasonably likely to enter into, in the .....**2019-2020**..... financial year

| Related Party's Name (Individual's or entity's name) | Relationship | Nature of Transaction Existing or Potential | Dollar/Equivalent Value \$ | Description of Transaction Documents |
|--|--------------|---|----------------------------|--------------------------------------|
|  |              |   |                            |                                      |
|  |              |   |                            |                                      |
|  |              |   |                            |                                      |
|  |              |   |                            |                                      |
|  |              |   |                            |                                      |
|  |              |   |                            |                                      |

KMP Compensation (remuneration) in total and for each of the following categories:

| Type of Remuneration | Short-term Employee Benefits \$ | Post-Employment Benefits \$ | Other long-term Benefits \$ | Termination benefits \$ |
|----------------------|---------------------------------|-----------------------------|-----------------------------|-------------------------|
|                      |                                 |                             |                             |                         |
|                      |                                 |                             |                             |                         |
|                      |                                 |                             |                             |                         |
|                      |                                 |                             |                             |                         |

**Note: Only the aggregate amount of KMP remuneration will be included in the Council Annual Financial Statements.**

**Disclosure**

I .....,  
(Full name) (Position)

notify that, to the best of my knowledge, information and belief,

as at the date of this disclosure, the above information includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the .....**2019-2020**... financial year.

I make this disclosure after reading the Related Party Disclosures Policy provided by Upper Lachlan Shire Council, which details the meaning of the words “related party”, “Related Party Transaction”, “close members of the family of a person” and, in relation to an entity, “control” or “joint control”, and the purposes for which this information will be used and disclosed.

I permit the Manager of Finance and Administration and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interests in relation to me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named Key Management Person: .....

Dated: .....

## Appendix B – Examples of Related Parties and Transactions



### EXAMPLES – RELATED PARTIES AND TRANSACTIONS

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**Some specific examples of related party transactions may include:**

- paying rates and utility charges in accordance with Council's schedule of Fees and Charges
- using Council's public facilities after paying the corresponding fees:
- entering into leases with Council or Council owned properties
- entering into contracts to provide/receive goods/services to/from Council
- use of Council assets free of charge (e.g. office space for personal reasons)
- writing off debts due to/by related parties

#### **Company that is a Related Party of Council – Example 1**

Upper Lachlan Shire Council () owns 90% of the shares in Upper Lachlan Regional Development Pty Ltd (the Company).

ULSC has assessed that it has control over the company. The company is therefore a related party of ULSC because ULSC controls it.

ULSC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In the statements all individually significant transactions between ULSC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant ULSC will need to disclose a qualitative and quantitative indication of their extent.

ULSC must also disclose the nature of its relationship with the company.

**Key Management Personnel – Close Family Members – Example 2**

ULSC has recently employed Julie's son (Richard) in the Council's Works and Service area. Julie is Council's Mayor but was not involved in hiring Richard. This process was managed by the Human Resources Officer and included an independent assessment process. Julie did not have any influence in Richard securing the job.

Julie has been identified as a KMP of Council, which makes her a related party.

Richard will also be a related party of Council because he is a close family member of Julie. The recruitment process that was undertaken for Richard's position is irrelevant when assessing whether Richard is a related party.

**Key Management Personnel – Close Family Members – Example 3**

The Mayor of Upper Lachlan Shire Council (Julie) has lived in the Shire her whole life. In fact her family has been in the area for over three generations.

Julie's cousin Sally, owns and operates a local newsagent through a company Today's News Pty Ltd, of which she is 100% owner. Julie and Sally have always been close and regularly socialise.

Julie has been identified as a KMP of the Council. Sally is classified as a close family member of Julie because she would be able to influence, or be influenced by, that person with her dealings with Council.

Both Sally and the Company she controls, Today's News Pty Ltd would both be related parties of the Council. Any transactions that the Council makes with the newsagent would need to be separately identified and need to be disclosed.

**Entities that are Controlled or Jointly Controlled by KMP or their Close Family Members – Example 4**

The Mayor of Upper Lachlan Shire Council (Julie) is the President of Taralga Football League Inc, the local rugby club. The club is overseen by a committee which comprises the President and five other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 150 members that each have a vote in electing the committee members at the club's annual general meeting.

The Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the President of the club.

However, an entity where Julie has a close family member who has a voting right they would be considered as a related party.

### **Different Party Transactions that may occur between Related Parties - Example 5**

The Council's functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads.

Councillor Paul is a ratepayer residing within the Council's constituency. As such, Councillor Paul takes advantage of the availability of free public access to local parks and libraries. Councillor Paul also used the swimming pool at the Council's Aquatic Centre twice during the financial year, paying the casual entry fee applicable to the general public each time. The recreation centre has approximately 20,000 visitors each financial year.

All of the transactions described above between the Council and Councillor Paul are related party transactions of the Council considered for disclosure in the Council's general purpose financial statements. Based on the facts and circumstances described, the Council may determine that these transactions are unlikely to influence the decisions that users of the Council's financial statements make having regard to both the extent of the transactions, and that the transactions have occurred between the Council and Councillor Paul within a public service provider/ratepayer relationship.

### **Contentious Issues**

**Note:** where there are contentious issues in the determination of related party disclosures Council should seek advice from the External Auditor.

When assessing whether a KMP or close family member controls, or jointly controls, an entity Council will need to refer to ASSB 10 and ASSB 11.



### Example of completed 'Related Party Transaction Disclosure by Key Management Personnel' form



#### RELATED PARTY TRANSACTION DISCLOSURE BY KEY MANAGEMENT PERSONNEL (EXAMPLE)

Financial Year 2016/2017

Name of Key Management Person:

Julie Smith

Position of Key Management Person:

Mayor

Please read the Related Party Disclosures Policy provided with this notification, which explains what is a related party transaction and the purposes for which Council is collecting, and will use and disclose, the related party information provided by you in this notification.

Please complete the table below **for each Related Party Transaction with Council** that you, or a close member of your family, or an entity related to you or a close member of your family:

1. has previously entered into **and** which will continue in the 2016/2017 financial year
2. has entered into, or is reasonably likely to enter into, in the 2016/2017 financial year

| Related Party's Name (Individual's or entity's name) | Relationship                              | Nature of Transaction Existing or Potential        | Dollar/Equivalent Value \$ | Description of Transactions and/or Documents                  |
|--|---|--|----------------------------|---|
| Julie Smith  |   | Payment of Rates                                   | \$2,172.69                 | Rates Notice  |
| Julie Smith  |   | Payment of Water Charges                           | \$650.00                   | Water Bill Account  |
| Julie Smith  | President of Taralga Football League Inc. | Nil  | Nil                        | N/A   |
| Julie Smith  |   | Private Works – Maintenance on private access road | \$8,500.00                 | Council Invoice   |
| Richard Smith  | Son                                       | Employee of ULSC                                   | \$40,500.00                | Normal Employee Wages   |
| Sally Smith  | Cousin                                    | Stationery Sales                                   | \$1,000.00                 | 100% Owner of Today's News Pty Ltd – 30 day Terms on Invoices |

KMP Compensation (remuneration) in total and for each of the following categories:

| Type of Remuneration    | Short-term Employee Benefits \$ | Post-Employment Benefits \$ | Other long-term Benefits \$ | Termination benefits \$ |
|-------------------------|---------------------------------|-----------------------------|-----------------------------|-------------------------|
| Councillor Remuneration | \$16,800                        |                             |                             |                         |
|                         |                                 |                             |                             |                         |
|                         |                                 |                             |                             |                         |

**Note: Only the aggregate amount of KMP remuneration will be included in the Council Annual Financial Statements.**

**Disclosure**

I Julie Smith, Mayor  
(Full name) (Position)

notify that, to the best of my knowledge, information and belief,

as at the date of this disclosure, the above information includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the 2016/2017 financial year.

I make this disclosure after reading the Related Party Disclosures Policy provided by Upper Lachlan Shire Council, which details the meaning of the words “related party”, “Related Party Transaction”, “close members of the family of a person” and, in relation to an entity, “control” or “joint control”, and the purposes for which this information will be used and disclosed.

I permit the Manager of Finance and Administration and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interests in relation to me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named Key Management Person: Julie Smith

Dated: 30 June 2017

**Appendix C – Related Party Register****RELATED PARTY REGISTER**

| <b>Name</b> | <b>Relationship</b> | <b>Nature of Transactions</b> | <b>Terms and Conditions</b> | <b>Reference - Supporting Evidence</b> |
|-------------|---------------------|-------------------------------|-----------------------------|--|
|             |                     |                               |                             |  |
|             |                     |                               |                             |  |
|             |                     |                               |                             |  |
|             |                     |                               |                             |  |
|             |                     |                               |                             |  |
|             |                     |                               |                             |  |

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## Finance and Administration - 17 September 2020

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**ITEM 13.3**                      **Review of Fund Raising and Street Stalls Policy**

**FILE REFERENCE**    **I20/352**

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

### **ISSUE**

This report is a review of Council's Fund Raising and Street Stalls Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed Fund Raising and Street Stall Policy.

---

### **BACKGROUND**

Nil

### **REPORT**

This report details a review of the Council Fund Raising and Street Stalls Policy. The Policy is attached with amendments highlighted in yellow for Council's consideration. In addition to the policy review, the NSW Public Health Order has mandated that a COVID-19 Safety Plan must be adopted. Council staff have worked with local groups and on 30 July 2020 issued a Street Stall, Markets and Fundraising COVID-19 Safety Plan and Procedure for Stallholders, markets and fundraising activities. The Safety Plan and Procedure form is available to community organisations on Council's website and from Council's administration offices.

### **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 Fund Raising and Street Stall Policy.

### **ATTACHMENTS**

|                             |   |            |
|-----------------------------|---|------------|
| 1. <a href="#">Download</a> | Fund Raising and Street Stalls Policy - Date Adopted 17 July 2014 - Resolution 214/14 - Review 2017 | Attachment |
|-----------------------------|---|------------|

| <b>POLICY:-</b>                               |   |
|---|---|
| Policy Title:                                 | <b>Fund Raising Activities and Street Stall Policy</b>            |
| File Reference:                               | F10/618-04  |
| Date Policy was adopted by Council initially: | 26 October 2006   |
| Resolution Number:                            | 315/06  |
| Other Review Dates:                           | 20 November 2008, 20 October 2011, 17 July 2014 and 20 April 2017 |
| Resolution Number:                            | 366/08, 400/11, 214/14 and 105/17                                 |
| Current Policy adopted by Council:            | 21 September 2020   |
| Resolution Number:                            | XXX/20  |
| Next Policy Review Date:                      | 2023  |

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

| <b>RESPONSIBILITY:-</b>   |  |
|---|--|
| 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:                              | Director of Finance and Administration |

## OBJECTIVES

1. To provide guidelines for the monitoring and control of the use of street stalls, raffle ticket sales, door knock appeals or other activities conducted by community organisations and/or other persons for fund raising activities.
2. To monitor and manage activities in public places, such as public footpaths, under the control and/or management of Council (excluding public reserves / community land areas).
3. To ensure that fund raising activities do not adversely impact on residents or business operators, whilst at the same time providing an opportunity for fundraising for community organisations.

## NO POLICY EXEMPTIONS DURING COVID-19 WITHOUT CONSENT FROM COUNCIL

1. This policy only applies to public places under the control and/or management of Council and does not apply to public reserves / community land areas which are subject to separate arrangements or Plans of Management and/or approvals by Council.
2. Fundraising activity coordinated by non-profit organisations established externally outside the Upper Lachlan Shire Council are not exempt from procedures in this policy. These non-profit organisations may have days allocated for street stalls that shall not conflict with bookings made by local Upper Lachlan Shire Council based organisations at the direction of Council's General Manager.

Examples include; Canteen Children's Foundation, Cancer Council of NSW, and Heart Foundation. However, these non-profit organisations must have public liability insurance of at minimum twenty million dollars (\$20,000,000) and a certified copy of the policy must be provided to Council\*\*

3. There are no exemptions from the requirements to obtain Council approval for fund raising activities in public places within the Council area due to COVID-19.

## PROCEDURES RELATING TO APPROVALS

1. Street stalls or other fund raising activities held on the footpaths within the central business district of Crookwell, Gunning, Taralga and other villages within Council's LGA require the approval of Council.
2. The following arrangements apply to fundraising activities:-
  - a. In Crookwell, fund raising activities shall be conducted from the facility located in the Amenities Building, Goulburn Street.

In addition, fund raising activities may be conducted by an approved organisation may also have a small table and chair located on the footpath adjacent to the Crookwell Newsagency and the IGA Supermarket subject to the following:-

- (i) The table location is only to be used for the selling of tickets;
- (ii) No product/items to be displayed at that location (including adjacent road way); and
- (iii) The table and chair shall be positioned so as not to obstruct use of the footpath, lines of sight, doorways and the like.
- (iv) Approval is granted by the Council.

In Crookwell, Gunning, Taralga and the other villages fund raising activities shall be conducted from sites only by prior approval from the General Manager.

*Note: the display of items / products associated with fundraising is subject to the liability of the approved organisation. In that respect the organisation must ensure compliance with other legislation (e.g. traffic regulations, health, work health and safety, etc).*

- b. The fundraising activity must be conducted by non-profit organisations, which are represented by a Committee established in the Upper Lachlan Shire Council or broader/larger not for profit organisation such as the ones provided in the previous page of this policy.\*\*
- c. The fundraising activity must clearly indicate the organisation they represent.
- d. Allocation of dates will be made by Council following the calling of applications in September / October each year. Applications are to be made on Council's prescribed form.
- e. Applications received other than through the annual process will be allocated vacant dates (if available).
- f. All applications must include a copy of the organisation/committee COVID-19 safety plan (note this is a requirement of NSW Health)
- g. All applications must be approved by Council's General Manager prior to fundraising activities taking place.
- h. Only one (1) allocation will be made per day, except in the two (2) weeks prior to Christmas each year when multiple bookings will be permitted. In this case between the dates of 10 December to 24 December, first bookings with the Council will get preference to the amenities block or outside IGA and Newsagency. Second booking will be able to share with IGA and Newsagency, (two (2) tables on either side of entry, dependant on the COVID-19 situation at the time).



- i. The site is to be cleaned and left in a tidy manner at the completion of the fund raising activities.
- j. On community activity/festival days (e.g. Crookwell Potato Festival and Taralga Rodeo) the use of the street stall will be at the discretion of the organisers of those days (subject to bookings and approval being made in accordance with the provisions of this Policy).
- k. Fund raising activities must not affect pedestrian traffic movement and public safety.
- l. Fund raising organisations except those exempt under the Charitable Fund Raising Act 1991, must hold an authority from the Chief Secretary's Department to conduct fund raising activities.
- m. Collectors for charitable collections shall wear appropriate identification indicating the organisation they represent and must make documentation available for inspection at any time.
- n. The approval for a door knock appeal; i.e. Salvation Army Red Shield Appeal, shall include a requirement that the applicant suitably advertise the appeal prior to the event in a manner that will inform residents of the reasons for the appeal.
- o. The collection of money from the occupants of motor vehicles within the Council area is strictly prohibited.
- p. No amplified speech or noise is to be used for fund raising activities.
- q. Food items displayed and sold under this Policy must comply with the Food Act 2003 and the Food Regulation 2010.
- r. Councils' General Manager is delegated the authority to issue approvals in respect of Fund Raising Activities.
- s. Enforcement of above procedures will be in accordance with Council's Enforcement Policy.
- t. All organisations must have appropriate public liability insurance of at minimum ten million dollars (\$10,000,000) and a certified copy of the policy must be provided to Council with the application.

## **RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES**

Reference should be made to the following legislation, guidelines and policy documents when reading this policy:-

- Local Government Act 1993 (as amended);
- Food Act 2003;
- Food Regulation 2010;
- Environmental Planning and Assessment Act 1979;
- Local Government (General) Regulations 2005;
- Anti Discrimination Act 1977;
- State Records Act 1998;
- Government Information (Public Access) Act 2009;
- Council's Community Strategic Plan;
- Council's Social and Community Plan;
- Council's Cultural Plan 2017-2020;
- Council's Complaints Policy;
- Council's Code of Conduct;
- Council's Service Delivery Policy; and
- Council's Enforcement Policy.

## **VARIATION**

Council reserves the right to vary or revoke this policy and its terms and conditions.

**UPPER LACHLAN SHIRE COUNCIL**

**44 Spring Street**  
CROOKWELL NSW 2583

**123 Yass Street**  
GUNNING NSW 2581

STREET STALL / DOOR-KNOCK ACTIVITIES

**APPLICATION FORM**

*In accordance with Upper Lachlan Shire Council's Fund Raising Activities and Street Stall Policy.*

Please email [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au) a copy of your application form including pages 1 - 5 of this document to agree you have read and accept the above. Please ensure the below is also provided.

- COVID-19 officer's details (full name, email and contact number)
- Insurances (public liability)
- Business / Committee COVID-19 safety plan

For assistance with COVID-19 Safety plans head to  
<https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-non-food-markets.pdf>

**NAME OF ORGANISATION:** \_\_\_\_\_

Is it a non-profit organisation? YES / NO

Is it represented by a Committee established in the  
Upper Lachlan Shire Council? YES / NO

Does the organisation have public liability insurance with an  
indemnity limit of \$10 million as a minimum? YES / NO

A certified copy of the public liability insurance  
policy is attached to this application? YES / NO

(If the answer to all of the above is 'YES' proceed with the application)

|   |    |  |
|---|----|--|
| NAME OF PERSON IN<br>CHARGE OF ORGANISATION   |    |  |
| ORGANIZATION / COMMITTEE  |    |  |
| PO BOX OR ADDRESS OF<br>ORGANISATION / COMMITTEE  |    |  |
| PHONE NUMBER  |    |  |
| EMAIL   |    |  |
| SITE LOCATION E.G<br>IGA/AMENITIES BLOCK/GUNNING  |    |  |
| DATE OF EVENT   |    |  |
| TIME<br>EVENT:<br><br>TO _____ AM / PM  | OF | FROM _____ AM / PM<br><br>TO _____ AM / PM |
| HOW MANY VOLUNTEERS ARE<br>ATTENDING  |    |  |
| COVID-19 SAFETY OFFICER FULL<br>NAME  |    |  |
| COVID-19 SAFETY OFFICER<br>PHONE NUMBER   |    |  |
| COVID-19 SAFETY OFFICER EMAIL   |    |  |
| <b>**NOTE TO UNDERSTAND THE ROLE OF A COVID OFFICER HEAD TO<br/> <a href="https://www.safeworkaustralia.gov.au/officer-duties-covid-19">HTTPS://WWW.SAFEWORKAUSTRALIA.GOV.AU/OFFICER-DUTIES-COVID-19</a> </b> |    |  |

**Full name**

**Signature**

**Date**

.....

**The provisions of Councils' Policy in regard to Fund-Raising Activities is  
acknowledged by the signature of the applicant.**

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## Finance and Administration - 17 September 2020

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**ITEM 13.4**                      **2019/2020 Budget Revotes to carry forward to internal restricted reserve**

**FILE REFERENCE**    **I20/386**

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

### **ISSUE**

Revote to carry forward 2019/2020 expenditure allocations and uncompleted works into Council's internal restricted reserve fund.

**RECOMMENDATION**        That -

1. Council approves the 2019/2020 transfers to the Council internal restricted reserve fund totalling \$5,410,395 including revote of uncompleted works expenditure projects.

---

### **BACKGROUND**

Nil

### **REPORT**

The uncompleted works allocations and internal restricted reserve movements from 2019/2020 Operational Plan budgeted expenditure are required to be carried forward by transfer to the Council's internal restricted reserve fund. Also, Council are to restrict the Financial Assistance Grant (FAGS) payment in advance for the first two quarters of the 2020/2021 allocation for use in that year.

The following revotes do not include specific tied grant fund cash allocations unexpended which are required to be acquitted to external funding bodies and have been externally restricted by Council for their specified purpose, i.e. Roads to Recovery, RMS Regional Road Block Grant, and other specific grant funded programs. Also excluded are Section 7.11 contributions (formerly known as Section 94) and Section 64 development contributions, Trust funds, Wind Farm CEP funds, stormwater levy, water supply fund, sewerage fund and domestic waste management which are all external restricted reserve funds.

The following are revotes to the Council internal restricted reserve fund relating to recurrent revenue for projects in the 2019/2020 Operational Plan and includes Council funded uncompleted works, unspent business unit allocations and incomplete loans program projects for bridges:-

**Finance and Administration**

**2019/2020 BUDGET REVOTES TO CARRY FORWARD TO INTERNAL RESTRICTED RESERVE cont'd**

| <b>Description</b>   | <b>GL Number</b> | <b>Revote \$</b> |
|--|------------------|------------------|
| <b>2019/2020 Internal Reserves – Uncompleted Works</b>                           |                  |                  |
| Engineering - Consultancies Road Project Planning                                | 37016            | 29,320           |
| Engineering - Consultancies Asset Management                                     | 37000            | 30,900           |
| Administration - Salaries and Wages  | 23000            | 114,200          |
| Gunning Court House - Disability Access Ramp                                     | 55648            | 28,240           |
| Crookwell Admin. Office – Disability Access Ramp                                 | 55654            | 38,740           |
| Tuena Hall Rec. Area - Access Ramp to Disability Toilets                         | 55650            | 15,130           |
| Gunning Landfill Design and Investigation  | 55628            | 50,000           |
| Gunning Transfer Station - New Attendant Hut                                     | 55678            | 15,000           |
| Village Waste Transfer Stations Upgrades   | 55679            | 20,000           |
| Crookwell & Gunning Swimming Pools Capital Plan (consultancy and Implementation) | 55138            | 27,500           |
| Crookwell Swimming Pool upgrade and heated pool                                  | 55374            | 40,000           |
| Towns and Villages Streetscape Program   | 55401            | 150,000          |
| Crookwell Caravan Park - Renew Electrical Switchboard & Water Supply upgrade     | 55661            | 30,000           |
| Works Depot Building Improvements  | 55123            | 40,900           |
| Urban Local Sealed Roads - Bitumen Resealing                                     | 55163            | 27,550           |
| Rural Local Sealed Roads - Bitumen Resealing                                     | 55162            | 52,800           |
| Rural Local Roads - Safety Improvements  | 55623            | 25,000           |
| Road Reconstruction - Robertson Lane Crookwell                                   | 55662            | 310,000          |
| Road Reconstruction - Yass Street Gunning (Park to Copeland Street)              | 55663            | 40,000           |
| Cycleway Program - Carrington Street Crookwell (Northcott to Tait Streets)       | 55673            | 20,000           |
| Traffic and Parking Study and Plan   | 55677            | 60,000           |
| Kerb & Gutter Rehabilitation - Colyer Street, Crookwell                          | 55594            | 36,400           |
| Kerb & Gutter Design - King Rd (Laggan Rd to Crown St)                           | 55695            | 60,000           |
| Redground Heights hub repeater - mobile phone system                             | 55682            | 6,000            |
| School Bus Stop Construction   | 55294            | 7,000            |
| Bus Shelters - Gunning and Dalton Construction                                   | 55683            | 20,000           |
| <b>Uncompleted Works - Total</b>   |                  | <b>1,294,700</b> |
| <b>2019/2020 Internal Reserve Movement</b>                                       |                  |                  |
| Transfer to State Road Works Contingency Reserve                                 |                  | 134,174          |
| Financial Assistance Grant 2020/2021 Prepayment                                  |                  | 2,528,409        |
| Transfer to Information Technology (IT) Reserve                                  |                  | 72,500           |
| Transfer to Housing Reserve  |                  | 7,000            |
| Transfer to Tourism Reserve  |                  | 12,700           |
| Transfer to Unexpended Loans Program Reserve                                     |                  | 1,360,912        |
| <b>Internal Reserves - Total</b>   |                  | <b>4,115,695</b> |
| <b>Total internal restrictions carried forward to reserve</b>                    |                  | <b>5,410,395</b> |

**POLICY IMPACT**

Nil

***Finance and Administration***

**2019/2020 BUDGET REVOTES TO CARRY FORWARD TO INTERNAL RESTRICTED RESERVE cont'd**

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

All internal restricted transfer to reserves shall be included in Note 6 (c) Restricted Cash, Cash Equivalents and Investments within the 2019/2020 Financial Statements.

**RECOMMENDATION** That -

1. Council approves the 2019/2020 transfers to the Council internal restricted reserve fund totalling \$5,410,395 including revote of uncompleted works expenditure projects.

**ATTACHMENTS**

Nil





## **14 GENERAL MANAGER**

The following items are submitted for consideration -

|      |  |     |
|------|--|-----|
| 14.1 | Disclosures of Interest by Councillors and Designated Persons under Clause 4.21 of the Council Code of Conduct | 166 |
| 14.2 | Election of Mayor (Section 225-230, Local Government Act, 1993)  | 168 |
| 14.3 | Election of Deputy Mayor (Section 231, Local Government Act, 1993)   | 172 |
| 14.4 | Council Meetings - Times and Frequency   | 174 |
| 14.5 | Collector Village Pumpkin Festival Committee   | 177 |
| 14.6 | Council Agenda Format and Committees Structure   | 183 |
| 14.7 | COVID-19 Report  | 204 |
| 14.8 | Crookwell Pool - Update  | 207 |
| 14.9 | Questions with Notice Summary  | 209 |

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## General Manager - 17 September 2020

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**ITEM 14.1**                      **Disclosures of Interest by Councillors and Designated Persons under Clause 4.21 of the Council Code of Conduct**

**FILE REFERENCE**    **I20/314**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing for the tabling of the Disclosures of Pecuniary Interest Returns by Councillors and Designated Person Returns in accordance with Clauses 4.25 to 4.27, of the Council Code of Conduct.

**RECOMMENDATION**      That -

1. Council notes the tabling of the Disclosures of Pecuniary Interest Returns by Councillors and Designated Persons to 30 June 2020

---

### **BACKGROUND**

To comply with Clause 4.21, of the Code of Conduct, a Councillor or designated person must make and lodge with the General Manager a return in accordance with Schedule 2, of the Council Code of Conduct.

In accordance with Clause 4.25 to 4.27, of the Council Code of Conduct, all councils are required to table the submitted Disclosures of Pecuniary Interest Returns of all nine Councillors.

### **REPORT**

In accordance with the Clause 4.21, of the Code of Conduct, Upper Lachlan Shire Council has received updated Disclosure of Pecuniary Interest Returns from all Councillors and Designated Person Returns from the following people:-

- ◆ Councillor John Stafford;
- ◆ Councillor John Searl;
- ◆ Councillor James Wheelwright;
- ◆ Councillor Richard Opie;
- ◆ Councillor Ron Cummins;
- ◆ Councillor Pam Kensit;
- ◆ Councillor Paul Culhane;
- ◆ Councillor Darren O'Brien;
- ◆ Councillor Brian McCormack;
- ◆ All Council Designated Senior Staff, including the General Manager and 3 Departmental Directors;
- ◆ Council staff who exercise regulatory functions or contractual functions; including all Council Managers and other relevant staff.

***General Manager***

**DISCLOSURES OF INTEREST BY COUNCILLORS AND DESIGNATED PERSONS  
UNDER CLAUSE 4.21 OF THE COUNCIL CODE OF CONDUCT cont'd**

The Disclosures by Councillors and Designated Persons forms are available for inspection upon request and will be tabled at the Ordinary Council Meeting on 17 September 2020.

**POLICY IMPACT**

Council is complying with the Council Code of Conduct.

Note: Sections 441 to 459, of the Local Government Act 1993, are now repealed and replaced by Part 4 - Pecuniary Interests in the new Council Code of Conduct.

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council notes the tabling of the Disclosures of Pecuniary Interest Returns by Councillors and Designated Persons to 30 June 2020

**ATTACHMENTS**

Nil

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## General Manager - 17 September 2020

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**ITEM 14.2**                      **Election of Mayor (Section 225-230, Local Government Act, 1993)**

**FILE REFERENCE**    **I20/364**

**AUTHOR**                      **General Manager**

### **ISSUE**

The election for the position of Mayor is to be undertaken in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

**RECOMMENDATION**        That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The General Manager declares the successful Councillor elected as Mayor, with that Councillor then to undertake the role of Meeting Chairperson.

---

### **BACKGROUND**

Under section 230(1) of the Local Government Act 1993, Mayors elected by Councillors now hold office for 2 years.

As Upper Lachlan Shire Council held its ordinary elections in September 2018, Council is now required to hold its mayoral election in September 2020, as the Mayor is elected by the Councillors.

Due to COVID-19 the Mayor elected in September 2020 Council meeting will hold their office until ordinary elections are held on 4 September 2021.

Office of Local Government Circular 20-29 September 2020 Mayoral Elections is attached for Councillors information.

### **REPORT**

Schedule 7 of the Local Government (General) Regulation 2005, provides details with respect to the election of Mayor by Councillors. Nominations are to be made to the General Manager and an election conducted, if necessary.

Council's Operational Plan has provided that the Mayor be paid an annual fee of \$26,530.00, which is paid in addition to the fee paid to the Mayor as a Councillor, a motor vehicle, a laptop or tablet and a mobile telephone are also supplied to be utilised in accordance with the position duties involved.

The General Manager (or a person appointed by the General Manager) is the Returning Officer for the election of Mayor.

## **General Manager**

### **ELECTION OF MAYOR (SECTION 225-230, LOCAL GOVERNMENT ACT, 1993)**

cont'd

A Councillor may be nominated without notice for election as Mayor and the nomination is to be made in writing by two or more Councillors, (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

A nomination form has been provided to all Councillors and should be delivered or sent to the General Manager up until the time of the election to be held on Thursday, 17 September 2020 at approximately 9:00am.

If only one Councillor is nominated, then that Councillor is elected.

If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

Clause 3 of Schedule 7 of the Local Government (General) Regulation 2005 also makes it clear that "ballot" has its normal meaning of secret ballot.

The following recommendation has been prepared on the basis that more than one Councillor is nominated for the position of Mayor.

#### **POLICY IMPACT**

Nil

#### **OPTIONS**

Nil

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

Nil

#### **RECOMMENDATION**      That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The General Manager declares the successful Councillor elected as Mayor, with that Councillor then to undertake the role of Meeting Chairperson.

#### **ATTACHMENTS**

|                      |  |            |
|----------------------|--|------------|
| 1. <a href="#">↓</a> | Office of Local Government Circular to Councils - 20-29 September 2020 Mayoral Elections - 4 August 2020 | Attachment |
|----------------------|--|------------|



Office of  
Local Government

## Circular to Councils

|                             |  |
|-----------------------------|--|
| <b>Circular Details</b>     | 20-29 / 4 August 2020 / A713425  |
| <b>Previous Circular</b>    | 20-25 <i>The date of the next ordinary local government elections is 4 September 2021</i><br>20-28 <i>Rules on attendance at council and committee meetings during the COVID-19 pandemic as of 1 July 2020</i> |
| <b>Who should read this</b> | Councillors / General Managers / Governance staff  |
| <b>Contact</b>              | Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>  |
| <b>Action required</b>      | Council to Implement   |

### September 2020 mayoral elections

#### What's new or changing

- Councils that elected mayors in September 2018 must have mayoral elections in September 2020 when the 2-year term of the current mayor expires. The mayor elected in September 2020 will hold their office until ordinary elections are held on 4 September 2021.
- Councils must also hold an election for deputy mayor if the deputy mayor's term has expired and county councils must elect a chairperson.

#### What this will mean for your council

- Schedule 7 of the *Local Government (General) Regulation 2005* prescribes three methods of election of mayors:
  - open ballot (eg a show of hands)
  - ordinary ballot, or
  - preferential ballot.
- Open ballots can be undertaken remotely where a council is conducting its meetings by audio visual link.
- Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person if the election is to be by way of an ordinary or preferential ballot.

#### Key points

- In deciding which method to use for the mayoral election, councils should consider the personal circumstances of their councillors to ensure that all councillors can participate in the mayoral election.
- Councillors may attend council meetings in person under the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020* for the purposes of participating in a mayoral election and staff may attend for the purposes of conducting the election.
- Councils should observe appropriate social distancing when conducting mayoral elections and take any other steps necessary to minimise the risk of infection by the COVID-19 virus and to ensure the health and safety of all attendees.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

**Where to go for further information**

- The Office of Local Government has issued a fact sheet on conducting mayoral elections which is available at <https://www.olg.nsw.gov.au/councils/councillors/mayoral-elections/>.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Tim Hurst**  
**Deputy Secretary**  
**Local Government, Planning and Policy**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

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## General Manager - 17 September 2020

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**ITEM 14.3**                      **Election of Deputy Mayor (Section 231, Local Government Act, 1993)**

**FILE REFERENCE**    I20/365

**AUTHOR**                      **General Manager**

### **ISSUE**

The election for the position of Deputy Mayor is to be undertaken in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

**RECOMMENDATION**      That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The Mayor declares the successful Councillor elected as Deputy Mayor.

---

### **BACKGROUND**

The annual election for the position of Deputy Mayor is to be undertaken in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

### **REPORT**

A nomination form has been provided to all Councillors and should be delivered or sent to the General Manager up until the time of the election to be held on Thursday, 17 September 2020 at approximately 9:00am

If only one Councillor is nominated, then that Councillor is elected.

If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

Clause 3 of Schedule 7 of the Local Government (General) Regulation 2005 also makes it clear that “ballot” has its normal meaning of secret ballot.

The following recommendation has been prepared on the basis that more than one Councillor is nominated for the position of Deputy Mayor.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil



***General Manager***

**ELECTION OF DEPUTY MAYOR (SECTION 231, LOCAL GOVERNMENT ACT, 1993) cont'd**

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The Mayor declares the successful Councillor elected as Deputy Mayor.

**ATTACHMENTS**

Nil

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## General Manager - 17 September 2020

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### **ITEM 14.4                      Council Meetings - Times and Frequency**

**FILE REFERENCE    I20/368**

**AUTHOR                      General Manager**

### **ISSUE**

Providing details regarding Council Meeting times and frequency of Council Meetings.

### **RECOMMENDATION        That –**

1. Ordinary Council Meetings are to be held on the third Thursday of the month at Crookwell (no meeting held in January) with all meetings to commence at 9:00am, as per the following schedule of meeting times and dates:
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 October 2020 commencing at 9:00am
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 19 November 2020 commencing at 9:00am
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 17 December 2020 commencing at 9:00am
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 February 2021 commencing at 9:00am
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 March 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 April 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 May 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 17 June 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 July 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 19 August 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 September 2021 commencing at 9:00am.

---

### **BACKGROUND**

Providing particulars with respect to Ordinary Council Meeting times and information regarding the frequency of Council Meetings, in accordance with Section 365 of the Local Government Act 1993.

## **REPORT**

In accordance with Section 365 of the Local Government Act 1993, the Council is required to meet at least 10 times each year, each time in a different month.

Section 366 provides details with respect to the calling of an extraordinary meeting on request by Councillors and Section 367 provides details with respect to the requirements to provide notice of meetings.

Part 10 of the Local Government (General) Regulation 2005 provides details with respect to the convening and conduct of Council Meetings and Committees of Council.

Any variation to the time and date for the Ordinary Meeting or the Committee Meetings will require the General Manager to send to each Councillor, at least 3 days before the Meeting, a Notice specifying the Time and Place at which, and the Date on which, the Meeting is to be held and the business proposed to be transacted (Section 367 (1)).

For Extraordinary Meetings if the Mayor or General Manager receives a request in writing signed by at least 2 Councillors, a Meeting must be called as soon as practical but within 14 days after receiving the request (Section 366).

In the event of urgent business the Mayor or General Manager may call an Extraordinary Meeting, with the agreement of a majority of Councillors, subject to a minimum of 6 hours' notice being provided. Otherwise, a minimum of 3 days' notice is required (Section 367 (2)).

Further to the above, Council also has an adopted Code of Meeting Practice, which complements the Act and the Regulation.

Council's existing arrangements concerning meeting times and dates are included in the currently adopted Code of Meeting Practice and are as follows:

- Ordinary Meetings are held on the third Thursday of every month commencing at 9:00am at Crookwell (eleven meetings)
- In accordance with industry practice, as both Councillors and the majority of staff members generally take annual leave during the month of January, Council have not scheduled a Council Meeting for January 2021.
- Tenders are dealt with in the Closed Section of the Ordinary Council Meeting by the full Council.
- Council holds Community Outreach Meetings (on an as required basis) in May each year, at community based locations, for residents within and surrounding the town/villages of Crookwell, Gunning, Taralga, Collector, Bigga and the locality of Big Hill, with an aim to obtaining information on items recommended for inclusion in the Draft Operational Plan, as part of the public consultation process. Council meets with the local community to discuss projects and issues pertinent to the local community.

## **General Manager**

### **COUNCIL MEETINGS - TIMES AND FREQUENCY** cont'd

All other procedural matters relating to Council Meetings are contained in the Code of Meeting Practice or the Act and Regulation.

#### **POLICY IMPACT**

Nil

#### **OPTIONS**

Nil

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

Nil

#### **RECOMMENDATION**      That –

1. Ordinary Council Meetings are to be held on the third Thursday of the month at Crookwell (no meeting held in January) with all meetings to commence at 9:00am, as per the following schedule of meeting times and dates:
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 October 2020 commencing at 9:00am
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 19 November 2020 commencing at 9:00am
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 17 December 2020 commencing at 9:00am
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 February 2021 commencing at 9:00am
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  - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 May 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 17 June 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 July 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 19 August 2021 commencing at 9:00am.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 September 2021 commencing at 9:00am.

#### **ATTACHMENTS**

Nil

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## General Manager - 17 September 2020

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**ITEM 14.5**                      **Collector Village Pumpkin Festival Committee**

**FILE REFERENCE**    **I20/410**

**AUTHOR**                      **General Manager**

### **ISSUE**

To provide Council with a status update on the future of Collector Village Pumpkin Festival committee.

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.
2. Collector Village Pumpkin Festival Committee Meeting – Minutes – 21 August 2020 be received.
3. Collector Village Pumpkin Festival Committee Meeting – Minutes – 4 September 2020 be received.
4. Council resolve that on the Section 355 Collector Village Pumpkin Festival Committee be dissolved.
5. Council resolves that any residual monies held by the Section 355 Collector Village Pumpkin Festival Committee be transferred into Council internal reserve fund for the purposes of and the benefit of the Collector village. All bank accounts to be closed by 16 December 2020.
6. Council write to thank the committee for their services

---

### **BACKGROUND**

Two meetings were held by the Section 355 Collector Village Pumpkin Festival Committee to discuss the future of the committee and the committee's events.

### **REPORT**

Following the Collector Village Pumpkin Festival Committee meetings held on 21 August and 4 September 2020 the committee have submitted their minutes and advised Council of their intention to dissolve the 355 committee and not hold the 2021 Collector Pumpkin Festival event.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil



**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receives and notes the report as information.
2. Collector Village Pumpkin Festival Committee Meeting – Minutes – 21 August 2020 be received.
3. Collector Village Pumpkin Festival Committee Meeting – Minutes – 4 September 2020 be received.
4. Council resolve that on the Section 355 Collector Village Pumpkin Festival Committee be dissolved.
5. Council resolves that any residual monies held by the Section 355 Collector Village Pumpkin Festival Committee be transferred into Council internal reserve fund for the purposes of and the benefit of the Collector village. All bank accounts to be closed by 16 December 2020.
6. Council write to thank the committee for their services

**ATTACHMENTS**

|  |   |            |
|--|---|------------|
| 1. <a href="#"></a> | Collector Village Pumpkin Festival Committee Meeting – Minutes – 21 August 2020   | Attachment |
| 2. <a href="#"></a> | Collector Village Pumpkin Festival Committee Meeting – Minutes – 4 September 2020 | Attachment |



## Minutes of the Collector Village Pumpkin Festival General Meeting held 21 August 2020

7:00 Meeting opened

**Present:**

Gary & Felicity Poile  
Graeme Pietsch  
Terry Lovelock  
Tracy & Brett Byron  
Cr John Searl  
Michael Duck'

Kate Drain  
Gemma Spriglett

**Apologies**

Sally Pietsch  
Tony Hyams  
Jeanette Sheridan

**Meeting open: 7:00 pm**

The President advised that this special committee meeting had been called to discuss the short- and long-term future of the Collector Village Pumpkin Festival and carry out any necessary actions.

Gary advised that the Executive members of the committee (Gary, Tracy, Kate and Gemma) had met to discuss the future of festival and had come to the conclusion that trying to run the festival next year would not practical with Covid-19. There is significant risk with lots of work and money outlaid if we must cancel the festival.

Consensus reached at this meeting – no one disagreed that it is not feasible to go ahead in 2021 with current world pandemic crisis.

It was discussed that local business operators in the community could take over the event (preferably not utilising the pumpkin logo) for an event such as a food and wine festival to keep the tourism in May alive.

The question was raised - is the Festival no longer necessary now that the wind farm fund is coming online?

Classification: Restricted

Costs of running the festival are becoming quite exorbadant, police/council/governance requirements and costs are becoming too big to bear.

2019 Festival income - \$111,118.11

2019 Festival expenses - \$114,586.00 includes \$15k to council for footpath and \$5k donation

Reserve \$40k, Normal account \$42k

Important to note that we want the funds to stay in the village – need to suggest a proposal for best chance. Recommendation to transfer funds from this committee to oval committee for purpose of a youth recreational facility ? GP declared conflict of interest as he is the secretary of the oval committee.

When do we need to make the decision – defer AGM for a month? Dissolution of committee is done as an act of council at a formal meeting, on recommendation from the committee – becomes a resolution of council.

**Motion:** due to the COVID 19 pandemic situation, motion moved cancel the 2021 Collector Village Pumpkin Festival – raised by Gary Poile and seconded Brett Byron.

Carried – unanimously

**Motion:** that this committee recommend to council that the CVPF S355 committee be dissolved through a consultation process (with the CVPF committee) so that a satisfactory arrangement is negotiated for dispersal of assets benefit the Collector community. Moved Gary Poile, seconded Terry Lovelock

Carried – unanimously

Considerations about money promised to any other community groups prior to dissolving the committee.

Suggestion to engage with council's media to develop a message to address social media and community concerns. John will talk to council's media officer.

Assets list and discussion – link in with councils assets disposals team / look at the policy – business papers on website

Climbing wall - \$1500 to finalise the booking, bring out to town and take bookings for kids to use

Sat 29/8 - 2pm – asset meeting at the containers. Fri 4 Sep 7pm – finance meeting

**Meeting Closed:** 8:30

Classification: Restricted



## **Collector Village Pumpkin Festival.**

### MINUTES OF GENERAL MEETING 4/09/20

Gary Poile opened the meeting at 7:00 pm.

**Attendance:** Terry Lovelock, Gary Poile, Felicity Poile, Cr John Searl, Tracy Byron, Brett Byron.

**Apologies:** Gemma Spriglett, Kate Drain, Melanie Akhurst.

**Minutes:** Of Special Meeting held 21/08/20 accepted as true and accurate on a motion moved by Brett Byron and sec. Felicity Poile. Carried.

**Correspondence out:**

- Minutes of meeting emailed to Cr John Searl

**Correspondence in:**

- Cr John Searl – acknowledge minutes received and fwd to Council.

**Treasurers Report:** Moved Tracy Byron, sec Terry Lovelock

Cheque A/cBalance     \$41,994.50

Reserve A/c             \$40,577.36

**General Business**

- 1) Discussion took place regarding an appropriate brief for Councils Media Officer. The following points were raised and will be presented to Mr Chris Gordan so that he can develop a strategy and advise on timing of release given that our intentions to close down the S355 committee and the Festival will be outlined in the Council Business paper on or about Aug 11.
  - The festival committee is now resigned to cancelling the event for two consecutive years and we have to face the reality that it is no longer feasible to continue to put in the enormous amount of work required to keep the event in mothballs with no certainty that we can ever return to “normal”.
  - As the running of large events that attract many thousands of visitors has an uncertain future it is time for our community to seek other ways to celebrate our beautiful autumn season.
  - Our committee believes that the decision to retire the event will provide an opportunity for community and local businesses to run a wider variety of smaller events that will continue to attract visitors to our region.
  - Even before the Covid19 pandemic, it was reaching a point where it was becoming difficult to accommodate the influx of visitors to the festival and provide the necessary infrastructure to ensure the safety of over 15,000 visitors to our small village for the event.
  - Traffic management has become a major issue, requiring almost twelve months of planning and negotiation with stakeholders including council, police, RMS and bus companies.

## **Collector Village Pumpkin Festival.**

- The complexities of managing the 150 market stalls also requires many months of planning and cross checking of licences, insurance and OH&S audits by our volunteers.
- Maintaining the all-important marketing and social media platforms is another time-consuming aspect of the festival that requires constant monitoring by volunteers.

In conclusion we want to stress that the event has been a great success and has contributed towards making our village a more desirable community to live in.

- 2) Discussion took place regarding the distribution of material assets of the committee, including the consolidated funds held in our two bank accounts as well as items such as the shipping containers.

Pros and cons of supporting a major project or supporting individual community organisations was discussed. It was agreed that a major project could be designed to accommodate individual projects, for example, the “*Re-Energising Collector*” project (sponsored by the CVPF in 2018) provided a range of beneficial outcomes and therefor it was acceptable that funds would be used to support “*a major project at Collector*”. To this end, it was agreed that the original wording of the motion moved at the last meeting was sufficient and no further refinement was required at this point in time.

- 3) Some further discussion then took place regarding technicalities of winding up the committee. These included the “legalities” of holding future meetings if the Council agreed to shut down the S355 committee. It was agreed that the Council should be asked to give consideration to allowing the committee to continue to operate for a period of three months to allow negotiations on the wind-up to be completed.

Councillor Searl agreed to inform the committee of council’s decision regarding the S355 Committee after the next Council Meeting on September 17.

An expectation that Council would also provide some written direction following this meeting and on receipt of such letter we will convene another meeting to discuss the way forward.

Other matters that will need to be addressed include the updating of ABN, and withdrawing the DA. These will be actioned in good time.

- 4) Next meeting TBA.

**Meeting closed at 8:20 pm.**

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## General Manager - 17 September 2020

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**ITEM 14.6**                      **Council Agenda Format and Committees Structure**

**FILE REFERENCE**    **I20/369**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding a review of the existing Meeting Format, Committee Structures, the current Committee memberships and representations/delegations.

**RECOMMENDATION**        That –

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 various Committee structures, current Committee memberships and appointment of representations/delegates.
3. Council appoints the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.
4. Council has a workshop to discuss the future structure of all committees and a further report be provided to the November Council meeting.

---

### **BACKGROUND**

Providing details regarding a review of the existing Meeting Format, Committee Structures, the current Committee memberships and representations/delegations.

### **REPORT**

Clause 260 of the Local Government (General) Regulation 2005 provides details with respect to the appointment or election of Committees by the Council.

Council may also exercise its functions in accordance with Section 355(b) of the Local Government Act, 1993, by appointing a Committee of Council by the Council's powers of delegation in accordance with Section 377 of the Act.

Council is required to appoint delegates to various Committees and other community organisations and groups. Some of the Council appointments to the organisations are for the duration of the Council, whilst others are reviewed on an annual basis.

Council has previously appointed the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.

Attached below are revised Schedules A and B in respect of Councils Code of Meeting Practice. These schedules have been prepared to include the existing Meeting Format, Committee Structure, the current Committee membership and representation/delegations.

To bring the Committee Structure and the current Committee membership up to date, there may well be changes to Council delegates to the various Committees that will be required and perhaps even the closure of any defunct Council Committee. Council will need to consider and resolve the same.

Council holds Community Outreach Meetings (on an as needs basis) in April/May each year, at community based locations, for residents within and surrounding the villages of Crookwell, Gunning, Taralga, Collector, Bigga and the locality of Big Hill, with an aim to obtaining information on items recommended for inclusion in the Draft Operational Plan, as part of the public consultation process. Council meets with the local community from 6.30pm till 8.00pm and discusses projects and issues pertinent to the local community.

## **SCHEDULE A**

### **AGENDA**

#### **Ordinary Council Meetings**

Ordinary meetings of Council shall normally be held on the third Thursday of each month (excluding January) commencing at 9:00am (unless otherwise resolved by Council), adjourning for a meal break if necessary.

The business of the Ordinary Meeting of Council shall be:

1. Notice of Webcasting/Audio Recording of meeting
2. Apologies and Leave of Absence
3. Citizenship Ceremony
4. Declarations of Interest
5. Confirmation of Ordinary Meeting Minutes
6. Mayoral Minutes
7. Presentations to Council/Public
8. Correspondence
9. Late Correspondence
10. Reports – Information Only

11. Reports from Environment & Planning
12. Reports from Infrastructure Department
13. Reports from Finance & Administration
14. Reports from the General Manager
15. Late Reports
16. Reports from Other Committees, section 355 Committees and Delegates
17. Notices of Motion
18. Questions with Notice
19. Closed Council Reports.

The correspondence reported to Council in the Business Paper shall generally be the cover sheet, introduction/precis of the matter, with the whole document tabled at such meeting.

## **SCHEDULE B**

### **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:*** - Cllr Culhane, Cllr Wheelwright and Cllr Cummins

***Staff Representation (non-voting):*** - General Manager, Director of Finance & Administration, Manager of Finance & Administration and Manager Risk, Audit and improvement. Management Accountant (As required)

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

***Meets:*** Quarterly.

***Minute Secretary:*** Administration Officer

**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
- 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, Stephen Lloyd, Rodney Stephenson (LGEA), Brian Smithers (DEPA), General Manager, Director of Environment & Planning, Manager of Infrastructure Delivery, 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.

## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

- 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.

*Note: 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.*

**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;



## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

- 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:** P Cramp – Chair (Workshop), J Croke (Works Staff), S Poidevin (Works Staff), S Hassett (Water waste), S Roberts (Works Staff), K Anderson (Finance & Administration) S Bill (Noxious Weeds) Ms E McGeechan (Store), K Kara (Human Resources Coordinator), B Churchill (WH&S Coordinator), Ms D Woodwell (WH&S) General Manager (Management) and Manager of Infrastructure (Management).

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

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

**Council Delegates:** Cllr Opie, Cllr Cummins and Cllr 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.

**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.

**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.

**Crookwell II & III Wind Farms 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 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.

## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

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

**Staff Representation:** - Tourism Manager.

**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:** Cllr O'Brien.

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

**Meets:** Bi-monthly

#### **Cullerin 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 Delegates:** Mayor and Cllr 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 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

## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

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, Daryl Smith, 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.

#### **Gullen Range 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 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.

#### **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:** Cllr 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:** Cllr 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.

**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:** Cllr Culhane and Cllr 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 Cllr 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.

**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



**General Manager**

**COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

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

**Council Delegate:** Cllr Stafford.

**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:** Cllr 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.

**Tony Foley Memorial Gunning District Community Centre 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:** Cllr 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.

**Council Delegate:** Cllr 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 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).

**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.

***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:*** Clr Kensit and Clr Culhane (as alternate representative).

***Meets:*** Second Wednesday of the month at 10.30am

**Crookwell II and III Wind Farm Community Consultative Committee**

***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.

***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

**Local Government NSW (LGNSW)**

**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.

**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

**Southern Tablelands (Rural Fire Services) Zone Liaison Committee**

**Council Delegate:** Cllr Wheelwright and Cllr Culhane (as alternate representative).

**Staff Representation:** Director of Infrastructure.

**Meets:** Quarterly

**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:** Cllr Stafford.

**Meets:** As required

**Upper Lachlan Joint Regional Planning Panel**

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

**Council Delegate:** Cllr Culhane and Cllr 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:** Cllr Wheelwright and Cllr Searl (as alternate representative)

**Council Membership:**

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

**Meets:** Quarterly

**Minute Secretary:** Engineering Executive Assistant.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

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 various Committee structures, current Committee memberships and appointment of representations/delegates.
3. Council appoints the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.
4. Council has a workshop to discuss the future structure of all committees and a further report be provided to the November Council meeting.

**ATTACHMENTS**

Nil

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## General Manager - 17 September 2020

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**ITEM 14.7**                      **COVID-19 Report**

**FILE REFERENCE**    **I20/377**

**AUTHOR**                      **General Manager**

### **ISSUE**

To provide Council with a status update on COVID-19.

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

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### **BACKGROUND**

During the months of August/September Council received updates from NSW Government in relation to COVID-19.

Public health authorities both internationally and in Australia have been monitoring international outbreaks of COVID-19, also known as Novel Coronavirus 2019, there have been no new cases in Upper Lachlan Shire over this period.

### **REPORT**

**The last update to the Public Health Order was issued July 23 2020**

Below are changes since the updated report in the July 2020 Council meeting along with the latest updates from the Public Health Order are as follows:

#### **Fundraising Stalls/Markets and Food Markets**

Council staff are continuing to work with local groups. Since July 30 2020 Council's COVID-19 safety and booking procedures for Stall holders, markets and fundraising to remain implemented across the local shire. The forms are also available on Council website and from the Council's front counters in both Crookwell and Gunning.

#### **Recreation facilities (outdoor)**

On Wednesday 19 August 2020 NSW Health issued Council with the below updates in relation to sport.

**MINIMISING THE RISK OF COVID-19 TRANSMISSION IN COMMUNITY SPORTS**  
In response to increased cases of COVID-19 in NSW.

Further public health measures to minimise the risk of COVID-19 transmission related to participation in community sports. These updated recommendations will help us to



**General Manager**  
**COVID-19 REPORT** cont'd

meet the NSW Government's aim of achieving no community transmission in NSW and will support community sports to continue operating safely.

It is essential that community sports organisations have a COVID-19 safety plan in place, and are fully compliant with this plan:

<https://www.nsw.gov.au/covid-19/industryguidelines/community-sporting-competitions-and-full-training-activities>

In addition, please implement the following updated public health recommendations:

- Cease activities that result in the mixing of participants and staff from different regions, for example by ceasing zone, regional or state championships or competitions.\*

*\*Examples of inter-regional mixing include activities which bring together participants (including spectators and officials) from organisations in different regions of Sydney, from a rural area into a metro area and vice versa, and movement between different rural areas*

- Cease any activities that result in overnight stays (e.g. multi-day training camps) due to increased risk of COVID transmission in residential-type settings with shared facilities
- Cease face-to-face social activities relating to community sports (e.g. award ceremonies, end-of-season social gatherings, post-training group dinners)
- Avoid carpools or bus travel with people from different household groups where possible
- For local activities, limit spectators to one parent only, where the child requires parental supervision during the sporting activity.

*Action from Council*

Council's return to sport COVID-19 safety plan and booking forms were updated on Council's website to reflect these changes. Council continue to work with the sporting groups/committees to assist where they can.

**Council Meetings and Public Forums**

Councillors have continued to attend meetings but it remains that members of the public are not permitted to attend meetings. The total number of people attending meetings (including councillors and staff) cannot exceed 12.

*Action from Council*

Meetings will continue with zoom available to our directors or councillors to join in for Council meetings, especially where the maximum 12 participants are in the room. Council meetings will continue to be live streamed for the public and no presentations, except by zoom, are able to occur due to the limited number of attendees allowed under COVID rules.

**COVID-19 Testing / Pop up clinics**

Council have continued to be contacted by health professionals to set up drive thru testing clinic. While NSW Health is responsible for publicising these clinics, Council is also publicising them on our website.

**Council Operations**

- All staff are practicing safe social distancing
- Service counters have safety shields installed
- Minimal 1-1 meetings with outsiders of Council taking place
- Council Chambers still only allowing maximum 12 persons in room
- Implementation of zoom/phone meetings wherever possible
- Segregation of departments still in action (three groups)
- Hand sanitizer, wipes and cleaning protocol in place
- Signage / restrictions across Council
- Masks are available for customer service team, staff and visitors
- A COVID-19 recovery plan has been adopted for all staff
- Customer service team are being heavily vigilant on visitors from outside of NSW and ensuring records kept to assist authorities if asked upon.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

**ATTACHMENTS**

Nil

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## General Manager - 17 September 2020

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**ITEM 14.8**                      **Crookwell Pool - Update**

**FILE REFERENCE**    **I20/385**

**AUTHOR**                      **General Manager**

### **ISSUE**

To provide Council with a status update on the Crookwell Pool project

**RECOMMENDATION**      That Council –

1. Council receives and notes this report as information

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### **BACKGROUND**

At the July 2020 Ordinary Council meeting Council resolved to build a new pool complex at Crookwell. Council resolved to seek funding from the State and Federal Government's to realise this project.

### **REPORT**

Progress to date is as follows:

Concept and Detailed Design and Contract Documentation for the Multipurpose Aquatic and Activities Centre (MAAC) at Crookwell was compiled and distributed through the Purchasing and Procurement system on 24 August 2020. Four appropriate companies were selected to submit quotes for the provision of a concept design:

1. Randal Dutailis Architects
2. Conrad Gargett Architects
3. Facilities Design Group
4. Mayoh Architects

An on-line meeting was held on 31 August 2020 and attended by representatives of each company and Council's General Manager, Purchasing Officer and Grants/Projects Officer. It was chaired by Council's Principals Senior Executive for the MAAC project. A site meeting was held on 5 September and attended by representatives of two companies.

Quotes will be lodged by 2pm on 11 September 2020 when the submissions will be assessed on both cost and technical detail.

**General Manager**  
**CROOKWELL POOL - UPDATE** cont'd

Meeting briefs on requirements were prepared for MAAC meetings which included:

24/08/2020 – Discussion on possible avenues for funding.

24/08/2020 – Project meeting regarding timing and project scope.

27/08/2020 – Information on significant, time critical building sites, funding and contacts with political contacts.

31/08/2020 – Wagga Wagga City Council – Information on building and running pool centres, challenges and suggestions for success.

03/09/2020 – Site visit with Minister for Jobs, Investment, Tourism and Western Sydney, Stuart Ayres who was provided with a summary of the project including the Visitors Information Centre as important infrastructure for tourism and an integral part of the MAAC project.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That Council –

1. Council receives and notes this report as information

**ATTACHMENTS**

Nil

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## General Manager - 17 September 2020

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**ITEM 14.9**                      **Questions with Notice Summary**

**FILE REFERENCE**    **I20/398**

**AUTHOR**                      **General Manager**

### **ISSUE**

To provide Council with an update on the Questions on notice submitted by previous Councillor's Ron Cummins and Richard Opie.

**RECOMMENDATION**      That Council –

1. Council receives and notes this report as information

---

### **BACKGROUND**

At the August 2020 Ordinary Council meeting ex Councillors Ron Cummins and Richard Opie noted they both submitted Questions with Notice.

Twenty eight (28) questions were provided seeking answers from the General Manager. Due to the significant resources required to answer all twenty eight (28) questions only eight (8) were answered at the August 2020 Council Meeting.

It was noted the other twenty (20) questions were being deferred and answers to these will be provided at future Council meetings.

This decision is based on the Upper Lachlan Shire Councils Question With Notice Policy 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”*

Below are answers to 12 questions, the remaining 8 questions will be deferred and answers to these will be provided at future Council meetings as part of the General Managers report.

**REPORT**

**Taralga Sewer Treatment Plant**

At a Council workshop held on the 23<sup>rd</sup> June, 2020 the General Manager advised Councillors that the Taralga Sewer Treatment Plant needed substantial engineering works to be carried out to ensure that the facility complied with EPA requirements and was fit for purpose.

**GENERAL MANAGERS COMMENTS**

The General Manager notes Taralga sewerage plant does not require an EPA licence. However Council continues to work closely with both EPA and DoPIE who were consulted regarding the solutions to overcome 2 existing issues:

- Potential for surface water run-off to enter the recycled water dam during heavy storm events which causes the dam to overflow.
- The neighbours property being unavailable for irrigation (distribution of the recycled water) from the dam

1. What are the engineering works that need to be carried out?

**GENERAL MANAGERS COMMENTS**

A diversion drainage system was recently constructed to divert rainwater from entering the dam. A pilot plantation irrigation system was installed on Councils land with positive results, and a full-scale plantation irrigation system will be purchased and installed this year, during warmer months. This system will use the recycled water from the dam, thus reducing the water level in the recycled water dam. The plantation of Sheoak trees will be planted as soon as appropriate (potentially spring/spring). In the interim Council intends to provide water trucking as a contingency measure to prevent dam overflows.

2. What is the estimated cost of those works?

**GENERAL MANAGERS COMMENTS**

At this stage further works are being planned to prevent any future overflows during storm events and final costing's were not available at the time of writing this report.

3. What is the anticipated timeline and completion date for those works?

**GENERAL MANAGERS COMMENTS**

The works are anticipated to be completed this financial year, with an interim process being implemented immediately to truck excess water off-site.

4. What are the consequences to the community if those works are not completed in the near future?

**GENERAL MANAGERS COMMENTS**

If the works are not done and the water is not contained on site the Council could be subjected to regulatory fines.

**Taralga Water Dam**

At a Council workshop held on the 23<sup>rd</sup> June, 2020 the General Manager advised Councillors that the Taralga Water Treatment Plant and Taralga Dam needed substantial engineering works to be carried out to ensure that the facility complied with EPA requirements and was fit for purpose.

**GENERAL MANAGERS COMMENTS**

The General Manager notes that the Taralga water plant does not require an EPA licence. However Council works closely with NSW Dam Safety with these types of matters, including works planned for the future to ensure Council meets their regulatory obligations.

1. What are the engineering works that need to be carried out?

**GENERAL MANAGERS COMMENTS**

Council is currently developing a plan to address a range of potential operational and safety issues with the water dam including the lining of the dam, some minor cracks in the dam wall. While neither of these issues have imminent effects they need to be resolved this financial year to comply with NSW Dam Safety regulations.

2. What is the estimated cost of those works?

**GENERAL MANAGERS COMMENTS**

When the plans are completed and fully costed they will be presented to open council for consideration

3. What is the anticipated timeline and completion date for those works?

**GENERAL MANAGERS COMMENTS**

A timeline for the repair works is currently being planned.

4. What are the consequences to the community if those works are not completed in the near future?

**GENERAL MANAGERS COMMENTS**

The council must comply with NSW Dam Safety regulations.

**Gunning Sewer Treatment Plant**

At a Council workshop held on the 23<sup>rd</sup> June, 2020 the General Manager advised Councillors that the Gunning Sewer Treatment Plant needed substantial engineering works to be carried out to ensure that the facility complied with EPA requirements and was fit for purpose.

1. What are the engineering works that need to be carried out?

**GENERAL MANAGERS COMMENTS**

Council has recently installed a back-up system should power failure occur in the future. Whilst the STP is operated 7 days per week Council is now planning

**General Manager**

**QUESTIONS WITH NOTICE SUMMARY cont'd**

to also install a safety control system, as a further precautionary measure, to alert operators to critical faults.

2. What is the estimated cost of those works?

**GENERAL MANAGERS COMMENTS**

Quotes are being obtained to purchase an automated safety system for Gunning STP.

3. What is the anticipated timeline and completion date for those works?

**GENERAL MANAGERS COMMENTS**

The system when available will be installed this year

4. What are the consequences to the community if those works are not completed in the near future?

**GENERAL MANAGERS COMMENTS**

An earlier breach this year caused by a power failure resulted in Council installing a back-up system should power failure occur in the future. Council is now planning to also install a safety control system to alert operators to critical faults. Noting the STP is staffed 7 days per week.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That Council -

1. Council receives and notes this report as information

**ATTACHMENTS**

Nil



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

The following item is submitted for consideration -

|      |  |     |
|------|--|-----|
| 16.1 | Reports from Committees for the month of September | 214 |
|------|--|-----|

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## Reports from Other Committees, Section 355 Committees and Delegates - 17 September 2020

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ITEM 16.1


Reports from Committees for the month of September


### RECOMMENDATION:

That Item 16.1 - [Minutes of Committee/Information] listed below be received:

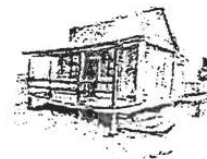
1. Taralga Historical Society Inc – Newsletter No3/2020.

### ATTACHMENTS

|  |   |            |
|--|---|------------|
| 1. <a href="#"></a> | Taralga Historical Society Inc - Newsletter No 3/2020 | Attachment |
|--|---|------------|

|                             |   |
|-----------------------------|---|
| UPPER LACHLAN SHIRE COUNCIL |   |
| GUNNING OFFICE              |   |
| 04 SEP 2020                 |  |
| File No:                    |   |

**Taralga Historical Society Inc**  
**83 Orchard Street**  
**Taralga NSW 2580**



**President: Maureen Long 0417 042 303**  
**Secretary: Chris Ainsworth 0418 919 357**  
**Treasurer: Judith Matthews 4843 3004**

**Aim: To preserve history of Taralga & District for future generations**

**Newsletter No 3, 2020**

**Presidents Report:**

Another very disappointing few months have gone with no achievements for our Society.

At our meeting held 8<sup>th</sup> August, it was agreed that we have to continue to be cautious and not open the complex until the pandemic situation has changed considerably.

**We will meet again 14<sup>th</sup> November for further discussion**

This is the year for the Richlands Homestead to be open to the public in November. Stephen Horn has confirmed that this cannot happen this year.

We have all been deeply saddened by the death of Mary Robertson. Mary was a member in the very early years of the Society's establishment. She was a valued worker who also donated the profits from her pickles, chutney, jams etc to the Society over a lot of years. She had a great knowledge of Taralga's pioneering families of which she was one - ( Whipps, Blays, Robertsons etc) Mary will be sadly missed by us all.

2022 is the year when our Society turns 50 years - that gives us all time to come up with a celebration befitting the occasion. Please submit ideas.

Thank you to Annette Chalker for her hard work pruning the roses, the garden is looking very nice and organised!

Mat Chalker is still doing a wonderful job on the mowing. Thank you to members who are doing necessary maintenance etc, much appreciated by all.

We are very grateful to members who make donations to assist our organisation in its endeavours - thank you all so very much.

Maureen Long  
 President

**NEXT MEETING 14<sup>TH</sup> NOVEMBER AT 2PM**

## Vale



Elaine Garvey  
27.6.2020  
Wife of Allan  
Mother of:  
Kerry and Brian  
Pic is of Elaine doing her  
nursing duties in 1970

Hilary Gordon  
27.6.2020 aged 95 years  
Son of: Bill and Dolly Gordon  
Brother of:  
Leo, Shirley, Greg (all dec), Terry  
Husband of Margaret (Mitcham)  
Father of: Margaret Mabblerley (UK)  
Kate Lofthouse of Canberra



Mary (Blay) Robertson  
3.7.2020 aged 97 years  
Wife of Colin (dec)  
Mother of:  
Lynette (Hain), Allan, Graham  
Karyn and Leon  
Sister of Bob Blay



Peter Stiff  
26.7.2020 aged 56 years  
Son of Clyde and Phyllis  
Brother of  
Walter (dec), Veronica Ken  
Husband and father

Graham Gillespie  
29.6.2020 aged 97 years  
Husband of Myra (Chalker) (dec)  
Father of:  
Liz, Stephen, Sharon  
Brother in law of Laurie Chalker

Pam Quigley  
1.7.2020 aged 79 years  
Wife of Bernie  
Mother of  
Brenttyn and Pettrina

Ann Whitfield  
31.7.2020 aged 85 years  
Wife of Peter  
Mother of David & Joanne  
Lived in Goulburn of late  
Lived previously at Myrtleville

Helen (Kelly) Chinnery  
6.8.2020 aged 70 years  
Daughter of Frank and May Kelly  
Mother of Claire and Ty  
and Grandmother.



## PHILLIP CHALKER SUNSET LODGE TURNS 40 YEARS IN 2020

### The lodge was opened 22<sup>nd</sup> March 1980

#### MILESTONE FOR COMPLEX

The reality of the Sunset Lodge Aged Persons complex at Taralga reached a milestone in its history on Saturday.

A special mid-afternoon service was conducted to dedicate the site and memorial plaque which was attached to a foundation stone quarried at Wombeyan Caves.

Visiting clergy were the Moderator of N.S.W. Rev. Campbell Egan (Presbyterian), Bishop Dougherty of Canberra (Catholic) and Archdeacon F. Woodwell (Anglican).

Other members of the official party were Rector Noel Smith, Rev and Mrs Ken Martin, Rev Father M. Crowe, Mr N.L.King and Mrs King of Golspie.

Also present were the Mayor of Goulburn Ald, Elliott, Mulwaree Shire President Cr. Peter Davies, Crookwell Shire President Cr. Frank Willis, Councillors D.Bensley (Crookwell) L.Sadler and W. Hannaford (Mulwaree) and their wives, architect Mr Clive Frazer (Canberra) and Mrs Frazer, builder John Boys and Mrs Boys.

Members of the committee present included trustee Mr Joe Croker, vice president Mr Max Keith, secretary and master of ceremonies Mr Frank Magrath, treasurer Mrs Pat Williamson.

Mr Keith introduced all members of the official party to the large crowd that gathered for the occasion.

"Today is a memorable day for Taralga", Mr Joe Croker said.

"The idea of an aged persons complex originated from Rector Noel Smith almost 16 years ago".

"Although that original plan did not succeed, the idea of a complex was kept very much alive, and was resurrected five years ago when a bequest from Phillip R.H.Chalker included his home and property which was to be used to establish a retirement village."

"Behind such a venture there has to be a driving force, and on behalf of the committee, I wish to acknowledge that in this project the force was our chairman the Rev. N. Smith" Mr Croker said..

**Estimated cost of the project is \$274,000.** The bequest of \$25,000 together with some unsold land from the late Phillip Chalker, a Federal Government contribution of \$169,000, three individual donations of \$5,000 each which will go towards the cost of erecting four self-contained units, and a further \$54,000 has been raised by direct donations, fund raising projects and assistance from clubs and organisations, still leaving \$25,000 to be found. In a period of six weeks last year, a sum of \$32,000 was raised.

The finished complex will provide accommodation for 15 people in their retirement - 11 in the hostel and four in self-contained units.

Cr Davies offered his congratulations to the highly organised committee and the townspeople of Taralga for their support in raising the necessary funds for the project, particularly he said "in the face of earlier setbacks"

He went on to mention that the complex was appropriately named as the word Sunset constitutes "the twilight, or retirement years of one's life".

In the true meaning of mixed denominations, the site was dedicated by Bishop Dougherty, the blessing of the stone and plaque was carried out by Mr Campbell Egan,

Rector Noel Smith unveiled the foundation stone and Archdeacon Woodwell closed the ceremony and pronounced the blessing.

Mr Smith recalled the considerations he and his wife Nan, had some 16 years ago concerning "health care for this small town and scattered surrounding districts: mentioning the distances involved to receive hospitalised care, particularly in some cases of elderly patients".

**Working in conjunction with the "Meet Your Neighbour Program" and the District Nursing Service, the Sunset Lodge complex will help to provide a workable solution for the aged and lonely persons of the immediate and outlying areas.**

Before unveiling the dedication plaque, Rector Smith endorsed Mr Croker's comments and briefly outlined the events that prompted "this form of social service to be developed".

When benefactor Phillip Chalker made his bequest on February 5, 1974, that his home and land be supplemented towards aged persons accomodation the proposed complex in its present form took on new dimensions.

Rector Smith's address concluded by extending appreciation to all concerned in the ultimate success of the venture



Clergy at the the official unveiling



John Boys & Ald. Elliott



● Part of the large crowd at the special service on Saturday

Mary and Karyn Robertson



Australian Worker (Sydney, NSW, 1913 - 1950), Wednesday 4 February 1931, page 5

### Children's Letters.

Dear Mrs. Gilmore.—This is my first letter to "The Worker." I like reading the Children's Letters very much. I live on a farm six miles from Taralga, which is not a very big town. My brother, sister and I go to a school which is situated about half a mile from our place. My grandmother knew you, Mrs. Gilmore, when you were a girl, and she also knew your father and mother. The cows are not milking very well this year. There are some good crops of potatoes about.

I would like some girl about my own age (13) to write to me. I will bring this to a close now, hoping to see my letter in print—I remain, your new friend, Mary White, Koronubui, Yalbrath Road, Taralga, via Goulburn.

(Tell me what was your grandmother's name, please, so that I can write her a line of remembrance. Do you know how Taralga got its name? I have an idea that there is a place in the Highlands called Taralga, but am not sure. Perhaps the word is a corruption of an aboriginal name. Some of the old residents may know. Taralga is one of our old free settlements as well as a convict place.—M.G.)

Letter to Dame Mary Gilmore

Mary's Grandmother mentioned is Mary Sinclair of Dick's Flat near Roslyn.

Mary White married Les Moloney and is the mother of Margaret McGregor, Ian (Charcoal) (dec) and Brian (Snowy) Moloney

### PNEUMONIC FLU

by Heather Bradbury

I was listening recently to a news item on the ABC reporting the death of a woman in Northern Queensland from Dengue Fever as being the first for over 40 years. This often fatal disease was rife throughout the Country during and after the Second World War.

This brought to mind the story told by my mother and grandmother of the dreaded Pneumonic Flu which reached epidemic proportions after the First World War. Much to the consternation of the residents this "plague" invaded Taralga Town. Dr Ettie Lyons who first arrived in the Town only a few years earlier attended to the several cases in the District. In this instance too there was only one death, sadly of a young man who was a Postal Officer at the local Post Office. Phonse Ryan, 20 years old was in his first position away from his home in Newcastle. He was in residence at my grandmother's home and was throughout his illness lovingly nursed by my Gran. In those days this entailed complete isolation of the house, and required the wearing of a mask whenever she attended her patient. No one was allowed admittance - except Dr of course - all trades people receiving their orders and then depositing the goods at the front gate. Phonse Ryan is buried at Stonequarry Cemetery.

Another precaution taken in trying to quell the spread of the Flu was the vetting of all incoming folk to the Town at the top of the hill on all roads leading into the Town was stationed a volunteer Sentinel whose job it was to take the temperature of all comers. Anyone with a temperature 1° above normal was refused entry.

Editor:

Alphonus G Ryan died 1 September 1919 aged 20 years - son of William and Mary Ryan. Phonse is buried in the Catholic portion of Stonequarry in an unmarked (unknown) grave

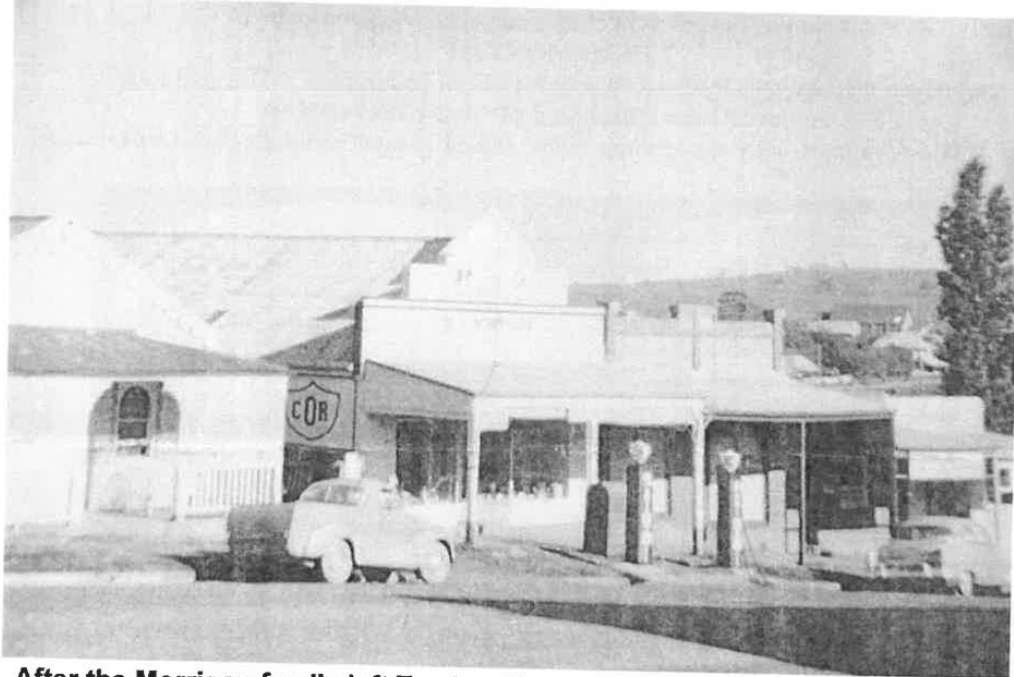
**FROM 1901 JARVIS & HEALEY**



**1954 MORRISONS STORE**





**1954**

**After the Morrison family left Taralga, they moved to Wallangarra, where Mac managed a stock feed plant for Wise Bros. In the early 60's they moved to Narrandera where they remained.**

**Mac died from a stroke in 1982, and Jocelyn died in 2010**



**Mac and Jocelyn Morrison circa 1981**

**David Morrison, son of Mac and Jocelyn Morrison has kindly sent us photos of his parents, together with those of his parent's store in 1954.**

**MOURNING BROOCH**

An early Victoria mourning brooch with black enamelled border inscribed  
**IN MEMORY OF**

around a 6 x 9 mm galls faced receptacle for hair or photograph. The gold back is  
engraved **John Hillas died 21<sup>st</sup> Jan'y 1847 aged 50**

John Hillas prominent early settlers top NSW settled around Kellyville where there is a  
John Hillas Ave



John Hillas (jnr) was born in 1797 in Yorkshire. He arrived in New South Wales in 1801  
as a free settler son of John Hillas of Stanhope Farm on the Windsor Road.

*Information by Greg Street*

*Greg Street of Perth purchased this brooch on ebay. He has an interest in Australiana,  
particularly jewellery - There will be a short article in next AUSTRALIANA*



**L to R: FRONT**

**Sylvia Holt, Francie Craig, Clarice Foster**

**BACK: ??**

**Who is the lady with the umbrella**

**LOCATION:**

? At Showground

? Race Course near Wowagin School  
on Cameron's property



**The ladies have tickets on their dresses  
(show committee or CWA)**

## ARGYLE HOTEL 1927 - 1928

### MANAGERS - FRANK AND MARY HORTON

My grandparents, Francis Lester 'Frank' and Mary Agnes Horton (nee Moore), were managers of the Argyle Hotel in 1927-28. From all accounts they were also very involved in all the local sporting clubs, especially cricket, tennis and women's hockey.

I also discovered my grandfather's grandfather, Alexander Cameron (married to Lily Cameron (nee Armstrong), also lived and died in the area (Golspie).

Their daughter, Mary Cameron married James Horton. There were many of the Horton family who were born and bred in the Yass district and were known for their great cricketing prowess. My grandparents, Frank and Mary, both born around Yass, moved around a lot and managed a few hotels in the area, finally ending up managing the famous "Jonah's" restaurant in Whale Beach Sydney, during the 1930s.

Louise Howieson (nee Horton)

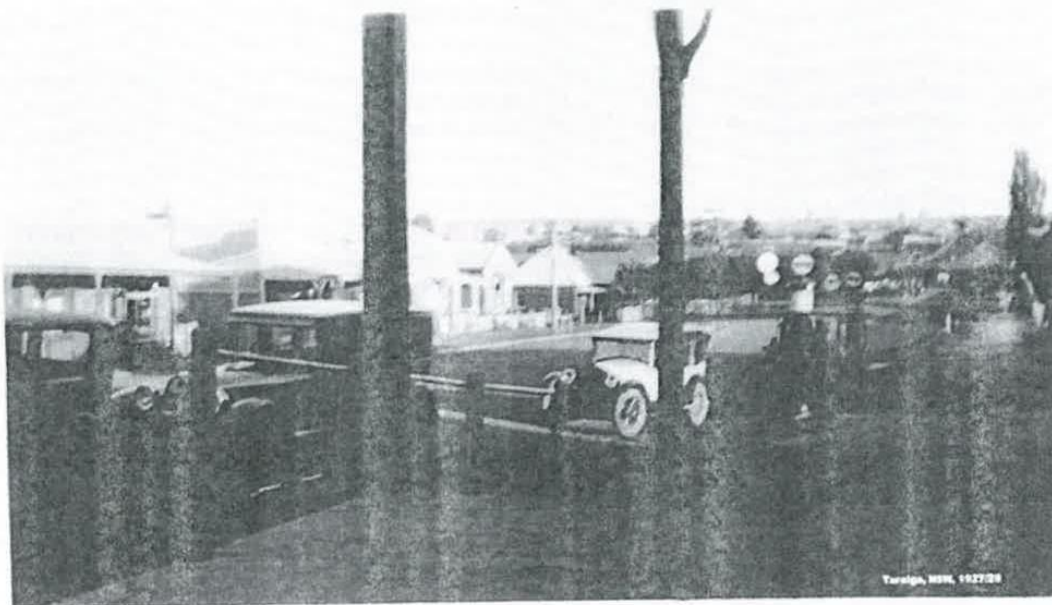


Mary Horton is the third woman from the left in a dark suit. Frank Horton is far right holding his son, Noel.  
Their other two children (Marie and Laurence "Pat", my father) are near their mother.

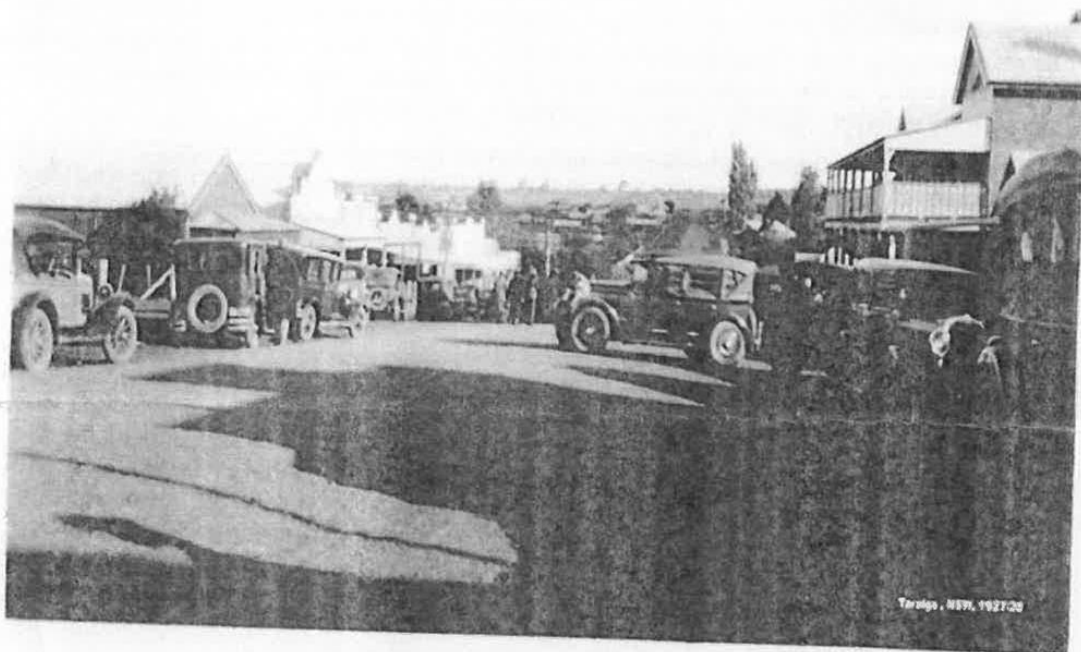




Near the Methodist Church - now The Taralga Historical Society



Outside the Argyle Hotel



Men marching down Orchard Street -  
Presumably Anzac Day



Norman Fitzgibbon outside Sid Mack's Shop circa late 1930's early 1940's  
Now Martha and Graham's Bookshop

*Goulburn Herald and Chronicle Wednesday 22 August 1866*

**TARALGA (From a correspondent)**

**NATIONAL SCHOOL-** A fresh impetus has been given of late to this institution by the appointment of Mr King, a duly qualified teacher from the training school in Sydney. Prior to his taking charge of the school it had unhappily fallen into disrepute, and consequently few parents felt inclined to send their children for instruction. Though Mr King has only been engaged to his duties some three or four months, the school already numbers about forty children, with an average attendance of about thirty.

A great drawback to the school's prosperity, which is now beginning to be very much felt, is the want of a more commodious schoolroom, that at present in use being inadequate to accommodate the number now in attendance, part of the scholars having to be taught in another part of the building. We believe this matter has been duly reported to the board in Sydney, and we hope steps will soon be taken to build a larger schoolroom. Two acres of land and the premises as it now stands, are the gift of General Macarthur.

*Goulburn Herald and Chronicle Wednesday 10 March 1869*

**PUBLIC SCHOOL TARALGA**

The new building erected as a public school at Taralga was formally opened on Friday last. The new school building is built of stone, situated to the south end of the stone cottage granted to the inhabitants of Taralga for school purposes by General Macarthur, and conveyed to the council of education. The new school building is erected on an elevated part of the village of Taralga. It has a very good appearance and is allowed to be as fine a school building as there is in the southern districts. The council of education erected the present building at a cost of £430.10, in which sum is included the repairs of the cottage.



**NEXT MEETING 14<sup>TH</sup> NOVEMBER AT 2PM**

## **17       NOTICES OF MOTION**

The following item is submitted for consideration -

|      |                                      |     |
|------|--------------------------------------|-----|
| 17.1 | Notice of Rescission Motion - 133/20 | 228 |
|------|--------------------------------------|-----|



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## Notices of Motion - 17 September 2020

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### ITEM 17.1

### Notice of Rescission Motion - 133/20

I, Councillor John Searl hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

"We Cllr Searl, Cllr McCormack and Cllr Wheelwright move that Council Resolution 133/20:

1. Council extends its Green waste service for the full 12 months of the year and implements the waste less recycle more bin audit and education with the notification that the Green waste service is going to be extended.

Is rescinded".

### BACKGROUND

Councils Code of Meeting Practice clause 10.9 regarding Motions requiring the expenditure of funds stipulates; "A motion or an amendment to a motion which if passed would require the expenditure of funds or works and / or services other than those already provided for in the Councils current adopted operational plan must identify the source of funding for the expenditure that is subject of the motion. If the motion does not identify a funding source the Council must defer consideration of the matter pending a report from the General Manager on the availability of funds for implementing the motion if adopted."

Councillor John Searl



Councillor Brian McCormack



Councillor James Wheelwright



1 September 2020

### GENERAL MANAGER'S COMMENT

Nil

### ATTACHMENTS

Nil



## **18        QUESTIONS WITH NOTICE**

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



# **General Manager's Statement**

## **Confidentiality**

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.



## **CONFIDENTIAL SESSION**

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

### **RECOMMENDATION**

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Items 19.1 and 19.2 in confidential session for the reasons indicated:

#### **Item 19.1 Procurement of one new 6.5 tonne single cab tipping truck**

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

#### **Item 19.2 Procurement of one new 12 tonne single cab tipping truck**

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*



## **19      CONFIDENTIAL SESSION**

The following items are submitted for consideration -

- 19.1      Procurement of one new 6.5 tonne single cab tipping truck
- 19.2      Procurement of one new 12 tonne single cab tipping truck