

BUSINESS PAPER

ORDINARY MEETING

Thursday 18 April 2019 6:00PM Council Chambers

TABLELANDS REGIONAL COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

10 April 2019

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 18 April 2019** in the **Council Chambers** commencing at **6:00PM**.

Your presence is requested.

Yours faithfully

8 Bell

JK Bell

General Manager

Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

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

1	APOLOGIES AND LEAVE OF ABSENCE	
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UPPER LACHLAN SHIRE COUNCIL LEAVE OF ABSENCE

General Manager Upper Lachlan Shire Council Spring Street CROOKWELL NSW 2583

Dear Sir

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

I will be absent for the following reason/s:

Yours faithfully

(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL COUNCILLORS DISCLOSURE OF A

PECUNIARY INTEREST

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

To the General Manager	
I,	
Declare a Conflict of Interest, being a PECUNIAF	RY Interest.
COUNCIL MEET	ING
Name of Meeting	
Date of Meeting	
Page Number Iten	n Number
Subject	
Reason for Interest	
OTHER THAN COUNCIL	. MEETINGS
Reason for Interest	
,	
· 	- <u></u>
Signature	Date

COUNCILLORS DISCLOSURE OF A

NON-PECUNIARY INTEREST

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

To the General M	lanager			
l,				
Declare a Conflict of Interest, being a NON-PECUNIARY Interest.				
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	C	OUNCIL MEETI	NGS	
Name of Meeting				
Date of Meeting				
Page Number		Item Nu	umber	
Subject				
Reason for Intere	st			
	, ,	•	nent in the meeting will be as follows:	
Option B – N vote.	Make a declaration,	stay in the Char	nber, participate in the debate, but not	
Option C – N the Chamber		stay in the Char	nber, participate in the debate, but leave	
Option D – N vote.	Make a declaration,	stay in the Char	nber, not participate in the debate, but	
Option E – N not vote.	Make a declaration,	stay in the Chan	nber, not participate in the debate and	
-			e in the debate, leave the Chamber the matter is resolved.	
Si	gnature	_	Date	

4	CONFIRMATION OF MINUTES
The	following minutes are submitted for confirmation -
4.1	Minutes of the Ordinary Meeting of Council of 21 March 201912

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

PRESENT:

Mayor J Stafford (Chairperson), Clr P Culhane, Clr P Kensit, Clr B McCormack, Clr R Opie, Clr R Cummins, Clr J Searl, Clr J Wheelwright, Mr J Bell (General Manager), Mr A Croke (Director Finance and Administration), Mr M Shah (Director of Infrastructure), Mrs T Dodson (Director of Environment & Planning), Ms D Crosbie (Media Officer) and Ms S Pearman (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Clr D O'Brien.

35/19 RESOLVED by Clr Searl and Clr McCormack that the apology be

received and the leave of absence granted.

CARRIED

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Clr Opie – Declared a Pecuniary Interest in Item 8.1 Late Correspondence - Gunning District Community Health Services Inc as his wife is a Consultant will make the declaration, leave the Chamber and not return until the matter is resolved.

SECTION 4: CONFIRMATION OF MINUTES

36/19 RESOLVED by Clr Searl and Clr Wheelwright

That the minutes of the Ordinary Council Meeting held on 21 February 2019 be adopted.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

SECTION 5: MAYORAL MINUTES

ITEM 5.1 MAYORAL MINUTE

37/19 RESOLVED by Mayor Stafford and Clr Searl

That Council receive and note the activities attended by the Mayor for

February 2019 and March 2019.

- CARRIED

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Ms Jo Marshall – Australian Agricultural Centre.

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE ITEMS FOR THE MONTH OF FEBRUARY

2019

38/19 RESOLVED by Clr Searl and Clr Kensit

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

1. Tarlo Rural Fire Service – Compliments to Council for support

towards Refurbishment of Shed Kitchen.

2. Gunning Roos – Pumping Water from Community Bore.

RESOLVED by Clr Searl and Clr McCormack that:

39/19

1. Council donate the water use charges to the Gunning Roos Football Club Inc from 1 January 2019 to 31 March 2019.

- CARRIED

3. Peter Primrose and Ursula Stephens – Media Release – Regional Towns and Villages to Benefit Under Labor.

CARRIED

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

SECTION 8: LATE CORRESPONDENCE

Clr Opie left the Chamber in accordance with his declaration the time being 6.30pm

ITEM 8.1 LATE CORRESPONDENCE FOR THE MONTH OF MARCH 2019

40/19 RESOLVED by Clr Searl and Clr Culhane

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

1. Gunning District Community and Health Service Incorporated – Appointment of Councillor to the Management Committee.

41/19 RESOLVED by Clr McCormack and Clr Wheelwright that:

 Council appoints Clr John Searl as Councils representative for the Gunning District Community and Health Service Incorporated.

- CARRIED

Clr Opie returned to the Chamber the time being 6.35pm

CARRIED

SECTION 9: INFORMATION ONLY

ITEM 9.1 DEVELOPMENT STATISTICS FOR THE MONTH OF FEBRUARY 2019

42/19 RESOLVED by Clr Searl and Clr McCormack

- 1. Council receives and notes the report as information.
- That the Director of Environment and Planning prepares a report to Council detailing what is required under a Local Strategic Planning Statement (LSPS), how this statement will be prepared and what impact that will have on Council both in time and financially and will update the status of the housing strategy.

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ON 21 MARCH 2019

Councillors who voted for:- Clrs P Culhane, P Kensit, B

McCormack, R Opie, R Cummins, J Searl, J Stafford and

J Wheelwright

Councillors who voted against:- Nil

- CARRIED

ITEM 9.2, 9.4 - INFORMATION ONLY

9.8

43/19 <u>RESOLVED</u> by Clr Searl and Clr Cummins

1. Items 9.2, 9.4 to 9.8 be received and noted.

- CARRIED

ITEM 9.3 ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) CONTRACTOR PERFORMANCE REPORT FOR THE PERIOD Q4

44/19 RESOLVED by Clr Cummins and Clr Opie

- 1. Council receive and note the report as information.
- 2. That the Director of Infrastructure prepares a report to Council detailing what is required by the RMCC corrective action requests, how these statements will be prepared, and what impact that will have on Council both in time and financially.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

ITEM 9.9 ACTION SUMMARY - COUNCIL DECISIONS

45/19

RESOLVED by CIr Opie and CIr Cummins that -

- 1. Council receive and note the report as information.
- 2. The General Manager prepares a report to Council detailing the policy of participation for gender equality and disability.
- 3. The Director of Infrastructure provides a report outlining all the stages to enable the completion of the airport project and timeline.

- CARRIED

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 10: ENVIRONMENT AND PLANNING

Nil

SECTION 11: INFRASTRUCTURE DEPARTMENT

ITEM 11.1 PROPOSED ROAD NAME - UNNAMED PUBLIC ROAD OF

KANGALOOLAH ROAD, BINDA

46/19 RESOLVED by Clr McCormack and Clr Wheelwright

1. A further detailed report be provided detailing status of each section of the unnamed public road (off Kangaloolah Road) and the financial impacts to Council in accepting the road.

- CARRIED

ITEM 11.2 UPDATES ON QUARRY IMPROVEMENT PROGRAM

47/19 RESOLVED by Clr Kensit and Clr Opie

1. Council endorse the quarry operations improvement program for the period 2019 to 2023.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

ITEM 11.3 REPORT ABOUT THE EPA COMPLIANCE CROOKWELL SWIMMING POOL

Transferred into Closed Council

SECTION 12: FINANCE AND ADMINISTRATION

ITEM 12.1 COMMUNITY OUTREACH MEETINGS AND BUDGET WORKSHOP

48/19 RESOLVED by Clr Searl and Clr McCormack

 Council endorses Community Outreach Meeting locations and dates as follows:-

Locality	Day	Date	Time	Venue	
Collector	Wednesday	22 May	6.30pm	Collector Memorial	
		2019		Hall	
Crookwell	Wednesday	15 May	6.30pm	Crookwell Council	
		2019		Chambers	
Gunning	Wednesday	8 May	6.30pm	Gunning Council	
		2019		Chambers	
Taralga	Wednesday	1 May	6.30pm	Taralga Masonic Hall	
		2019			

- CARRIED

SECTION 13: GENERAL MANAGER

ITEM 13.1 GOULBURN MULWAREE COUNCIL - TRANSFER OF ASSETS

UPDATE

49/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receive and note the report as information.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

SECTION 14: LATE REPORTS

Nil

SECTION 15: REPORTS FROM OTHER COMMITTEES, SECTION 355

COMMITTEES AND DELEGATES

ITEM 15.1 REPORTS FOR THE MONTH OF MARCH 2019

50/19 RESOLVED by Clr Searl and Clr Culhane

That item 15.1 - [Minutes of Committee/information] listed below be received:

- 1. Tuena Hall & Recreation Area Committee Minutes from Annual General Meeting held 13 February 2019.
- 2. Tuena Hall & Recreation Area Committee Minutes from meeting held 13 February 2019.
- 3. Upper Lachlan Tourist Association Minutes from meeting held 5 February 2019.
- 4. Gunning Shire Hall and Showground Advisory Committee minutes from meeting held 3 December 2018.

51/19 RESOLVED by Clr Searl and Clr McCormack that

- Council agrees to the placement of two 20m containers at the extreme western end of the showground for interim storage of materials for the soccer and rugby league clubs, following advice from the Director of Environment and Planning.
- 2. Council notes the Committee's agreement that study be undertaken towards the acquisition of land close to the showground to accommodate a football pitch as there is no suitable area within the showground.
- 3. Council agrees to the placement of an inclusive playground in the showground adjacent to the outdoor gym and skatepark.

- CARRIED

5. Gunning shire hall and showground advisory committee – Minutes from meeting held 4 March 2019.

MINUTES OF THE

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ON 21 MARCH 2019

52/19 RESOLVED by Clr Searl and Clr McCormack that

1. Council approve that the open stables on the southeast side of the showground be named the Bruce Hillier Memorial Stables.

- CARRIED

- The Tony Foley Memorial Gunning District Community Centre minutes from meeting held 1 November 2018.
- 7. Taralga Historical Society Newsletter 1 2019.

CIr Opie declared a Pecuniary Interest in the item below as he is an owner of property in Goulburn Street, Crookwell and will make the declaration, leave the Chamber and not return until the matter is resolved.

Clr Opie left the Chamber in accordance with his declaration the time being 7.54pm.

8. Streetscape Committee – Minutes from meeting held 19 February 2019.

Fig. 53/19 RESOLVED by Clr Cummins and Clr Culhane that

1. Items 4.1 and 4.2 as listed below of the streetscape committee minutes from 19 February 2019 be adopted

Item 4.1 Request for feedback on the Draft Streetscape plan for towns and villages

RESOLVED by CIr Searl and Ms Skelly

- 1. Committee reviews the attached drawings in accordance with the schedule attached.
- Council request a quote for rubbish bin enclosures (at 70% and 100% of those nominated in the designs), noticeboards and benches for all areas and the replacement of tree guards in gunning.
- Council's grants officer be requested to review the preliminary design costing estimates and advise on possible funding opportunities for the works in the design plans, especially where they align with current Council projects.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

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ON 21 MARCH 2019

Item 4.2 Streetscape Committee Charter

RESOLVED by Clr Cummins and Cr Searl

The Streetscape Committee Charter be reviewed and forwarded to Council for adoption.

Upper Lachlan Shire Council Section 355 Streetscape Committee Charter

A Purpose of the Section 355 Streetscape Committee

Legal status

The Committee is constituted under section 355 Local Government Act 1993.

Compliance

The Committee and members will be required to comply with applicable Council policies and statutory requirements.

These may include but not limited to:

- Anti-Discrimination Act 1977;
- o Crimes Act 1900;
- Environmental Planning and Assessment Act 1979;
- Government Information (Public Access) Act 2009;
- Independent commission against corruption act 1988;
- Local Government Amendment (Community Land Management)
 Act 1998;
- NSW Local Government (General) Regulation 2005;
- NSW Local Government Act 1993;
- NSW Ombudsman Act, 1974;
- NSW State Records Act 1998;
- Privacy and Personal Information Act 1998;
- Public Interest Disclosures Act 1994;
- Work Health and Safety Act 2011;
- Bribes, Gifts and Benefits Policy;
- Code of Business Practice;
- Code of Conduct;
- Code of Meeting Practice Section 355 Committees;
- Complaints Management Policy;
- Disciplinary Policy;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Policy;
- Interaction between Councillors and Staff Policy;

MINUTES OF THE

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ON 21 MARCH 2019

- Payment of Expenses and Provision of Facilities Policy;
- Privacy Policy;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Records Management Policy;
- Risk Management Policy;
- Section 355 Committee Policy;
- Service delivery Policy;
- ICAC Publication "no excuse for misuse, preventing the misuse of Council resources";
- NSW Ombudsman good conduct and administrative practice (guidelines for state and local government) June 2006; and
- Any other relevant legislation and guidelines as applicable

Resources

- The Council will appoint a resource as Minute Secretary to the Committee.
- The Committee is to be serviced by Council and will be provided with a reasonable amount of assistance.

B Section 355 Streetscape Committee

Roles and responsibilities

- The Committee will act as an advisory Committee to Council and has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the council and the General Manager as defined by the Local Government Act 1993, and associated regulations.
- It is intended that the Committee leverages the experiences, expertise, and insight of key individuals committed to building professionalism in project management. The Committee's role is to:
- 1. Consider and advise on options for the streetscape plans within the 12 villages and towns;
- 2. Consider and advise on options for the possible location of various streetscape facilities;
- Consider traffic and parking option affecting streetscape and refer such issues to the Local Traffic Committee for technical review;

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

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ON 21 MARCH 2019

- Consider and evaluate options and make recommendations to Council.
- The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are to assist Council to discharge its responsibilities with due care and diligence.
- Council will review the effectiveness and performance of the Committee on a regular basis.

Composition

The Committee shall be comprised of:

- Mayor of Upper Lachlan Shire Council or his/her delegate;
- General Manager of Upper Lachlan Shire Council or delegate;
- Three Councillor representatives from the Upper Lachlan Shire Council; and
- Three community representatives with demonstrated skills and experience relating to the terms of reference contained in this Streetscape Committee Charter
- Director of Infrastructure of Upper Lachlan Shire Council or his/her delegate (note: this is a non-voting position);
- Project engineer or his/her delegate.

Any vacancies occurring on the committee by way of resignation, removal or insufficient community expressions of interest may be filled by the Council in such a way as it determines for each vacancy.

The Mayor shall be ex-officio Chair of the Committee.

A quorum for the Committee requires a simple majority of the appointed members, including at least three Upper Lachlan Shire Council representatives. Meetings can be held in person, by telephone or by video conference. If an Upper Lachlan Shire Council representative nominated to the Committee is unable to attend, they may choose an alternate Upper Lachlan Shire Council representative to attend in their place.

This alternate of Council's executive will attend all meetings of the Committee and other Council officers will attend at the discretion of the General Manager.

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Note: all Committee members will be provided with agendas for all meetings a week in advance of the meeting. Any Councillor not a member of the committee has the right to attend any Committee meeting, (as an observer).

Conflict of interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from committee deliberations on the issue where the conflict of interest may arise. The final arbiter of such a decision is the chairperson of the committee.

Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

Review of the charter

The Streetscape Committee will review this Charter on an as needs basis.

Appointments

Appointments to the Committee will be made by Council for a period of one year (commencing September each year) and Council will have the option to advertise for community representatives or to reappoint existing members for a further term without advertising (up to a maximum of 4 years).

Removal of a member

Council reserves the right to remove any Committee member at any time, with the disclosure of reason being given, and the Committee member has the right of appeal.

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Meetings

The Streetscape Committee will meet every month or as required, to keep track of issues and the progress of the project's implementation and on-going support to its stakeholders.

The Council or Committee Chair will have the power to call extraordinary meeting at any time to discuss business of an urgent nature.

Reporting

The minutes of every meeting, including recommendations to the Council, will be completed in an approved format, distributed to members, and forwarded to the General Manager's Executive Assistant within three working days of the meeting being held.

Remuneration

No sitting fee will be paid to a member of this committee.

Insurance

Members of the Committee are covered by Council's insurance policies.

Terms of reference

- The Streetscape Committee has the primary responsibility for higher level guidance not operational matters in relation to the streetscape project, to provide advice 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;
- Advise on the identification of possible locations for a proposed infrastructure facilities within the main streets of each of the 12 towns and villages;
- Committee will have interaction with Council's appointed consultants or contractors only through the Council's Project Manager;
- All Committee recommendations are proposed to be by consensus and any dissenting views must be reported to Council along with the majority recommendation.

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ON 21 MARCH 2019

- Consider community conflicts and disputes, reconciling differences of opinion and approach to possible solution.
- Foster positive communication outside of the Streetscape 355 Committee regarding the committee's progress and outcomes.
- Consider all ideas and issues raised by all stakeholders for both Council community and streetscape infrastructure (furniture).
- 9. Streetscape Committee Minutes from meeting held 12 March 2019.

SECUTION 54/19 **RESOLVED** by CIr Searl and Cr Cummins that

1. Item 4.1 listed below of the Streetscape Committee minutes from 12 March 2019 be adopted.

Item 4.1 Quotes on Street Furniture

- The Committee recommends that Council authorise staff to review the practical location of seats, noticeboards, and bins and report back to the Streetscape Committee with recommendations within the available Streetscape Committee budget.
- 2. The Committee recommends that Council authorise staff to review the kerb return designs and costings in Gunning.

Clr Opie returned to the meeting the time being 7.58pm.

10. Traffic Committee – Minutes from meeting held 7 March 2019.

55/19 <u>RESOLVED</u> by Clr McCormack and Clr Searl that -

1. Items 4.1 to 4.5 listed below of the Traffic Committee meeting held 7 March 2019 be adopted.

Item 4.1 Laggan Memorial Hall Parking

1. Council prepare a draft concept for the consideration of the Local Traffic Committee.

Item 4.2 Taralga 200 celebrations October 2019

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 The Committee recommends to Council that further information be requested about the event as provided in the report.

Item 4.3 Grabben Gullen Village Speed Zone

 Council refers the speed zone request to the Roads and Maritime and consider the bus stop directly with the customer, Grabben Gullen Progress Association and Bus Operator on site.

Item 4.4 Vehicles travelling above 50km down Cullerin Road in Gunning

1. Council advise the applicant that the speeding request be referred to the local police for enforcement.

Item 4.5 Review of the Traffic Management Plan – Collector Village Pumpkin Festival – NSW

 The Committee recommends to Council to approve the proposed event subject to the 17 concerns raised in the report are adequately conditioned as part of the development application.

- CARRIED

- CARRIED

SECTION 16: BUSINESS WITHOUT NOTICE

Nil

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - 'NSW EVERYONE CAN PLAY' INCLUSIVE

PLAY SPACES GUIDELINES

56/19 RESOLVED by Clr Searl and Clr Culhane

""That Council use the NSW "Everyone Can Play" Guidelines to create inclusive play spaces for new and upgraded play spaces, and commit to provide inclusive play spaces in the next review of Council's Disability Inclusion Action Plan.

MINUTES OF THE

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SECTION 18: QUESTIONS WITH NOTICE

Nil

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:

57/19 RESOLVED by Clr Searl and Clr Wheelwright

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

- CARRIED

Council closed its meeting at 8.05pm and the public, staff and press left the chambers.

The meeting adjourned the time being 8.05pm. The meeting resumed the time being 8.20pm

58/19 RESOLVED by Clr Searl and Clr Culhane

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

- CARRIED

Open Council resumed at 10.46pm.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

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 11.3 REPORT ABOUT THE EPA COMPLIANCE CROOKWELL SWIMMING POOL

59/19 RESOLVED by Clr Kensit and Clr Cummins that -

- 1. Council receives and notes this report for information.
- 2. The Director of Infrastructure provides Council with a further report advising Council that they are complying with the Section 120 and Section 128 of the Protection of the Environment Operations Act and what action Council has taken to ensure compliance with Section 120 and Section 128 of the Protection of the Environment Operations Act in relation to both Crookwell and Gunning Pools.

- CARRIED

ITEM 19.1 STAFFING MATTERS

60/19 RESOLVED by Clr Wheelwright and Clr Searl -

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

- CARRIED

Clr Cummins requested his name be recorded as being against the motion.

A foreshadowed motion was moved by Clr Cummins and Clr Opie that-

1. The Mayor talks with the General Manager on his future with Council and reports back to Council on the outcome of these negotiations at the April 2019 Council Meeting.

- LOST

On being put to the meeting the motion was lost.

CIr Cummins and CIr Opie called for a division.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

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

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

ITEM 19.2 REPORT ON THE PROGRESS OF THE REALIGNMENT

61/19 **RESOLVED** by Clr McCormack and Clr Searl

1. Council receives the report and notes the information.

- CARRIED

ITEM 19.3 PROPOSED CROWN ROAD TRANSFER TO A COUNCIL PUBLIC ROAD

62/19 RESOLVED by Clr Searl and Clr Wheelwright

- Council approves the transfer of the unnamed Crown Road to Council as a Council Public Road in accordance with the agreement.
- 2. The applicant is to meet the full cost of upgrading the Public Road to Council's standards.
- 3. The applicant is to meet the full cost of closing the Council road.

- CARRIED

ITEM 19.4 WORKS DEPOT UPDATE

63/19 **RESOLVED** by Clr Searl and Clr Wheelwright

- That Council receives and notes the report.
- Council defers any further action on the Crookwell Depot until the Director of Infrastructure provides a report to Council that establishes estimates for the WHS and Environmental Compliance works and a staged improvement of the works and advice as to what future course of action Council requires.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 21 MARCH 2019

ITEM 19.5 MANAGEMENT OF WASTE DISPOSAL ACROSS THE SHIRE UPDATE

64/19 <u>RESOLVED</u> by Clr Searl and Clr Culhane

- 1. Council receives and notes this report as information.
- 2. That the Director of Infrastructure provides Council with a further report on the outcome of the Economic Feasibility Study carried out by AgConPlus on the possible options for Council to provide a waste disposal service across the Shire.

- CARRIED

THE MEETING CLOSED AT 10.46pm

Minutes confirmed 18 APRIL 2019
Mavor

5 MAYORAL MINUTES

The following item is submitted for consideration -

5.1 Mayoral Minute

32

Mayoral Minutes - 18 April 2019

ITEM 5.1 Mayoral Minute

FILE REFERENCE | 119/202

MARCH 2019

14 March 2GN Interview

20 March Woodhouselee Road – Media Event

21 March 2GN Interview

21 March Council Meeting

27 March Budget Workshop

APRIL 2019

1 April Taralga Progress Association Meeting

11 April 2GN Interview

12 April Taralga School – Blind Unveiling

13 April Mary Gilmore Launch

18 April 2GN Interview

18 April Council Meeting

7 CORRESPONDENCE The following item is submitted for consideration -

34

Correspondence items for the month of April 2019

7.1

Correspondence - 18 April 2019

ITEM 7.1

Correspondence items for the month of April 2019

RECOMMENDATION:

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

- Hon Michael McCormack MP Australian Government's 2019/2020 Budget Road Safety Announcement – 19 March 2019.
- 2. Gunning Arts Festival Request to Form a 355 Committee for the Gunning Arts Festival 3 April 2019.
- 3. Barry Ford Staff Compliment on Clearing of Peelwood Road Trees and Gravel Work Customer Service Request Work to be extended to Tuena 7 April 2019.

ATTACHMENTS

1. <u>₺</u>	The Hon Michael McCormack MP - Australian Government's 2019/2020 Budget Road Safety Announcement - 19 March	Attachment
	2019	
2. <u>↓</u>	Gunning Arts Festival - Request to Form a 355 Committee for	Attachment
	the Gunning Arts Festival - 3 April 2019	
3.₫	Barry Ford - Staff Compliment on Clearing of Peelwood Road	Attachment
	Trees and Gravel Work - Customer Service Request - Work to	
	be extended to Tuena - 7 April 2019	



The Hon Michael McCormack MP

The Hon Scott Buchholz MP

Deputy Prime Minister Minister for Infrastructure, Transport and Regional Development Assistant Minister for Roads and Transport Federal Member for Wright

Cr John Stafford Upper Lachlan Council PO Box 42 GUNNING NSW 2581

Dear Mayor

AUSTRALIAN GOVERNMENT'S 2019-20 BUDGET ROAD SAFETY ANNOUNCEMENT

We are writing to you in relation to the recently announced Local and State Government Road Safety Package and the Australian Government's focus on reducing the burden of road trauma on the community.

Road safety is everyone's responsibility and all levels of Government have a key role to play in delivering safer roads and vehicles. That is why the Australian Government will deliver an additional \$2.2 billion in road safety funding from 2019-20 through the Local and State Government Road Safety Package.

Local governments are the primary beneficiaries of this initiative, with \$1.1 billion of the additional funding being provided directly to councils under the Roads to Recovery Program. Councils were advised of their original Roads to Recovery allocation for the 2019-20 to 2023-24 period in December 2018 and the additional funding means that your council's allocation for this period will increase by \$1,203,048 to \$6,015,241.

The Government's Statement of Expectations for the Roads to Recovery Program, which was released by the then Minister for Infrastructure and Transport, the Hon Darren Chester MP, urged local councils to focus on improving road safety outcomes when undertaking local road upgrades, whilst maintaining each council's discretion to select projects according to local priorities. We take this opportunity to reiterate the Government's strong desire that, when selecting projects, councils consider the likelihood they will reduce fatalities and serious injuries. A copy of the Statement of Expectations, a Fact Sheet on the Government's road safety initiatives and of the recently determined Funding Conditions for the 2019-20 to 2023-24 period are attached.

The Government's Road Safety Package also includes an additional \$550 million for the Black Spot Program, \$275 million for the Heavy Vehicle Safety and Productivity Program, \$275 million for the Bridges Renewal Program and new funding under the Heavy Vehicle Safety Initiative. Local government has already benefitted significantly from funding under these programs and we look forward to continuing to work together with councils to improve road safety through these successful existing programs.

Parliament House, Canberra ACT 2600. Tel: (02) 6277 7520 Fax: (02) 6277 4120

The Government is also taking action to deliver safer roads through a variety of other initiatives, including establishing a new Office of Road Safety, which will work closely with states, territories, local government, and road safety stakeholders on key road safety priorities.

There is a continuing commitment to improving the safety of new drivers through the Keys2drive program, continuing funding to the Australasian New Car Assessment Program to encourage the purchase of safer vehicles and an ongoing commitment to safer vehicle design through rigorous and globally harmonised Australian Design Rules.

In the 2019-20 Budget, the Australian Government is providing \$2.6 million to the Australian Road Research Board (ARRB) and \$8 million over two years to the National Heavy Vehicle Regulator, to make professional expertise more readily available to local governments, helping them better understand and assess their road assets. Specific guidance material will be provided to local governments free of charge, and specialist tools will be made available for road assessments. This will support local governments to improve overall road asset management, predictive maintenance and network planning, leading to improved safety and productivity outcomes.

In addition, to provide broader support for the important work councils do, the 2019-20 Budget also allocates \$2.6 billion to local councils through the Financial Assistance Grant program. The Government's Budget proposes to bring forward fifty per cent of this funding for early payment in the 2018-19 financial year. This cash injection of \$1.3 billion will give councils immediate use of these funds in the 2018-19 financial year.

Should you require any further information, the relevant contact officers in my Department are Ms Nicole Spencer (nicole.spencer@infrastructure.gov.au) in relation to AARB and the National Heavy Vehicle Regulator or Mr Greg Moxon (greg.moxon@infrastructure.gov.au) in relation to the Local and State Government Road Safety Package.

By partnering with local councils we are harnessing the best available local knowledge to fix the local roads which need it and help people get home sooner and safer

Affire Seott Buchholz

Yours sincerely

Michael M.Comack Michael McCormack

Enc



National Land Transport Act 2014

ROADS TO RECOVERY FUNDING CONDITIONS 2019

I, **MICHAEL MCCORMACK**, Minister for Infrastructure, Transport and Regional Development, determine the following conditions under section 90(1) of the *National Land Transport Act 2014*.

Dated: 19 March 2019

Michael McCormack Minister for Infrastructure, Transport and Regional Development

Part 1: Preliminary

Name of Determination

1.1 This Determination is the *Roads to Recovery Funding Conditions 2019*.

Commencement

1.2 This Determination commences on the day after registration.

Application

1.3 The conditions in this Determination apply to payments under Part 8 of the Act for the Roads to Recovery funding period.

Note:

The term 'Roads to Recovery funding period' in this Determination refers to the period commencing on 1 July 2019 and ending on 30 June 2024.

Definitions

1.4 In this Determination, unless the contrary intention appears:

Chief Executive Officer, in relation to a funding recipient, means the Chief Executive Officer or equivalent office holder of the funding recipient;

funded project means a project in respect of which a Roads to Recovery payment has been received;

funding recipient means a person or body that is to receive or has received a Roads to Recovery payment;

old conditions means the conditions determined under section 90(1) of the Act that apply to payments under Part 8 of the Act for the funding period starting on 1 July 2014 and ending on 30 June 2019;

own source funds, in respect of a funding recipient, means funds available to the funding recipient other than funds provided by the Commonwealth, a State or Territory government or by the private sector for specific projects;

own source expenditure means the amount spent from a funding recipient's own source funds;

relevant documents means, in relation to a funding recipient, documents relating to Roads to Recovery payments received by the funding recipient, including documents relating to projects in respect of which Roads to Recovery payments were spent and documents relating to expenditure by the funding recipient on the construction and/or maintenance of roads, whether out of Roads to Recovery payments or otherwise;

reference amount applicable to a funding recipient means the reference amount applicable to the funding recipient on 30 June 2019 under the old conditions:

Roads to Recovery funding period means the Roads to Recovery funding period specified in the Roads to Recovery List 2019;

Note:

The Roads to Recovery funding period specified in the *Roads to Recovery List 2019* is the period commencing on 1 July 2019 and ending on 30 June 2024.

Roads to Recovery List means the Roads to Recovery List 2019 determined under subsection 87(1) of the Act on 31 October 2018;

Roads to Recovery payment means a payment of Commonwealth funds provided under Part 8 of the Act for the Roads to Recovery funding period;

Signage Guidelines means the document entitled 'Signage Guidelines', which has been made available to funding recipients by the Department, and any later amendment or replacement of that document by the Department;

small funded project means a project relating to the construction and/or maintenance of roads, the total cost of which is, or is expected to be, less than \$10,000;

the Act means the National Land Transport Act 2014.

1.5 Terms that are defined in the Act have the same meaning in this Determination.

Part 2: Conditions relating to expenditure of payments

- 2.1 A funding recipient must ensure that Roads to Recovery payments are:
 - (a) spent only on the construction and/or maintenance of roads; and
 - (b) spent only on projects which are identified in the works schedule submitted by the funding recipient in accordance with Part 5; and
 - (c) spent only on work on projects which are in progress on or after 1 July 2019 and for which payment is required on or after 1 July 2019; and
 - (d) not spent on meeting any part of a price paid by the funding recipient for a supply acquired by the funding recipient where:
 - (i) the supply is a supply within the meaning of the A New Tax System (Goods and Services Tax) Act 1999, and
 - (ii) the part of the price represents the amount of GST payable on the supply by the entity which is making or which made, the supply.

Note: The terms 'road', 'construction' and 'maintenance' are defined in section 4 of the Act. The Department has issued Guidelines which give a more detailed explanation of these terms.

- 2.2 If:
 - (a) the Commonwealth has specified that a Roads to Recovery payment is to be spent in relation to:
 - (i) a particular project in Western Australia involving the construction and/or maintenance of bridges; or
 - (ii) a particular project in Western Australia involving the construction and/or maintenance of Aboriginal access roads;
 and
 - (b) the project does not proceed or the project costs the funding recipient less than the amount of the Roads to Recovery payment; and
 - (c) the funding recipient wishes to spend the unspent amount of the Roads to Recovery payment on another project relating to the construction and/or maintenance of roads;

then the funding recipient must first obtain the approval of the Department for the expenditure of the unspent amount on the other project, and the other project must be included in the funding recipient's works schedule.

- 2.3 A funding recipient must ensure that each Roads to Recovery payment is spent within six months of receipt of the payment.
 - Note: The Minister has the power under section 91 of the Act to exempt a funding recipient from a condition.
- 2.4 A funding recipient must spend all Roads to Recovery payments it receives by 31 December 2024.
- 2.5 If a funding recipient receives an amount as interest in respect of a Roads to Recovery payment in one financial year, the recipient must spend an amount equal to that amount on the construction and/or maintenance of

roads in the next financial year and must be able to demonstrate that it has done so. This condition does not apply to funding recipients which are to receive total funding of less than \$1.25 million according to the Roads to Recovery List.

Note: Interest earned in respect of a Roads to Recovery payment is own source funds for the purposes of Part 3.

2.6 If a funding recipient distributes Roads to Recovery payments which it receives to local government authorities for expenditure by those authorities on the construction and/or maintenance of roads, the funding recipient must ensure that the authorities are subject to the same obligations in respect of those payments as those to which the funding recipient is subject under clause 5.8 and Part 6.

Part 3:Own source roads expenditure obligation

- 3.1 Subject to clause 3.2, for each financial year in which a funding recipient receives, spends or retains any amount of a Roads to Recovery payment, the funding recipient must spend on the construction and/or maintenance of roads an amount of own source funds equal to or greater than the reference amount applicable to the funding recipient.
- 3.2 If a funding recipient does not fulfil the condition in clause 3.1 for a financial year, but the average expenditure of its own source funds in that year and the previous financial year, or in that year and the two previous financial years, exceeds the reference amount applicable to the funding recipient, the funding recipient is taken to have fulfilled the condition in clause 3.1 in respect of the first-mentioned financial year.

Part 4: Public information conditions

- 4.1 In all formal public statements, media releases or statements, displays, publications and advertising generated by a funding recipient relating to a funded project, the funding recipient must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.
- 4.2 If a funding recipient proposes to issue any media release relating to a funded project, the funding recipient must consult with and obtain approval of the proposed release from the Department.
- 4.3 Subject to clause 4.4, a funding recipient must ensure that signs are erected for each funded project, other than small funded projects, at the time work on the project commences, as follows:
 - (a) except where the funded project relates to a cul-de-sac or a one-way road, one sign must be erected at the place where the funded project starts, and one sign must be erected at the place where the funded project ends. Where the funded project relates to a cul-de-sac, one sign must be erected at the entrance to the cul-de-sac. Where the funded project relates to a one-way road, one sign must be erected at the place where the project begins.
 - (b) all signs must be erected in a prominent but safe position facing oncoming traffic, in any event so that they are plainly visible to passing motorists;

- (c) signs erected as required by this clause must have greater prominence, in size and frequency and visibility, than any other signs which relate to the funded project or which are erected in the immediate vicinity of the funded project.
- 4.4 The signs erected for a funded project must be in the form (including size and content) specified in the Signage Guidelines.
- 4.5 A funding recipient must ensure that all signs erected as required by these conditions remain in place for the duration of the project to which they relate and for a minimum period of one year commencing on the day on which the project is completed.
- 4.6 If a funding recipient proposes to hold an opening ceremony in relation to a funded project, the funding recipient must inform the Department of the proposed ceremony at least two weeks before the proposed ceremony is to be held, and provide details of the proposed ceremony, including proposed invitees and order of proceedings. If requested by the Department, the funding recipient must arrange a joint Australian Government/funding recipient opening ceremony.
- 4.7 If requested by the Minister, a member of the Minister's staff or the Department, a funding recipient must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any opening ceremony which the funding recipient proposes to hold in relation to a funded project.

Part 5: Conditions relating to planning and reporting Works schedule

- 5.1 A funding recipient must prepare and submit, as soon as practical after 1 July 2019, but in any event prior to the time the recipient submits its first quarterly report under clause 5.7 or clause 5.8, a works schedule to the Department in the manner and form specified by the Department.
- 5.2 Subject to clause 5.3, a funding recipient must ensure that its works schedule:
 - (a) specifies each project on which the funding recipient proposes to spend, on or after 1 July 2019, Roads to Recovery payments received by the funding recipient;
 - (b) specifies each project which has been completed and for which Roads to Recovery payments were received;
 - (c) specifies the location of each project (other than small funded projects) specified in the works schedule by means including data for use in a Geographical Information System in the manner and form required by the Department;
 - includes a description of each project specified in the works schedule and the funding recipient's reason for undertaking the project;
 - (e) specifies the estimated start and completion date for each project specified in the works schedule;
 - (f) specifies the estimated total amount of Roads to Recovery payments to be spent on each project specified in the works schedule;

- in relation to projects specified in the works schedule not funded wholly from Roads to Recovery payments or other Australian Government payments, specifies the estimated total cost of the project, excluding GST;
- (h) specifies the main expected outcome from each project; and
- (i) for a completed project, specifies whether or not the expected outcome was achieved.
- 5.3 Funding recipients may group a series of small funded projects of the same or similar nature in their works schedules as one 'group project'. In these circumstances, the funding recipient must ensure that its works schedule includes the following details:
 - (a) a general description of each group project;
 - (b) the location and cost (excluding GST) of each small funded project in each group;
 - (c) the amount of Roads to Recovery payments to be expended on each group project;
 - (d) in relation to each group project, the estimated start date of the first of the small funded projects in the group project to begin and the scheduled completion date of the small funded project in the group expected to be completed last;
 - (e) specifies the main expected outcome from each group project; and
 - (f) for a completed group project, specifies whether or not the expected outcome was achieved.
- Only projects in respect of which the funding recipient proposes to expend Roads to Recovery payments on or after 1 July 2019 may be included in the works schedule.
- 5.5 If the Department provides details of, and access to, the Department's secure Roads to Recovery website, a funding recipient must submit its works schedule to the Department electronically by using that website. However, if a funding recipient is not able to access the website, it may submit its works schedule in some other form agreed by the Department.
- 5.6 A funding recipient must keep its works schedule current and submit an updated works schedule to the Department immediately prior to preparing each quarterly report.

Quarterly reports

- 5.7 A funding recipient may, for each project in its works schedule, submit a report by 31 July 2019, in the form specified by the Department, which specifies the amount of Roads to Recovery payments which the funding recipient intends to spend on the project in the quarter 1 July 2019 to 30 September 2019.
- 5.8 Where a funding recipient wishes to receive a Roads to Recovery payment in a particular quarter (other than the first quarter in the Roads to Recovery funding period), it must submit a quarterly report in the form specified by the Department:
 - (a) in respect of the quarter 1 January to 31 March: by the following 30 April;

- (b) in respect of the quarter 1 April to 30 June: by the following 31 July;
- (c) in respect of the quarter 1 July to 30 September: by the following 31 October;
- (d) in respect of the quarter 1 October to 31 December: by the following 15 February.

Example: Where a funding recipient wants to receive a Roads to Recovery payment in the quarter 1 October to 31 December 2019, it must submit a quarterly report in respect of the previous quarter (1 July to 30 September 2019) and that report must be submitted by 31 October 2019.

Note: Where a funding recipient does not wish to receive a Roads to Recovery payment during a particular quarter, it is not required to provide a quarterly report in respect of the previous quarter. However, it is strongly encouraged to do so, to enable the Department to monitor progress on individual projects.

- 5.9 The funding recipient must in each quarterly report submitted specify in respect of each project:
 - (a) the amount of Roads to Recovery payments spent during the period commencing on 1 July 2019 and ending on the last day of the quarter to which the quarterly report relates; and
 - (b) the amount of Roads to Recovery payments which the funding recipient intends to spend on that project in the following quarter.

Note: The figures in the quarterly reports should be prepared on an accrual basis.

Part 6: Accountability

6.1 A funding recipient must properly account for Roads to Recovery payments.

Annual report

- 6.2 For each financial year in the Roads to Recovery funding period, the Chief Executive Officer of the funding recipient must give to the Department by 31 October after the end of the financial year:
 - (a) a written financial statement of the Chief Executive Officer in the form specified by the Department as to:
 - (i) the amount of Roads to Recovery payments which remained unspent from the previous financial year;

Note: This amount is to be shown in column 1 of the Chief Executive Officer's financial statement as 'Amount brought forward from previous financial year'.

- (ii) the amount of Roads to Recovery payments received by the funding recipient in the financial year to which the statement relates;
- (iii) the amount of Roads to Recovery payments available for expenditure by the funding recipient on the construction and/or maintenance of roads in that year;

- (iv) the amount spent by the funding recipient during that year out of Roads to Recovery payments available for expenditure by the funding recipient during that year;
- (v) the amount (if any) retained at the end of that year by the funding recipient out of Roads to Recovery payments available for expenditure by the funding recipient during that year and which remained unspent at the end of that year; and
- Note: This amount is to be shown in column 5 of the Chief Executive Officer's financial statement as 'Amount carried forward to next financial year'.
- (vi) the amount of own source expenditure on roads expended by the funding recipient during the year to which the statement relates.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

- (b) a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:
 - the Chief Executive Officer's financial statement is based on proper accounts and records; and
 - (ii) the Chief Executive Officer's financial statement is in agreement with the accounts and records; and
 - (iii) the expenditure referred to in subparagraph (a)(iv) has been on the construction and/or maintenance of roads; and
 - (iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the funding recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

Note: The term 'appropriate auditor' is defined in the Act.

Other annual report requirements

- 6.3 For each financial year in which a funding recipient receives, spends or retains any Roads to Recovery payment, the Chief Executive Officer of the funding recipient must give to the Department by 31 October after the end of the financial year a report in the form specified by the Department which includes a statement as to whether:
 - (a) Roads to Recovery payments received during the financial year which have been spent by the funding recipient have been spent on the construction and/or maintenance of roads;
 - (b) the funding recipient has fulfilled its obligation under Part 3 for the financial year (the own source roads expenditure obligation);
 - (c) the funding recipient has fulfilled its obligations under Part 4 during the financial year (the public information conditions);
 - (d) the funding recipient has otherwise fulfilled the conditions in this Determination during the financial year; and
 - (e) summarises and describes the outcomes achieved during the financial year with those Roads to Recovery payments received during the financial year.

Note: Where a funding recipient does not receive, spend or retain any Roads to Recovery payments in a financial year, the funding recipient must still provide a report in the form set out in Part 1 of the annual report.

6.4 Despite paragraphs (b), (c) and (d) of clause 6.3, the report referred to in that clause is not required to state whether the funding recipient complied with a condition in this Determination from which the funding recipient was exempt during the financial year.

Note: The Minister has the power under section 91 of the Act to exempt a funding recipient from a condition and, if considered appropriate, to impose a replacement condition on the funding recipient.

- 6.5 If the funding recipient was exempt from a condition in this Determination during the financial year, the report referred to in clause 6.3 must:
 - (a) identify the condition from which the funding recipient was exempt;
 - (b) set out any replacement condition that the funding recipient was required to fulfil during the financial year; and
 - (c) state whether the funding recipient fulfilled the replacement condition.

Part 7: Other accountability requirements

- 7.1 A funding recipient must create and keep accurate and comprehensive records relating to Roads to Recovery payments it has received after 1 July 2019 and retain those records for a minimum of seven years.
- 7.2 A funding recipient must allow Australian Public Service employees or persons nominated by the Commonwealth to inspect, on request:
 - (a) work on projects being undertaken by the funding recipient which are funded by Roads to Recovery payments; and
 - (b) any or all of the records referred to in clause 7.1.
- 7.3 A funding recipient must, when requested to do so by the Department, provide, in the manner and form requested by the Department:
 - (a) copies of any or all of the records referred to in clause 7.1; and
 - (b) photographs of projects completed using Roads to Recovery payments.

Part 8: Non-compliance with conditions

- 8.1 If the Secretary or a delegate of the Secretary notifies a funding recipient in writing that the Secretary is satisfied that the funding recipient has, in relation to a Roads to Recovery payment, failed to comply with the Act or to fulfil any of the conditions in this Determination, the funding recipient must repay to the Commonwealth an amount equal to so much of the payment as the Secretary or delegate specifies in the notice.
- 8.2 Clause 8.1 does not apply in relation to a failure to fulfil a condition during a period when the funding recipient was exempt from the condition.

Note: The Minister has the power under section 91 of the Act to exempt a funding recipient from a condition and, if considered appropriate, to impose a replacement condition on the funding recipient.

8.3 If the Secretary or a delegate of the Secretary notifies a funding recipient in writing that the Secretary is satisfied that the funding recipient has, in

relation to a Roads to Recovery payment, failed to fulfil any replacement condition that the funding recipient was required to fulfil, the funding recipient must repay to the Commonwealth an amount equal to so much of the payment as the Secretary or delegate specifies in the notice.

Part 9: Compliance with other laws

Building Code

- 9.1 A funding recipient that spends a Roads to Recovery Payment on building work described in Schedule 1 to the Building Code must:
 - (a) if the building work is carried out by the funding recipient—comply with the Building Code to the extent that the Building Code binds the funding recipient; and
 - (b) if the building work is carried out by a building contractor—take all reasonable measures to ensure that the building contractor complies with the Building Code.
- 9.2 In clause 9.1:

Building Code means the Code for the Tendering and Performance of Building Work 2016, as in force from time to time;

building contractor has the same meaning as in the Building Code;

building work has the meaning given by section 6 of the Building and Construction Industry (Improving Productivity) Act 2016.

Note:

The Building Code applies to construction projects indirectly funded by the Australian Government through grant or other programs where:

the Australian Government funding contribution to the project is at least \$5 million and represents at least 50 per cent of the total construction project value: or

the Australian Government funding contribution to the project is \$10 million or more.

For further information on the Building Code, refer to: https://www.abcc.gov.au/building-code or contact the Building Code Hotline on 1800 003 338.

Australian Government Building and Construction OHS Accreditation Scheme

- 9.3 A funding recipient that spends a Roads to Recovery Payment on building work to which subsection 43(4) of the *Building and Construction Industry* (*Improving Productivity*) *Act 2016* applies must not enter into a contract for the building work with a builder who is not an accredited person.
- 9.4 In clause 9.3:

accredited person has the meaning given by section 5 of the Building and Construction Industry (Improving Productivity) Act 2016;

builder has the meaning given by subsection 43(8) of the *Building and Construction Industry (Improving Productivity) Act 2016*;

building work has the meaning given by section 6 of the Building and Construction Industry (Improving Productivity) Act 2016;

Note:

Under the Building and Construction Industry (Improving Productivity) Act 2016 and the Building and Construction Industry (Consequential and Transitional Provisions) Act 2016, Australian Government agencies can only fund building work when, subject to certain value thresholds, an accredited builder is engaged as the head contractor. This scheme, known as the Australian Government Building and Construction OHS Accreditation Scheme (the Scheme), extends to building work that is indirectly funded by the Australian Government.

For further information on the Scheme, refer to:

http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme or contact the Federal Safety Commissioner Assist Line on 1800 652 500.

9.5 Funding recipients are required to comply with all other relevant laws.

Note:

For example, projects on which Roads to Recovery payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

The Department strongly recommends that, before starting an environmental study for a project, proponents contact the Australian Government Department of the Environment

(http://www.environment.gov.au/epbc/index.html). They can provide advice about Australian Government requirements and ensure that the Australian Government's legislative requirements are properly addressed by the study. This will reduce the likelihood of cost and time delays before construction can commence.

Funding recipients must also meet other statutory requirements where relevant. These may include, but are not limited to:

Native title legislation;

State government legislation - for example, environment and heritage; and Local government planning approvals.

Part 10: Transitional provisions

10.1 A funding recipient that received a payment under Part 8 of the Act for the funding period starting on 1 July 2014 and ending on 30 June 2019 is not eligible to receive any Roads to Recovery payment after 31 October 2019 if the funding recipient has not given to the Department all of the annual reports that the funding recipient is required to give under the old conditions.



The Hon Darren Chester MP

Minister for Infrastructure and Transport
A/g Minister for Regional Development
A/g Minister for Local Government and Territories
Deputy Leader of the House
Member for Gippsland

ROADS TO RECOVERY STATEMENT OF EXPECTATIONS

The Roads to Recovery (R2R) Program makes a valuable contribution to safety, economic and social outcomes in communities through supporting maintenance of the nation's local roads.

In the 2016-17 Budget, the Australian Government took a decision to provide an additional \$50 million on an ongoing basis to the R2R Program from 2019-20, to bring the annual allocation to \$400 million across all councils in Australia.

The Government also ensured that the R2R Program did not contain a sunset clause under the *National Land Transport Act 2014*, safeguarding the continuation of this important program.

1,300 people died on Australian roads last year and the Australian Government has been working closely with all levels of government to develop a strategy to reduce fatalities and serious injuries on our roads.

The current National Road Safety Strategy 2011-2020 sets out a plan using the safe system approach, safer vehicles, safer speeds, safer people and safer roads to reduce fatal and serious injury crashes by at least 30 per cent. This approach calls for a holistic view of the road transport system and the interactions among roads and roadsides, travel speeds, vehicles and road users.

Unfortunately, after a decade of good results, the trend over the last two years has been going in the wrong direction.

In reviewing the outcomes of the R2R Program, I am pleased to see that 27 per cent of funding received by councils has been spent on road safety across the life of the current program. A further 34 per cent of spending has been to maintain the road asset, which also has safety benefits.

There is a considerable body of knowledge that indicates that well-designed road improvements reduce the rate of road crashes and serious injuries.

Parliament House Canberra ACT 2600 Telephone: (02) 6277 7680

A study of the Australian Government's Black Spot Program in 2012 examined the crash reduction benefits of a variety of road treatments based on a sample of 1,599 projects across the country.

The Bureau of Infrastructure, Transport and Regional Economics estimated that the Black Spot Program is reducing fatal and casualty crashes in total at treated sites by 30 per cent.

The study found that roundabouts are the most effective treatment, reducing casualty crashes by over 70 per cent. Providing new traffic signals and altering the traffic flow direction are the next most highly effective treatments for most severity levels, reducing crashes by more than 50 per cent.

We do not have the same level of information to be able to assess the benefits of the R2R Program.

I would like to work with local councils to ensure that the R2R Program is delivering the best possible outcomes in the area of road safety. When selecting projects, I would urge councils to consider the likelihood that the selected project will reduce fatalities and serious injuries in crashes.

It may be that projects that may not have been able to be funded under State or Federal Black Spot programs could be delivered under the R2R Program.

In terms of road maintenance projects, improving the quality of the road asset through resheeting and resealing will have stronger safety outcomes than simply maintaining the quality through routine road maintenance.

I note that pedestrian and cycling facilities associated with a road can be funded under R2R. I do not propose to change the eligibility criteria, but ask that such projects are only prioritised if their specific aim is to improve safety for vulnerable road users.

Councils could consider pooling R2R funding or Financial Assistance Grants to prioritise and jointly improve the quality of roads in a region with a known crash record. Similar to the greater adoption of asset management plans, councils could draw up road safety plans on a network basis in conjunction with neighbouring councils.

I have asked my Department to improve the reporting of safety and other outcomes from the R2R Program and I would like councils to provide additional information on the benefits and outcomes of each project. I encourage you to evaluate the projects completed and how they have benefitted the local network and community (for example, crash reductions or travel efficiencies), to assist us to better monitor and evaluate the program. I ask that this information be provided as part of the annual reporting from councils. My Department will inform councils of new reporting templates that will need to be completed as a condition of funding release for future years.

I am also requesting councils provide the Department with more regular updates on the status of projects which are receiving funding under R2R. I know previously some councils have informed us once works have been completed rather than before they have begun. I would like councils to inform us of every project which will receive R2R funding before they commence work on them and update us on their progress each quarter. A higher level of

engagement than we have previously requested will allow both of us to benefit by keeping the local community informed of works underway.

The Commonwealth Government is committed to using Federal funding to improve employment opportunities for Indigenous Australians and I ask for this consideration to be applied to projects using R2R funding.

Lastly, I invite councils to write to me with ideas of how all levels of government could be improving road safety and the outcomes from the considerable investment we all make in the country's roads.

DARREN CHESTER

7 November 2017



BUDGET 2019: Factsheet

FACTSHEET

Road Safety Package

The Australian Government is determined to improve the safety of people on our roads by introducing new national initiatives and investing an additional \$2.2 billion through a package of road safety measures:

- establishing an Office of Road Safety to provide a national point of leadership on key road safety
 priorities and deliver new programs such as a \$12 million Road Safety Innovation Fund and \$4 million
 Road Safety Awareness and Enablers Fund providing grants for road safety awareness, education and
 collaboration initiatives:
- a Local and State Government Road Safety Package, including:
 - \circ an additional \$1.1 billion for the Roads to Recovery Program, which supports investment in road maintenance and safety
 - an additional \$550 million for the Black Spot Program, which targets known high-risk locations and reduces on average serious crashes by 30 per cent
 - an additional \$275 million for the Heavy Vehicle Safety and Productivity Program to improve the safety and efficiency of heavy vehicle operations
 - an additional \$275 million for the Bridges Renewal Program to fund the replacement of bridges to make roads safer by reducing travel times
- \$2.6 million to support local governments to better manage the safety and maintenance of their road infrastructure networks;
- an additional \$6 million for National Heavy Vehicle Safety Initiatives, funding more projects to improve the safety of heavy vehicles on our roads; and
- an additional \$8 million to the successful Keys2drive program, which provides a free theory and practical lesson to learner drivers and their supervisors.

Why is this important?

 Road crashes cost the national economy about \$30 billion a year, but this is nothing compared to the immeasurable impact on families, friends, first responders and the wider community.

Who will benefit?

 The package will deliver significant benefits to the Australian community through reducing road trauma and serious injury. The Government is continuing its support for councils to invest in the safety and quality of local roads, especially in regional areas.

How much will this cost?

 With this additional investment, the Australian Government will spend \$3.1 billion per year on safety related infrastructure investments and other initiatives over the next four years.

For more information contact:

From: Gunning Arts Festival 2020

To: <u>Upper Lachlan Shire Council</u>; <u>John Bell</u>

Cc: johnsearl@hotmail.com; pamkensit@gmail.com; Michelle Storey <mstoreyathome@gmail.com>

Subject: Request to form a 355 committee for the Gunning Arts Festival

Date: Wednesday, 3 April 2019 6:37:26 PM

Dear General Manager, Upper Lachlan Shire Council

Re: request to form a 355 committee for the Gunning Arts Festival

At a Gunning community groups meeting held on Saturday March 30, there was strong support for a proposal to hold an Arts Festival in Gunning in 2020. The proposal is for several community groups to stage individual arts and crafts events, workshops and exhibitions over a "Gunning Arts Festival" weekend, with combined coordination of publicity, venue allocation, funding requests, and other aspects. While we plan to start with a small event next year, the hope is that this could grow over time to be a significant Festival for Gunning and the Shire, helping to support the local economy.

The March 30 meeting included representatives from the initially identified interested Gunning community groups:

- · Gunning District Association
- Gunning Focus Group
- Upper Lachlan Wood Guild
- The Picture House Gallery
- · Gunning Patchwork Weekend
- Creative Gunning
- Gunning and District Historical Society
- Gunning Lions Club.

The proposed time for the festival is the end of May 2020, noting that a thorough calendar check for other events has not yet been completed. The event will be scheduled sufficiently in advance to ensure adequate time for planning, and will avoid clashes with other regional events.

Many possible events for the Festival were suggested by the groups in attendance at our first meeting, including:

- an art exhibition
- a musical performance
- Bush Poetry
- a drama performance
- a sculpture garden
- musical street performances
- a wood work exhibition
- a quilt display
- a fibre craft exhibition and workshops
- an event from Wild Voices Music Theatre
- a Maths Craft event for students

A suitable selection of these will be organised for the first Festival in 2020 depending on interest and resources.

The attendees of the March 30 meeting endorsed a proposal that we put a request to Council that the coordinating committee for the Gunning Arts Festival be established as a 355 committee of the Upper Lachlan Shire Council in order to provide a sound governance framework for the proposed Gunning Arts Festival.

On behalf of the Gunning community groups currently supporting the Gunning Arts Festival proposal I request that Upper Lachlan Shire Council agree to the establishment of a 355 committee to coordinate the organisation of the Gunning Arts Festival in 2020.

The community groups currently involved are in the process of identifying members to represent the various groups on a 355 committee, and I am confident that we will be in a position to establish committee roles shortly after receiving approval from Council.

Sincerely

Michelle Storey

President, Creative Gunning Inc. $0413\ 344\ 623$

cc John Searl, Pam Kensit

This email has been scanned by the Symantec Email Security.cloud service. For more information please visit http://www.symanteccloud.com

From: Barry Ford

To: Upper Lachlan Shire Council
Subject: Peelwood Road Work
Date: Sunday, 7 April 2019 8:04:46 PM

I would just like to commend and thank the staff working on Peelwood Road doing the tree clearing and drains and also the gravel work. It is making the road and visibility much safer, not just for other traffic but also wildlife as you can see the sides of the road. As well as making it much easier for trucks to travel on this road as well and being able to pass other cars with ease. I and many others believe this should be a regular practice on our roads and believe they should continue all the way through to Tuena with the clearing as the road is much more scrubby down that end and can be very dangerous at times. The gravel work was defiantly needed in a lot of places as it was back to rock and staff have done an excellent job with all these works going on.

I would again like to thank all staff involved.

Regards, Barry Ford

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9 INFORMATION ONLY

The following items are submitted for consideration -

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Information Only - 18 April 2019

ITEM 9.1 Development Statistics for the month of March 2019

FILE REFERENCE 119/181

AUTHOR Economic Development Officer

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

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

REPORT

Development Status Report

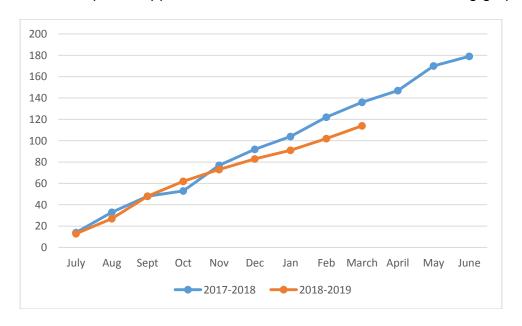
The following table outlines the type and value of new development.

	Statistics by Development Type									
Current Year						Last year				
DA Type	N	March 2019 1/7/		Year to Date 1/7/2018 to 31/3/2019		Mar	ch 2018		r to date ' to 30/6/2018	
	Coun	t \$Va	lue	Count	\$	Value	Count	\$Value	Count	\$Value
Commercial	0		\$0	7	\$3	3,276,000	2	\$1,850,000	8	\$23,186,000
Residential	9	\$1,95	54,322	79	\$16	6,077,569	9	\$1,657,657	94	\$18,555,727
Industrial	0		\$0	0		\$0	0	\$0	0	\$0
Other	3	\$9	98,500	13		\$633,500	2	\$150,000	9	\$6,373,000
Total	12	\$2,0	52,822	99	\$19	9,987,069	13	\$3,657,657	111	\$48,114,727
Subdivision	Subdivision									
Туре		Count	Lots	Cou	ınt	Lots	Count	Lots	Count	Lots
Residential		0	0	2		51	1	11	2	14
Rural Reside	ntial	0	0	0		0	0	0	4	12
Commercial		0	0	0		0	0	0	1	0

Industrial	0	0	0	0	0	0	0	0
Boundary Adjustment	0	0	1	0	1	0	4	3
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	8	19	0	0	9	17
Modification/Other	0	0	2	3	0	0	1	53
Total	0	0	13	73	1	11	21	99

1. <u>Development Applications</u>

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



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

	DA	DAs	DA	DAs	DA
DAs under	modifications	received	modifications	determined	modifications
assessment	under	March	received	March	determined
	assessment	2019	March 2019	2019	March 2019
30	4	11	1	6	4

The average determination processing time is for the month of March was 56 days.

Determinations issued 1 March to 31 March 2019 are summarised in the following table:

	Determinations Issued between 1 March to 31 March 2019					
DA No.	Proposal	Property				
39/2010 (Mod)	Dwelling	Kangaloolah Rd, Binda Lot 214 DP 753012				
18/2015 (Mod)	Dwelling & Garage/Shed	6 Somerset Place, Crookwell Lot 48 DP 1075643				

	Determinations Issued between 1 March to 31 March 2019					
DA No.	Proposal	Property				
86/2017 (Mod)	Dwelling	Strathaird Lane, Goulburn Lot 32 DP 1042610				
2/2018 (Mod)	Subdivision	34 McGaw Rd, Crookwell Lot 8 DP 1213731				
70/2018	Garage/Shed	13 Bray St, Crookwell Lot 2 DP 1231222				
100/2018	Garage/Shed	41 Yass St, Gunning Lot 1 Sec 3 DP 758493				
3/2019	Alterations & Additions	2725 Rye Park Rd, Dalton Lot 336 DP 754106				
8/2019	Garage/Shed	9 Kialla Rd, Crookwell Lot 18 DP 858022				
10/2019	Taralga Show	1A Walsh St, Taralga Lot 251 DP 750017				
11/2019	Dwelling & Garage	18 Tait St, Crookwell Lot 103 DP 1111842				

The Development Applications outstanding as of 31 March 2019 are summarised in the following table:

DA No.	Date F	Rec	Proposal	Property	Reason
23/2018	26/2/2	018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant
57/2018	10/5/2018		Dog Breeding Facility	148 Bigga Rd, Crooked Corner Lot 4 DP 1052845	Under Assessment
58/2018	14/5/	2018	Dog Breeding Facility	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment
111/2018	25/09	/2018	Dwelling	1018 Wombeyan Caves Rd, Wombeyan Caves Lot 3 DP 789337	Under Assessment
113/2018	26/09/	2018	Subdivision	656 Kangaloolah Rd, Binda Lot 2 DP 1159385 & Lot 2, 3, & 210 DP 753012	Awaiting Additional Information
122/2018	18/10	/2018	Dog Breeding Facility	213 Bigga Rd, Crooked Corner Lot 2 DP 1052845	Under Assessment
125/2018	30/10	/2018	Subdivision	Wombat St, Gunning Lot 30 Sec 2 DP 758493	Under Assessment

DA No.	Date F	Rec	Proposal	Property	Reason
133/2018	23/11	/2018	Subdivision	Elms Rd, Ladevale Lot 5 DP 1142197, Lot 2222 DP 830996 Lot 1 DP 1230385	Deferred to BTC
48/2012 (Mod)	10/12	/2018	Dwelling	14 Murray St, Collector Lot 2 DP 742549	Under Assessment
2/2019	03/01	/2019	Dwelling	Rossi St, Collector Lot 2, 3, 4 & 15 DP 1211033	Awaiting Additional Information
4/2019	17/01	/2019	Alterations & Additions	Woodhouselee Rd, Laggan Lot 1, 2, 3, 4 & 5 Sec 9 DP 1698	Awaiting Additional Information
5/2019	17/01	/2019	Alterations & Additions	55 Northcott St, Crookwell Lot 8 Sec 8 DP 2383	Awaiting Additional Information
6/2019	22/01	/2019	Subdivision	1169 & 1107 Golspie Rd, Golspie Lot 131 & 132 DP 753063	Awaiting Additional Information
7/2019	30/01	/2019	Subdivision	628 Mulgowrie Rd, Golspie Lot 71 DP 753045	Under Assessment
9/2018	11/02	/2019	Transportable Dwelling	42 Ryan Place, Gunning Lot 14 DP 1234849	Under Assessment
8/2018 (Mod)	13/02	/2019	Garage/Shed	Blakney Creek North Rd, Blakney Creek Lot 225 DP 754125	Under Assessment
12/2019	19/02	/2019	Home Industry	4 Murray St, Collector Lot 1 DP 1172469	Under Assessment
13/2019	22/02	/2019	Alterations & Additions	87 Wade St, Crookwell Lot 12 DP 236804	Under Assessment
14/2019	25/02	/2019	Garage/Shed	10 Carrington St, Crookwell Lot 10 DP 586615	Under Assessment
15/2019	26/2/	2019	Alterations/ Additions	16 Marsden St, Crookwell Lot 8 DP 934903	Under Assessment
16/2019	27/2/	2019	Garage/Shed	30 East St, Crookwell Lot 4 DP 524712	Awaiting Additional Information
17/2019	28/2/	2019	Garage/Shed	128 Collector Rd, Gunning	Under Assessment

DA No.	Date F	Rec	Proposal	Property	Reason
				Lot 4 DP 1185667	
123/2018 (Mod)	1/3/2	2019	Trading Hours	87 Goulburn St, Crookwell Lot 2 DP 305613	Under Assessment
18/2019	4/3/2	2019	Dwelling	41 Kialla Rd, Crookwell Lot 2 DP 1012637	Under Assessment
19/2019	6/3/2	2019	Dwelling	Dawes Rd, Gunning Lot 73 DP 754106	Under Assessment
20/2019	6/3/2	2019	Dwelling	191 Greenridge Rd, Curraweela Lot 3 DP 1221640	Under Assessment
21/2019	19/3/	2019	Horse Stables/Shed	37 Chisholm St, Taralga Lot A DP 151233	Under Assessment
22/2019	20/3/	2019	Amenities Building	Bourke St, Collector Lot 1 & 2 Sec 2 DP 758263	Under Assessment
77/2017 (Mod)	25/3/	2019	Dwelling	Towrang Rd, Greenwich Park Lot 22 DP 1085649	Under Assessment
23/2019	26/3/	2019	Dwelling	387 Bigga Rd, Crooked Corner Lot 12 & 30 DP 753038	Under Assessment
24/2019	28/3/	2019	Garage/Shed	71A Kialla Rd, Crookwell Lot 55 DP 1075643	Under Assessment
25/2019	29/3/	2019	Collector Pumpkin Festival	1 Brennan St, Collector Lot 11 DP 1046757	Under Assessment
26/2019	29/3/	2019	Swimming Pool/Spa	495 Chapmans Lane, Chatsbury Lot 5 DP 1089684	Under Assessment
27/2019	29/3/	2019	Dwelling	Montana Rd, Peelwood Lot 1 DP 862233	Under Assessment

2. <u>Construction Certificates</u>

Construction Certificates Issued between 1 March to 31 March 2019				
CC No.	Proposal	Property		
106/2018	Alterations/Additions	979 Mount Rae Rd, Taralga Lot 5 DP 608628		
11/2019	Garage/Shed	9 Kialla Rd, Crookwell Lot 18 DP 858022		
12/2019	Dwelling & Garage	6 Somerset Place, Crookwell Lot 48 DP 1075643		

Construction Certificates Issued between 1 March to 31 March 2019				
CC No.	Proposal	Property		
13/2019	Dwelling & Garage	19 Tait St, Crookwell Lot 103 DP 1111842		

Approved by Council				
March 2019 Year to date				
4	41			

3. Occupation Certificates

Occupation Certificates Issued between 1 March to 31 March 2019				
OC No. Proposal Property				
14/2019	Dwelling	2626 Middle Arm Rd, Roslyn Lot 1 DP 1105872		
16/2019	Intensive Agricultural Use	2198 Greenmantle Rd, Bigga Lot 4 & 5 DP 742425, Lot 3, 6 20, 21, 67 & 68 DP 753031		
17/2019	Dwelling	21 Edward St, Binda Lot 3 DP 1233262		

Approved by Council				
March 2019 Year to date				
3	26			

4. <u>Subdivision Certificates</u>

Subdivision Certificates Issued between 1 March to 31 March 2019				
SC No. Proposal Property				
16/2018	Subdivision	Taralga Rd, Tarlo Lot 59, 125, 126, 128, 157, 183 & 185 DP 750048 Lot 1 DP 545786		

Approved by Council				
March 2019 Year to date				
1	15			

5. Planning Certificates

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

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

1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	260

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 18 April 2019

ITEM 9.2 Monthly Weeds Activities Report

FILE REFERENCE 119/185

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 in the last month.

RECOMMENDATION That -

1. Council receives and notes the report as information.

REPORT

Biosecurity staff continued to undertake routine property inspections throughout the Shire area. Ten (10) Biosecurity directions were issued for continued non-compliance with the requirement to control designated weeds throughout private land. Additionally roadside spraying continued in the predominately in the Gunning district for Blackberry, St John's Wort and African Lovegrass.

Inspections

Weed	Parish	Road or Street	Date	Action	Degree
S/T	Eden Forest	Loseby Rd	12/03/19	Notified	3
S/T	Eden Forest	Loseby Rd	12/03/19	Notified	3
S/T	Eden Forest	Loseby Rd	12/03/19	Notified	2
S/T	Eden Forest	Garmoran Valley	12/03/19	Routine	1
S/T	Eden Forest	Garmoran Valley	12/03/19	Routine	1
S/T	Eden Forest	Garmoran Valley	12/03/19	Routine	1
S/T	Eden Forest	Loseby Rd	12/03/19	Notified	2
ALG	Wayo	Woodhouselee Rd	13/03/19	Reinspection	3
S/T	Eden Forest	Loseby Rd	13/03/19	Routine	1
S/T	Eden Forest	Macarthurs Rd	13/03/19	Routine	1
S/T	Eden Forest	Loseby Rd	14/03/19	Notified	3
S/T	Eden Forest	Loseby Rd	14/03/19	Notified	2
S/T	Eden Forest	Loseby Rd	14/03/19	Notified	2
S/T	Eden Forest	Loseby Rd	14/03/19	Routine	1
S/T	Eden Forest	Loseby Rd	14/03/19	Routine	1
S/T	Eden Forest	Longview	15/03/19	Notified	2
S/T	Eden Forest	Longview	15/03/19	Routine	1
S/T	Eden Forest	Longview	15/03/19	Routine	1
S/T	Eden Forest	Brayton Rd	18/03/19	Notified	2
S/T	Eden Forest	Brayton Rd	18/03/19	Notified	2
S/T	Eden Forest	Longview	19/03/19	Notified	3

Information Only MONTHLY WEEDS ACTIVITIES REPORT cont'd

S/T Eden Forest Longview 19/03/19 Notified S/T Eden Forest Longview 19/03/19 Notified S/T Eden Forest Longview 19/03/19 Routine S/T Eden Forest Brayton Rd 19/03/19 Notified S/T Eden Forest Brayton Rd 19/03/19 Routine S/T Eden Forest Brayton Rd 20/03/19 Routine S/T Eden Forest Jeffreys Rd 20/03/19 Routine S/T Eden Forest Jeffreys Rd 20/03/19 Routine S/T Eden Forest Jeffreys Rd 20/03/19 Notified S/T Eden Forest Jeffreys Rd 20/03/19 Routine S/T Eden Forest Jeffreys Rd 20/03/19 Routine - Eden Forest Brayton Rd 21/03/19 Notified S/T Eden Forest Brayton Rd 21/03/19 Routine S/T Eden Forest Arthursleigh Rd 21/03/19 Routine S/T Eden Forest Arthursleigh Rd 21/03/19 Routine S/T Eden Forest Arthursleigh Rd 21/03/19 Routine S/T Eden Forest Brayton Rd 21/03/19 Routine S/T Eden Forest Brayton Rd 25/03/19 Routine - Eden Forest Brayton Rd 26/03/19 Routine	2 2 1 2 1 1 1 2 - 3 1 2 1 1 1 1 -
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ST BB Burridgee Hogan 1/3/19 Routine	11
ST Yalbraith Oberon 5/3/19 Routine	1
ST Yalbraith Oberon 5/3/19 Routine	1
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ST Guinecor Wombeyan 7/3/19 Routine	1

Information Only MONTHLY WEEDS ACTIVITIES REPORT cont'd

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ST Yalbraith Oberon 28/3/19 Notified 2						
	BB	Crookwell	Binda	29/3/19	Notified	3

Key for Weed Abbreviations

Weed ID Weed Identification

SJW St John's Wort

S/T Serrated Tussock
PC Paterson's Curse
EB English Broom

BB Blackberry
Nth Nodding Thistle
FW Fireweed CNG Chilean Needle Grass

ALG African Lovegrass

Go Gorse CG Coolatai Grass

Key for Degree of Infestations

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

Information Only MONTHLY WEEDS ACTIVITIES REPORT cont'd

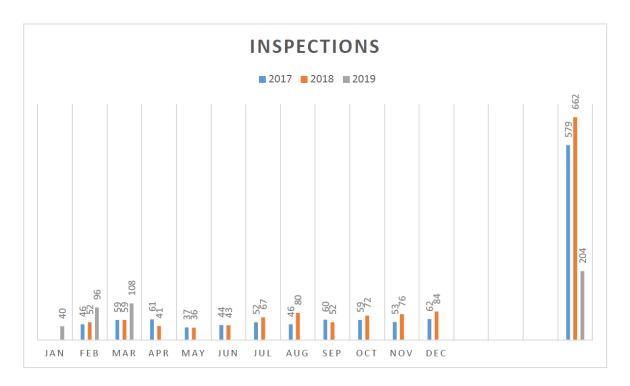
Key for Actions of Inspections

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

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

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

INSPECTION TOTAL



POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 18 April 2019

ITEM 9.3 Investments for the month of March 2019

FILE REFERENCE 119/157

AUTHOR Manager of Finance and Administration

ISSUE

Council Investment Portfolio Register as at 31 March 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Provision of the schedule of the investment portfolio register as at 31 March 2019 for the information of Council.

REPORT

Investments to 31 March 2019

Investment Institution	Туре	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
СВА	Call	\$25,000	1.45%	N/A	31-03-19	\$1,973.39
Bank of Qld	TD	\$700,000	2.75%	362	17-04-19	\$19,091.78
Bank of Qld	TD	\$1,000,000	2.65%	188	15-05-19	\$13,649.32
Bank of Qld	TD	\$800,000	2.65%	119	22-05-19	\$6,911.78
Bank of Qld	TD	\$500,000	2.80%	204	03-07-19	\$7,824.66
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$500,000	2.60%	84	01-05-19	\$2,991.78
Bankwest	TD	\$1,500,000	2.70%	273	19-06-19	\$30,291.78
Bankwest	TD	\$1,000,000	2.50%	133	10-07-19	\$9,109.59
Bankwest	TD	\$1,000,000	2.70%	273	14-08-19	\$20,194.52
Bendigo Bank	TD	\$1,000,000	2.55%	98	24-04-19	\$6,846.58
Bendigo Bank	TD	\$1,000,000	2.55%	105	29-05-19	\$7,335.62
Bendigo Bank	TD	\$800,000	2.60%	112	05-06-19	\$6,382.47

Information Only INVESTMENTS FOR THE MONTH OF MARCH 2019 cont'd

Bendigo Bank	TD	\$1,200,000	2.75%	371	21-08-19	\$33,542.47
СВА	TD	\$1,000,000	2.62%	224	24-04-19	\$16,078.90
СВА	TD	\$1,000,000	2.49%	133	17-07-19	\$9,073.15
СВА	TD	\$1,000,000	2.40%	126	24-07-19	\$8,284.93
СВА	TD	\$1,000,000	2.71%	363	28-08-19	\$26,951.51
IMB	TD	\$500,000	2.60%	182	10-04-19	\$6,482.19
IMB	TD	\$900,000	2.70%	364	12-06-19	\$24,233.42
IMB	TD	\$1,300,000	2.45%	126	31-07-19	\$10,994.79
IMB	TD	\$1,000,000	2.60%	203	02-10-19	\$14,460.27
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
NAB	TD	\$1,500,000	2.75%	105	03-04-19	\$11,866.44
NAB	TD	\$1,000,000	2.75%	119	08-05-19	\$8,965.75
NAB	TD	\$1,100,000	2.71%	217	26-06-19	\$17,722.66
NAB	TD	\$700,000	2.75%	362	11-09-19	\$19,091.78
Westpac	TD	\$500,000	2.76%	364	26-04-19	\$13,762.19
		\$26,725,000				\$548,205.50

COUNCIL INVESTMENT PERFORMANCE: -

BUDGET COMPARISON TO 31 MARCH 2019

Interest on Investments Received YTD	\$572,949
Annual budgeted amount for all funds	\$648,900
Percentage of Interest Received YTD	88.30%
Percentage of Year Elapsed	75.07%

BBSW COMPARISON TO 31 MARCH 2019

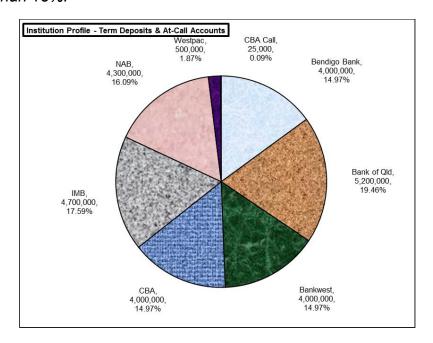
Average market interest rate (90 day BBSW)	2.00%
Average return on all investments	2.71%

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

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 MARCH 2019

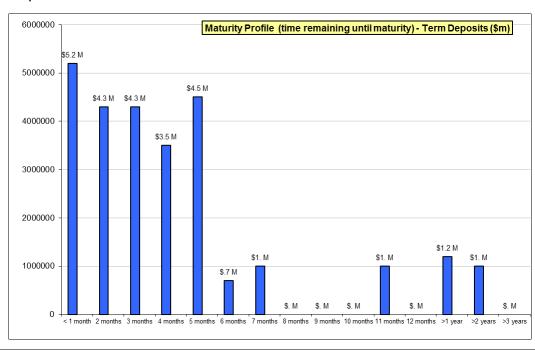
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 31 MARCH 2019

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



Information Only INVESTMENTS FOR THE MONTH OF MARCH 2019 cont'd

SUMMARY OF AVAILABLE CASH AT 31 MARCH 2019

TOTAL INVESTMENTS: -

\$ 26,725,000.00

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

General Fund Reserves	\$ 17,260,315.53
Water Supply Fund Reserves	\$ 2,506,303.64
Sewerage Fund Reserves	\$ 4,676,006.33
Domestic Waste Management Fund Reserves	\$ 2,276,793.11
Trust Fund Reserves	\$ 5,581.39

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

ITEM 9.4 Bank Balance and Reconciliation - 31 March 2019

FILE REFERENCE 119/158

AUTHOR Director of Finance and Administration

ISSUE

Statement of Bank Balance and Reconciliation.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION	\$
General Ledger Balance brought forward 28 February 2019	683,035.70
Add: Receipts for March 2019	3,246,138.21
	3,929,173.91
Deduct: Payments for March 2019	4,206,791.50
Balance as at 31 March 2019	-277,617.59
Deleves on mar Deals Statement 24 March 2010	0.040.004.00
Balance as per Bank Statement 31 March 2019	2,049,694.92
Add: Outstanding Deposits	455.13
	2,050,150.05
Deduct: Unpresented Cheques / EFTs	2,327,767.64
Balance as at 31 March 2019	-277,617.59

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

ITEM 9.5 Rates and Charges Outstanding for the month of March

2019

FILE REFERENCE 119/160

AUTHOR Director of Finance and Administration

ISSUE

Rates and Charges Outstanding Report to 31 March 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 31 March 2019 is detailed.

REPORT

There is an attached report titled "Rate Collection Year 2019" for the 2018/2019 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

Description	31/03/2019	31/03/2018	31/03/2017
Total % Rates and Charges Outstanding	21.59%	21.70%	22.07%
Total \$ Amount Rates and Charges Outstanding	\$2,486,694	\$2,451,972	\$2,398,487

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council receive and note the report as information.

ATTACHMENTS

1.↓	Rate Collection Year - March 2019	Attachment
1.32	Male Collection Leaf - Malch 2013	

Rate Collection 2019 Year

Rating Categories	Levy Raised	Rates Received to	Rates Outstanding to	% Rates Outstanding
	to date	2 April 2019	2 April 2019	2 April 2019
Farmland	4,928,709.82	3,843,440.70	1,085,269.12	22.02%
Residential	1,220,838.86	932,351.39	288,487.47	23.63%
Rural Residential	670,781.04	524,128.42	146,652.62	21.86%
Business	280,534.57	241,599.23	38,935.34	13.88%
Mining	1,893.00	1,893.00	-	0.00%
Water	872,874.00	674,638.94	198,235.06	22.71%
Sewerage	1,404,519.55	1,081,679.62	322,839.93	22.99%
Domestic & Comm Waste	1,139,431.12	881,384.00	258,047.12	22.65%
Rural Waste	618,004.90	482,492.17	135,512.73	21.93%
Storm Water	46,536.73	35,403.74	11,132.99	23.92%
**Arrears	333,221.86	244,783.18	88,438.68	26.54%
Credits		86,857.55	-86,857.55	
Overall Total Rates	11,517,345.45	9,030,651.94	2,486,693.51	21.59%

Prepared by--

Authorized by drew (-Crok

3 |4 | 19

Date 3/4/2019

I:\2018-2019\Rates\Recs\%outst_March 31-2019

ITEM 9.6 Library Services 3rd Quarter Report 2018/2019

FILE REFERENCE 119/211

AUTHOR Library Manager

ISSUE

A summary of the activities in the Upper Lachlan Shire Council libraries for the 3rd Quarter 2018/2019.

RECOMMENDATION That -

1. Council receive and note the library services report as information.

BACKGROUND

Nil

REPORT

LIBRARY USAGE

	Crookwell	Gunning
Loans*	6,854	2,175
New Members	47	24
Internet Sessions	1,004	614
Visitors	6,165	3,957
Hours open per week	31.5	19

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

OVERVIEW

Crookwell Library staff completed the updating of records on AMLIB from the new books received from the library supplier ALS. All the damaged books have now been replaced and are now available for loan. Library staff are to be congratulated for their work on this big project.

During the quarter a number of promotional events were held in our libraries attracting a number of attendees who also used the library services. These events included Tech Savvy Seniors classes, Crookwell Friends of the Library AGM and afternoon tea, under the sea school holiday workshop, Summer Reading Club end of program party, and an author visit and Storytime reading by local Goulburn author Helen Joy Buck at the Crookwell Library. Whilst at the Gunning Library events included a Dementia talk, Gunning Friends of the library book sale and meeting, and a reducing loneliness and

isolation talk. The regular activities of scrabble, knitting, Storytime, Giggle and Wiggle and Lego Club continue to be well attended.

The libraries held a butterfly and bug experience on Tuesday the 22 January 2019. Butterfly Skye came from Wollongong with a special designed tent for children to take turns holding butterflies and bugs. This event was well attended with fifty-one children participating across the two libraries. This event aligned well with the Summer Reading Club theme of Curious Creatures.

The Summer Reading Club was held at both libraries from the 1 December 2018 to 31 January 2019. There were 49 participants across the two libraries. There were 58% more children participating in the program in 2018-2019 than in 2017-2018.



EVENTS AND PROMOTION

Crookwell and Gunning Libraries

- Promotional articles and promotion were published in the Crookwell Gazette, Gunning Lions Newsletter, Radio 2GN, Goulburn Post, Crookwell Library Facebook, Council Website, Council's Facebook page, the Voice, Gunning Library Activities' column in the Gunning Lions Newsletter, regular information on Council's Information page in the Crookwell Gazette, and LG Focus.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from the libraries were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breath of items in the collections. The Crookwell Library displayed items on the theme of Cracking good reads (new items from ALS); craft books

(new items from ALS); Other People's Lives (new items from ALS); animal adventurers; Rome; Australia Day; cosy crime; summer reading club theme of Curious Creatures; Library Lover's books and magazines; Up Lit; fall into a book (books and colours related to autumn); literacy collection; large print; and children's non-fiction books. Gunning Library displayed items on more back to school; journeys; animals; crochet; purple; summer reading club theme of Curious Creatures; Library Lover's; flights of fancy; responsible alcohol; premier's reading challenge; all creatures great and small; loneliness and isolation.

• Both the libraries held the annual Library Lovers Day display which falls on Valentine's Day every year.

Gunning

- This quarter twenty-nine people attended the knitting circle across four sessions.
- The Gunning District Landcare paid for the Butterfly and Bug event at the Gunning Library.
- Gunning Library held a Dementia talk in February. There were over twenty people who attended the talk.
- The Gunning Friends of the Library held a meeting at the Gunning Library in March. Seven people attended this meeting.
- The Gunning Friends of the Library held a book sale outside the Gunning Library in March. Approximately \$430 was made.
- The Gunning Friends of the Library allocated \$1,000 towards buying new adult fiction books for the Gunning Library.
- Gunning Library held their first three Tech Savvy classes, facilitated by library staff. Unfortunately people enrolled in the classes didn't turn up. Only three people came to the Introduction to iPads course.
- The Gunning Men's Group held a "Reducing Loneliness and Isolation" talk by Gavin Douglas, from Gunning Community Care at the Gunning Library in March. Twelve people attended this talk.

Crookwell

- This quarter nineteen people attended the monthly scrabble afternoons across two sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- Crookwell Essential Services visited the Crookwell Library nine times this
 quarter. In total forty-four people came to the library with this group across the
 sessions.

- The Crookwell Friends of the Library supplied the party food for the Summer Reading Club end of program event at the Crookwell Library.
- The Crookwell Friends of the Library paid for the Butterfly and Bug event at the Crookwell Library.
- The Crookwell Friends of the Library visited the Rome exhibition in Canberra on Wednesday the 16 January 2019. Sixteen people participated in this trip.
- Crookwell Library held their first three Tech Savvy classes, facilitated by library staff. The sessions were:
 - Introduction to Smartphones: 9.00am-11.00am, 6 February 2019 four people attended this session.
 - Introduction to iPads: 9.00am-11.00am, 13 February 2019 four people attended this session.
 - Introduction to Android tablets: 9.00am-11.00am, 20 February 2019 three people attended this session.
- A TAFE student utilised the library facilities to complete two exams at the Crookwell Library in March.
- Crookwell Friends of the Library held their AGM in March in the Crookwell Library. Ten people attended the meeting. Bill Martin stepped down as Treasurer, a position which he had held for a long time. Lyndal Johnson is the new Treasurer, Vicki Jeffrey remains as President, and Wayne Kenny remains as Secretary.
- Crookwell Friends of the Library held a morning tea after the AGM thanking our volunteers for all their help at the library in the past 12 months. Nine people attended the morning tea.

CHILDREN AND YOUNG PEOPLE

Gunning

- Fortnightly Storytime continues to be popular, with the Gunning Early Child Centre joining the Storytime sessions. In this quarter there were a total of eightyone children who attended Storytime.
- In total fifty-one children attended sessions of Giggle and Wiggle at the Gunning Library.
- Gunning and District Before and After School Care OOSH continue to use the computers after school when they visit. In this quarter twenty-three came with this group.

- Gunning Library started a Lego Club in this quarter, operating after school during the school term. Seventy children participated in the Lego club this quarter.
- Thirty-one children attended the Gunning Library butterfly and bug experience in January.

Crookwell

- Fortnightly Storytime continues to be popular, with Crookwell SDN joining the Storytime sessions when they can. In this quarter there were a total of one hundred and forty-nine children who attended Storytime.
- Crookwell After School Care utilised the computers, read books and played board games in the Crookwell Library after school. In this quarter six people came with this group across two visits.
- Crookwell Library continued the popular Lego Club this quarter, operating after school during the school term. Seventy-four children participated in the Lego club this quarter.
- Crookwell Library held a Summer Reading Club party to celebrate the end of the program in January. The certificates for participation in the Summer Reading Club were given out at this time. Fourteen people attended the party and activities.
- Twenty children attended the Crookwell Library butterfly and bug experience in January.
- The Crookwell Library held an under the sea school holiday activity on every day of the summer holidays. The craft creations were added to our mural board on display. Twenty-five children participated during the holidays.
- The Crookwell OOSH Holiday Care visited the library twice in January. In total thirteen people came with this group.
- Local Goulburn author Helen Joy Buck read her book "The Dragon in the Park" at the SDN session and normal Storytime at Crookwell Library in February. Across the two sessions forty-one people participated in this special storytime.

COLLECTIONS, RESOURCES AND FACILITIES

Collections

- One of the Crookwell Library volunteers is doing a stocktake of our collections to see which items we hold on the most popular 100 authors for public libraries in NSW.
- Crookwell Library staff completed all of the final stages of cataloguing of the books purchased through ALS. All of these books are now available for borrowing.

- Crookwell Library staff weeded the magazines, lan Wilson, non-fiction, biography, pedometer and literacy collections. Items in the non-fiction, large print, and western collections were re-spaced to fit all the new ALS books.
- Gunning Library staff weeded the magazines and pedometers collections.
- Library staff started a new statistics collection form which counts how much assistance we provide to patrons.
- A stocktake of the legal and drug collections at both libraries was undertaken ahead of the staff training with the NSW State Library and also due to migration of data from AMLIB to Spydus. Older outdated material was weeded from the collection as per the NSW State Library instructions. There were a number of items at Gunning Library that hadn't previously been weeded. These items have now been weeded from the collection.
- The book club kits acquired from other libraries were sent to Goulburn Library for adding onto AMLIB. The book club discussion questions for each book title were created by the Library Manager. The discussion questions accompany each book kit and are used by the book groups to discuss the book.
- The Library Manager was successful in obtaining a Law Week grant though the NSW State Library. The NSW State Library is funding talks at public library for Law Week held in May. Our libraries will be having a talk on Avoiding Scams by the NSW Fair Trading Office.

Resources

- This quarter, volunteers completed twenty-four and a half hours of work in the Crookwell Library and thirty-one hours at the Gunning Library. Volunteers helped this quarter at Crookwell Library with book displays, picking items from the daily reserve list and shelving. At Gunning Library volunteers assisted with shelving, school holiday activities and storytime.
- The Crookwell Friends of the Library bought the Crookwell Library an Android tablet. Most of the library staff at both libraries do not have Android tablets or phones, so this will help when assisting library patrons with queries as well as conducting the Tech Savvy Seniors Android tablet and smartphone courses.
- All library staff completed the Novelist and Britannica online training videos.
- Library staff attended the legal and drug resources in our library collections (supplied by the State Library) training as well as an introduction to the State Library resources training in February at Gunning Library. Two people from the NSW State Library conducted the training.
- Crookwell library staff received Tech Savvy training material and were familiarised with the new library Android tablet before the scheduled Tech Savvy Seniors classes.

- In this quarter the Library Manager:
 - Attended a meeting with Goulburn Mulwaree Library and Civica about Spydus on in January at the Goulburn Council.
 - Completed the library's contribution to the February edition of the Voice.
 - Completed a schedule of events calendar for Council's Media Officer.
 The schedule was duplicated and revised for the library staff and it was sent onto them.
 - Updated the Crookwell Library telephone listing for the Crookwell Friends of the Library, library staff phone numbers etc.
 - Updated the library email addresses on the various online library directories and NSW State Library Directory.
 - Updated all the library brochures with the new library email addresses.
 - Updated the online resources brochure with new information.
 - Added a new service called the Public Selection Tool to the Library News part of the library website. The Public selection Tool allows library members to vote on books to purchase. Goulburn Mulwaree Library reviews the votes and this helps to inform their selection decisions. This new tool has been promoted on the library's website, Facebook page, in the February edition of the Voice and on posters in the library.
 - Attended a meeting with Council's IT staff and the Director of Finance and Administration to discuss the NBN implementation at Crookwell Library. TPG has been selected as the preferred supplier for the NBN connection.
 - Submitted a laptop and data projector proposal for consideration for the budget to Andy for purchasing for library events.
 - Reviewed the draft operational budget for 2019/20 and sent comments back to Bruce.
 - Assisted Council's Media Officer with an article for the LG Focus newspaper. The article was on the *Friends of the Crookwell Library Lend* a Helping Hand. This article was printed in the newspaper.
 - Attended a Spydus kick-off meeting with Civica and Goulburn Mulwaree
 Council library and IT staff in February at the Goulburn Council.
 - Attended the SE Zone Library Managers AGM and quarterly meeting in February at Ulladulla.

- Completed an Information Gathering Checklist for Civica about Spydus.
- Attended the Crookwell Hall Committee meeting on in February in the Crookwell Library.
- Attended a meeting with Cristina from Bolinda BorrowBox at the Crookwell Library in March.
- Held a staff meeting with the Gunning Library staff in March at the Gunning Library. The meeting discussed work tasks and priorities at Gunning Library. Part of the discussion was about preparing what parts of the collection need to be weeded before the migration of records from AMLIB to Spydus.
- Held a quarterly library staff meeting at the Crookwell Library in March.

Facilities

- Libraries computers and Wi-Fi facilities continue to be well used by patrons.
- AMLIB computers at Crookwell and Gunning continued to be problematic, creating frustration with staff and customers due to the slowness. Goulburn Mulwaree Council IT changed the libraries back onto the old server in the middle of January whilst they try and find a solution. Goulburn Mulwaree Council IT continue to remote test a solution on AMLIB PC3 at Crookwell Library.
- Council IT staff fixed the antivirus issue on the office computer at both libraries.
- The public computers were left on at both libraries for a period of two weeks to allow the computers time to do updates.
- The Library Manager ordered six new computers to replace the Goulburn Mulwaree Council computers which will need to be returned to Goulburn Mulwaree Council at the end of the financial year when the libraries change library management systems from AMLIB to Spydus.
- Council's Building Maintenance Officer fixed the flickering lights at the Crookwell Library this quarter.
- The air conditioning units were serviced at both libraries in this guarter.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the library services report as information.

ATTACHMENTS

Nil

ITEM 9.7 Consultative Committee Meeting Minutes

FILE REFERENCE 119/177

AUTHOR General Manager

ISSUE

Minutes from the 4 March 2019 and 1 April 2019 meetings of the Consultative Committee.

RECOMMENDATION That –

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

BACKGROUND

The minutes from the Extraordinary Consultative Committee meeting that was held on 4 March 2019 and from the Consultative Committee meeting that was held on 1 April 2019 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the Consultative Committee meetings that was held on 4 March 2019 and 1 April 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

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

ATTACHMENTS

1.	Ċ	Consultative Committee - 2019-03-04 - Minutes - Confidential -	Attachment
		Extraordinary - Attachments	
2	ڼ	Consultative Committee - 2019-04-01 - Minutes - Confidential -	Attachment
		Attachments	

Item: 9.7 Attachment 1.: Consultative Committee - 2019-03-04 - Minutes - Confidential - Extraordinary - Attachments

PRESENT:

Mr D Scott (Chairperson), Mr J Bell (General Manager), Mrs T Dodson (Director of Environment & Planning), Mr M Shah (Director of Works and Operations), Mr R Stephenson, Mr M Wilson and Ms S Pearman.

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 11.05AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr B Johnston (Manager of Finance and Administration), Mr K Kara, Mr B Smithers and Mr C Wray.

<u>RESOLVED</u> by Ms S Pearman and Mr J Bell that the apologies be received and a leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: REPORTS

ITEM 3.1 CHANGES TO POSITION DESCRIPTION AND IMPACT OF NEW ROLES

RESOLVED by Mr Wilson and Mrs Dodson

- 1. The Committee notes the information and recommends the following amendments to Position Description:
 - Reports to Operations Engineering Assistant
 - Critical Physical Factors to reflect Skilled Labourer

- CARRIED

THE MEETING CLOSED AT 11.45AM

Minutes confirmed 1 APRIL 2019

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Item: 9.7 Attachment 2.: Consultative Committee - 2019-04-01 - Minutes - Confidential - Attachments

PRESENT:

Mr D Scott (Chairperson), Mr J Bell (General Manager), Mr M Shah (Director of Works and Operations), Mr K Kara, Mr R Stephenson, Mr B Smithers, Mr M Wilson, Mr C Wray and Ms S Pearman.

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 11.00 AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mrs T Dodson (Director of Environment and Planning), and Mr B Johnston (Manager of Finance and Administration).

<u>RESOLVED</u> by Mr J Bell and Mr M Wilson that the apologies be received and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 <u>RESOLVED</u> by Mr Smithers and Ms Pearman

That the minutes of the Consultative Committee Meeting held on 6 February 2019 be adopted.

- CARRIED

ITEM 3.2 RESOLVED by Mr Bell and Mr Stephenson

That the minutes of the Extraordinary Consultative Committee Meeting held on 4 March 2019 be adopted.

- CARRIED

Item: 9.7	Attachment 2.: Consultative Committee - 2019-04-01 - Minutes - Confidential -
	Attachments

SECTION 4: REPORTS

ITEM 4.1 HUMAN RESOURCES COORDINATORS REPORT

RESOLVED by Mr Kara and Mr Wray

1. The Human Resources activity report information is received and noted.

- CARRIED

SECTION 6: ITEMS FOR DISCUSSION

1. Director of Infrastructure to ascertain the casual labour resources required at the Gunning Depot and advise the Gunning Consultative Committee representative.

THE MEETING CLOSED AT 11.30AM.

Minutes of	confirmed 3 JUNE 2019
	Chairperson

ITEM 9.8 WHS Committee Minutes

FILE REFERENCE 119/178

AUTHOR General Manager

ISSUE

Minutes from the April 2019 meeting of the WHS Committee.

RECOMMENDATION That -

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

BACKGROUND

The minutes from the WHS Committee meeting that was held on 1 April 2019 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the WHS Committee meeting that was held on 1 April 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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

ATTACHMENTS

1. <u>↓</u>	Work Health and Safety Committee - 2019-04-01 - Minutes -	Attachment
	Attachments	

Item: 9.8	Attachment 1.: Work Health and Safety Committee - 2019-04-01 - Minutes -
	Attachments

PRESENT: Mr M Wilson (Chairperson), Mr P Cramp (Deputy Chair), Mrs S

Hassett, Mr S Roberts, Mr B Churchill, Mr J Bell (General Manager), Mr K Kara, Ms E McGeechan, Mr S Poidevin, Mr S Bill, Mrs K

Anderson and Mr J Croke.

Non-Voting: Ms S Pearman (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 9.30AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Mr Shah.

RESOLVED by J Croke and Mr P Cramp that the apology be

received and a leave of absence granted.

CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 RESOLVED by Mr Roberts and Mr Bell

That the minutes of the Work Health and Safety Committee Meeting

held on 4 February 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 REMOTE DUTIES PROCEDURE (REGULATORY & BIOSECURITY)

RESOLVED by Mr Bill and Mr Poidevin

- 1. That WHS Committee concur with the Remote Duties Procedure (Regulatory & Biosecurity) procedure.
- 2. The WHS Committee forwards the Remote Duties Procedure (Regulatory & Biosecurity) to Manex for adoption.

- CARRIED

ITEM 4.2 INCIDENT REPORT

RESOLVED by Mrs Anderson and Ms McGeechan

- 1. The Committee recommends to Council mitigation measures arising from the investigations of the incidents;
- Committee members discuss and review current work practices within their work group(s) to ensure that reasonable, practicable controls are in place to prevent or minimise the risk of these incidents from re-occurring;
- 3. All incidents to remain open until controls have been put in place;
- 4. The WHS Coordinator provide advice on what information is required when completing investigations;
- 5. The WHS Coordinator monitors the incident investigation progress and provides appropriate reports to Management;
- 6. Supervisors of the affected staff lead consultation and investigation and make recommendations on possible control measures.

- CARRIED

ITEM 4.3 CORRESPONDANCE

RESOLVED by Ms Croke and Mr Churchill

- 1. Correspondence / information listed below be received:
- 2. The Correspondence / information be disseminated to appropriate areas of Council.

- CARRIED

ITEM 4.4 ACTION LIST

RESOLVED by Mr Churchill and Mr Roberts

1. The Committee receive and note the report as information.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 10.15AM

Minutes confirmed 3 JUNE 2019

Chair

Manager Regulatory Compliance &

Biosecurity Services

Procedure:-	
Procedure Title:	Remote Duties Procedure (Regulatory & Biosecurity)
File reference:	
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft procedure developed by:	Manager Regulatory Compliance & Biosecurity Services
Committee/s (if any) consulted in the development of this policy::	Work Health & Safety Committee
Responsibility for implementation:	Manager Regulatory Compliance & Biosecurity Services

Responsibility for review of

procedure:

1.0 INTRODUCTION:

The Upper Lachlan Shire Council operational area consist of approximately 7100 square kilometers.

The area is consists of agricultural land and small outlining villages with the main townships being Crookwell, Taralga, Collector and Gunning.

Due to the complexity and autonomous nature of the duties required by the Regulatory & Biosecurity staff it is not unusual for those staff to undertake their duties with limited to no contact with other employees of the Council or community members. The lack of telecommunication through the operational area of the shire also hinders employees with being able to seek assistance when required.

1.1 AIM:

This procedure is intended to provide guidance to Regulatory & Biosecurity team members whilst exercising their duties in an area outside of village or the main townships.

1.2 TO WHOM THIS PROCEDURE APPLIES

This procedure is applicable to:

Manager Regulatory and Biosecurity Services Senior Biosecurity Officer Biosecurity Officers Ranger

1.3 COMMENCEMENT OF DUTIES

Biosecurity Officers are to have departed from the office for their duties within the field by 8:30am. Prior to the departure the team member must ensure that they have required PPE and other essential equipment for the task to be completed without the requirement to return to the office before 4:15pm.

1.4 RECORDING OF LOCATION.

Biosecurity Officers

Biosecurity Officers will be generally assigned to a particular area for the duration of a working day.

It is important that prior to the departure of the administration building an email is sent on a daily basis to the Manager Regulatory and Biosecurity Services, informing of the locations that the officer shall be operating in and their expected time of return to the office.

If for whatever reasons the duties cannot be carried out ie: due to weather or equipment malfunction, the officer will either return to the office or notify the Manager Regulatory and Biosecurity Services or in their absence the Senior Biosecurity Officer.

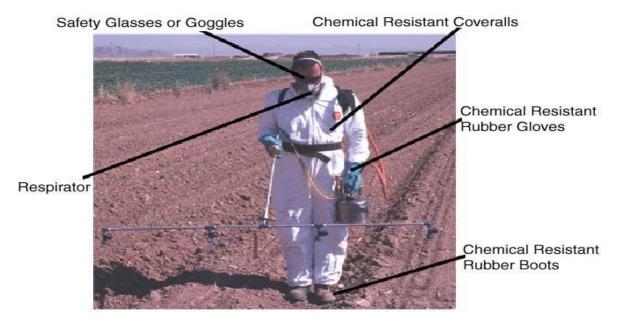
Ranger

The Ranger will notify the Manager in person, or if not in person, by email, of the location of any task to be undertaken and the expected time of return. Because of the roaming nature of Ranger duties, any variation of nominated localities should be notified to the Manager at the earliest opportunity.

1.5 EQUIPMENT

The following equipment may be required to enable team members to undertake their duties. It is a requirement that all team members utilize all the required PPE when undertaking their duties.

Below is an example of some of the PPE that may be required.



All equipment should be maintained in a manner to reduce break down. Where repairs to any equipment are required either the Manager of Regulatory & Biosecurity is to be informed. No replacement parts are to be purchased without prior approval.

All required PPE for working outdoors must be worn. Application of sunscreen is advised.

1.6 ABSENCE FROM NOMINATED LOCATION OF DUTIES.

Where a staff member is required to exit from their place of duties contact is to be made with the Manager of Regulatory & Biosecurity or Senior Biosecurity Officer.

Once contact is made any new location of operations must be recorded by the Manger or in his absence the Senior Biosecurity Officer.

In the event that the team member is to be absent from their place of duties for a period exceeding 30 minutes contact should be made with the Senior Biosecurity or Manager of Regulatory & Biosecurity advising of their new destination and time of return.

Contact Information

POSITION	OFFICE	MOBILE
Upper Lachlan Shire Council	(02)4830 1000	N/A
Manager Regulatory & Compliance	(02)4845 4109	0428 644 160
Senior Biosecurity Officer	(02)4830 1023	0418 225 390
Biosecurity Officer (Gunning)	(02)4845 4123	0427 078 434
Biosecurity Officer (Crookwell)	(02)4830 1023	0400 847 332
Ranger	(02)4845 4149	0427 907 439

1.7 GLOBAL POSITIONING SYSTEM

Where a vehicle is equipped with a Global Positioning System (GPS) it mandatory that the system is activated when the vehicle is operational at all times. This includes when the vehicle is stationary.

Deactivation of the system will result in an immediate search being conducted for the employee in charge of the vehicle. As it will be assumed an accident has taken place.

1.8 VEHICLES AND EQUIPMENT

All vehicles and equipment will be maintained to a standard for the safe operation of an officers duties.

Any malfunction or breakdown of the vehicle will be immediately reported for repair at the earliest opportunity.

Each vehicle will be equipped with a basic First Aid kit. No swapping of vehicles or lending to other sections May be conducted without the Managers approval.

1.9 WORKING LARGE TASKS

Where the task is of a magnitude that the Officer believes that it cannot be conducted safely or in a suitable timeframe, then arrangements must be made through the Manager for extra staff to be allocated for the safe completion of the task.

Staff must not exceed any requirements set out in Work Health Safety legislation and Regulations.

Where staff must attend a property where aggression from any other party or animal is expected, then arrangements must be made through the Manager in order that the property is not attended by staff on their own.

1.1.1 FACTORS TO BE CONSIDERED IN ASSESSING WHETHER TO ATTEND ALONE OR IN COMPANY OF OTHER STAFF

- 1. Extremely remote location.
- 2. Known antecedents of occupants.
- 3. Nature of complaint.
- 4. Any prior contact with occupants.
- 5. Condition property is kept in.
- 6. Evidence gathering or general enquiry.
- 7. Number of persons likely to be at property.
- 8. Likelihood of dogs at the property.
- 9. The distance inspection is undertaken from Council motor vehicle
- 10. Training

1.1.2 CONDUCTING RISK ASSESSMENTS

If staff are to attend any location where a compromise to staffs' health and safety is expected, then staff are to contact the Manager in order for further a Risk Assessment to be undertaken.

ITEM 9.9 Grants Report

FILE REFERENCE 119/199

AUTHOR General Manager

ISSUE

Advising Council of grants available, grant applications in progress, submitted or unsuccessful and Grant Projects funded.

RECOMMENDATION That -

Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is attached to this report for Councillors information.

A list of grants available and ongoing grants listed on Council's website can be accessed by the following link:

https://www.upperlachlan.nsw.gov.au/community/grants

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. Grants Report for Council - 18 April 2019 Attachment

Grants Report to Council - 18 April 2019

Grant Application	Grant Applications in progress/submitted/unsuccessful							
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment
Drought Relief Heavy		Wheeo Road	\$ -	\$ -	\$ 180,000	\$ 180,000		
Vehicle Access Program	May	Cooks Hill and Rye Park Roads	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ 300,000	Working on Applications
Bridges Renewal	tridens Domourol	Crookwell River Bridge - Woodville Road	\$294,861	\$ -	\$ 294,860	\$ 589,721	\$ 589,721	_
(Round 4)	05.02.19	Diamond Creek Bridge - Kangaloolah Road	\$561,007	\$ -	\$ 560,000	\$ 1,121,007	\$ 1,121,007	Awaiting word on success
Veolia Mulwaree Trust	11.03.19	Gunning Library New Roof on old part of building	\$ 9,000	\$	- \$ 8,698	\$ 17,698	\$ 17,698	Awaiting word on success
Active Transport Walking and Cycling Program	14.12.18	Raised Zebra Crossing - Crookwell	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	Awaiting word on success
Building Better Regions Fund - Round 3	15.11.18	Grabine Road Upgrade	\$ -	\$ 3,500,000	\$ 3,500,000	\$ 7,000,000	\$ 7,000,000	Unsuccessful
Grant Projects Fu	nded							
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment
Local Sport Defibrillator Grant Program	05.09.18	Defibrillator for Memorial Oval Sports Centre	\$ 1,640	\$ -	- \$ 1,300	\$ 2,940	\$ 2,940	Project Progressing

Grant Projects Fu	nded												
Grantee	Submitted	Project	Council Contrib.	Other Contri	r ibution			ount eived	Sub	ototal	Pro	ject Cost	Comment
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$ -	\$		- ;	\$	70,000	\$	70,000	\$	70,000	Project Progressing
Growing Local Economies Fund	05.07.18	Grabine Road Upgrade	\$200,000	\$		-	\$3,	,300,000	\$3	,500,000	\$3	,500,000	Grabine deed signed by Treasury and returned
Growing Local Economies Fund	05.07.18	Wombeyan Caves — Road Upgrade (6.1km total)	¢100.000	\$		-	\$2,	,428,000	\$2	2,528,000	ĊE	028.000	Wombeyan Caves deed signed by Treasury and returned
Building Better Regions Fund - Round 3	15.11.18		\$100,000	\$		-	\$	2,500,000	\$	2,500,000	Ş	\$5,028,000	Successful - Scope negotiation returned to funding body
	Memorial Oval Fit Out	\$ -	\$		- 5	\$	315,000	\$	315,000	\$	315,000	Project Progressing	
Stu an acu Carretur		Active Villages Project	\$ -	\$		- {	\$	300,000	\$	300,000	\$	300,000	Project Progressing
Stronger Country Communities Fund	01.05.18	Lights Football Action	\$ -	\$,	- 4	\$	150,000	\$	150,000	\$	150,000	Project Progressing
(Round 2)		PAMP – 1 st priorities	\$ -	\$		- 4	\$	356,772	\$	356,772	\$	356,772	Project Progressing
	_	Breadalbane Hall Pergola	\$ -	\$		- :	\$	67,000	\$	67,000	\$	67,000	Company building pergola has been engaged
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$		- ;	\$	30,000	\$	30,000	\$	30,000	Project Progressing
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$425,113	\$	11,500	Ç	\$	600,000	\$1	.,036,613	\$	1,036,613	Project Progressing - slab laid

Grant Projects Fu	ınded										
Grantee	Submitted	Project		ouncil ntrib.	Con	Other tribution	Amount Received	Subtotal	P	roject Cost	Comment
Veolia Mulwaree Trust	01.04.18	Breadalbane Hall Patio	\$	-	\$	11,782	\$ 7,855	\$ 19,637	\$	19,637	Liaising with committee to complete aquittal
		PAMP	\$	-	\$	-	\$ 344,487	\$ 344,487	\$ 3	44,487	Applying for variation of scope based on community feedback - Gunning
		Pumpkin Festival Walkway	\$	-	\$	-	\$ 220,000	\$ 220,000	\$	220,000	Variation of milestone date to complete path after festival approved
Stronger Country Communities Fund (Round 1)	12.09.17	Kiamma Reserve Walkway	\$	-	\$	-	\$ 223,564	\$ 223,564	\$	223,564	Footing poured, bridge being built off site
		Clifton Park Walkway/BBQ	\$	-	\$	-	\$ 112,189	\$ 112,189	\$	112,189	Power pole and BBQ connected
		AP&H Improvement	\$	-	\$	-	\$ 275,141	\$ 275,141	\$	275,141	Awaiting DA to progress with Kiosk. Builder engaged. Designing shower block.
Community Building Partnership Fund	08.08.17	Goodhew Park Upgrade	\$16	0,000	\$	-	\$ 50,000	\$ 210,000	\$	210,000	Play equipment installed, toilet block demolished
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek	\$ 8	1,260	\$	-	\$ 450,000	\$ 531,260	ċ	1 062 460	Project Progressing
Fixing Country Roads 2015	02.05.16	Bridge Upgrade	\$	-	\$	-	\$ 531,230	\$ 531,230	Ģ	1,062,460	rioject riogiessing
Bridges to Renewal (Round 1)	28.08.14	Replacement of Abercrombie River	\$ 7	5,000	\$	-	\$ 775,000	\$ 850,000	ċ	1 525 000	Drainet Brogressing
Fixing Country Roads 2014	01.11.14	Bridge	\$	-	\$	-	\$ 675,000	\$ 675,000	Ş	\$ 1,525,000	Project Progressing

ITEM 9.10 Federal Budget 2019/2020 Summary

FILE REFERENCE | 119/210

AUTHOR General Manager

ISSUE

Providing a summary of the 2019/2020 Federal Budget.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The Federal Budget came through this week with a number of small gains for Local Government infrastructure.

REPORT

The budget targets an underlying cash surplus of \$7.1 billion (0.4 per cent of GDP) in 2019-20, following on from an estimated deficit of just \$4.2 billion (0.2 per cent of GDP) in 2018-19. Surpluses are then forecast to build across the forward estimates period.

The most pertinent issues for the Local Government sector include the following:

- The 2019-20 Roads to Recovery program's funding has jumped to \$500m from \$400m;
- \$50m has been added to the Roads Safety Federal Blackspots budget;
- \$25m has been added to the Bridges Renewal program;
- Regional Airports will be given a \$100m boost over the next four years;
- Council-maintained roads will be bolstered through an injection of \$6m to the National Freight and Supply Chain Strategy for funding engineering assessments of local government roads;
- Councils will also be eligible to apply for funding from a package of \$190m over four years for upgrading community sports facilities and accommodating female change rooms.

The additional infrastructure funding in the Federal Budget is essential and although well short of what the Local Government sector had requested is nevertheless strongly welcomed.

Information Only FEDERAL BUDGET 2019/2020 SUMMARY cont'd

It will allow Councils to make some progress in addressing the infrastructure backlog which has been put at around \$30 billion Australia wide, with almost 10% of local roads and bridges across Australia in poor or very poor condition.

The increase in funding for local roads may also help to address some of the urgent access problems heavy freight vehicles have on local roads which were not built to take today's high productivity heavy vehicles. There is an allocation of \$6 million in funding for the National Freight and Supply Chain Strategy to assist Councils by funding engineering assessments for local government roads.

POLICY IMPACT	POL	_ICY	IMP	ACT
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Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

ITEM 9.11 Action Summary - Council Decisions

FILE REFERENCE 119/144

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

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.	
---	--

Council Meeting: 20 September 2018

281/18	Council make a suitable funding	GO	Quotation has been
	application to install appropriate		obtained and
	lighting for the skate park in		forwarded to the
	Gunning.		Gunning District
			Association, prior to
			applying for an
			appropriate grant.

Council Meeting: 18 October 2018

299/18	Council staff investigates the potential of an area of land west of the Heritage Rail site and north of the Men's Shed within the John Holland railway corridor as an RV Friendly Town overnight parking site and prepare a further report to Council.	DFA	Survey and design underway with further investigations in progress.
313/18	That a further report be provided to Council from the Director of Works and Operations detailing what assessments and actions have been taken in relation to the safety concerns raised by the community to the use of heavy vehicles on the Council's local roads, what responses have been issued and what was the outcome and findings of the enforcement action undertaken by the Roads and Maritime Services.	DWO	Report to be provided to 16 May 2019 Council Meeting.

Council Meeting: 21 February 2019

A A A A A A A A A A A A A A A A A A A	The Director of Finance and Administration be given the authority to obtain costs for the provision of an audio system which will be compatible, if required, with any future web cast as in compliance with cl 5.19 of the Model Code of Meeting Practice.	DFA	Report to be provided to 18 April 2019 Council Meeting.
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Council Meeting: 21 March 2019

39/19	Council donate the water use charges to the Gunning Roos Football Club Inc. from 1 January 2019 to 31 March 2019.	DOI	Correspondence forwarded on 27 March 2019.
41/19	Council appoints Clr John Searl as Councils representative for the Gunning District Community and Health Service Incorporated.	GM	Correspondence forwarded on 25 March 2019.

42/19	That the Director of Environment and Planning prepares a report to Council detailing what is required under a Local Strategic Planning Statement, how this statement will be prepared and what the impact will have on Council both in time and financially and will update the status of the housing strategy.	DEP	Report to be provided to 18 April 2019 Council Meeting.
44/19	The Director of Infrastructure prepares a report to Council detailing what is required by the RMCC corrective action requests, how these statements will be prepared, and what impact that will have on Council both in time and financially.	DOI	Report to be provided to 18 April 2019 Council Meeting.
45/19	The General Manager prepares a report to Council detailing the policy of participation for gender equality and disability.	GM	Report to be provided to 18 April 2019 Council Meeting.
45/19	The Director of Infrastructure provides a report outlining all the stages to enable the completion of the airport project and timeline.	DOI	Report to be provided to 20 June 2019 Council Meeting.
46/19	A further detailed report be provided detailing status of each section of the unnamed public road (off Kangaloolah Road) and the financial impacts to Council in accepting the road.	DOI	Report to be provided to 18 April 2019 Council Meeting.
52/19	Council approve that the open stables on the southeast side of the showground be named the Bruce Hillier Memorial Stables.	GM	Correspondence forwarded on 26 March 2019.
53/19	The Streetscape Committee Charter be reviewed and forwarded to Council for adoption.	EA	Placed in Policy Register and on the Website on 28 March 2019.

59/19	The Director of Infrastructure provides Council with a further report advising Council that they are complying with the Section 120 and Section 128 of the Protection of the Environment Operations Act and what action Council has taken to ensure compliance with Section 120 and Section 128 of the Protection of the Environment Operations Act in relation to both Crookwell and Gunning Pools.	DOI	Report to be provided to 18 April 2019 Council Meeting.
62/19	Council approves the transfer of the unnamed Crown Road to Council as a Council Public Road in accordance with the agreement, with the applicant is to meet the full cost of upgrading the Public Road to Council's standards - the applicant is to meet the full cost of closing the Council road.	DOI	Correspondence forwarded on 26 March 2019.
63/19	Council defers any further action on the Crookwell Depot until the Director of Infrastructure provides a report to Council that establishes estimates for WHS and Environmental Compliance works and a staged improvement of the works and advice as to what future course of action Council requires.	DOI	Report to be provided to 20 June 2019 Council Meeting.
64/19	That the Director of Infrastructure provide Council with a further report on the outcome of the economic feasibility study carried out by AgConPlus on the possible options for Council to provide a waste disposal service across the shire.	DOI	Report to be provided to 18 April 2019 Council Meeting.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

10 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

10.1	Local Strategic Planning Statements	108
10.2	Housing Strategy	130
10.3	Local Future Character Guidelines	136
10.4	Review of Councils Planning System	202

Environment and Planning - 18 April 2019

ITEM 10.1 Local Strategic Planning Statements

FILE REFERENCE 119/175

AUTHOR Manager of Environment and Planning

ISSUE

A 20 years vision for Upper Lachlan Shire Council to encompass growth, facilitate change, and enhance local identity.

RECOMMENDATION That -

1. Councillors receive and note the report as information.

BACKGROUND

In 2018 the NSW Government made changes to the planning processes, developing regional plans and requiring Council to develop an overarching strategic statement to guide economic, social, environmental and land use planning, to align the strategies with regional plans and to align internal planning documentation.

REPORT

What is a Local Strategic Planning Statement?

A 20 year vision for Upper Lachlan Shire Council to encompass growth, facilitate change, and enhance local identity

Recent changes to the planning system (2018) have added a step to the plan preparation and alignment processes. The NSW government over several years repealed the Environmental Planning and Assessment Act Regional Planning framework, and because local planning did not align with state priorities, in some areas, developed regional plans. Another amendment to the process was the introduction of a template plan that provided one set of paint by numbers planning rules for every local government area.

In an effort to align planning to State Government priorities new regional plans were developed and local plans (LEP's) now need to be reviewed to align with the regional policy settings. To frame local responses, the Local Strategic Planning Statement (LSPS) will become the 20-year vision for Upper Lachlan Shire Council's future growth, change management, and identity and will align objectives, priorities and actions to the state government documents and community aspirations.

The Local Strategic Planning Statement (LSPS) sets our visions for the next 20 years and identifies the planning priorities, principles, and actions to achieve those visions. The statement will be the overarching vision directing the Shire's housing, agriculture, economic diversity, and infrastructure while preserving local identity and character.

The LSPS is required to identify our:

- Culture, context and background,
- Land use vision,
- Planning priorities,
- Actions to achieve them,

It will be a dynamic document, reviewed every seven years to accommodate changing priorities.

Why is Council preparing a Local Strategic Planning Statement?

The NSW Government brought in state-wide changes to the rules for land use planning in 2018, which will require all councils to prepare a Local Strategic Planning Statement (LSPS) with a vision, and planning principles, priorities, and actions for the next 20 years. The completion date is 1 July 2019 and the LSPS will -

- Identify the local planning priorities for the next 20 years that match with the state and regional strategies.
- Identify the local strengths and gaps to recommend strategic planning actions;
- Ensure the preservation of the local identity and manage changes;
- Inform, shape and guide the review of LEPs and DCPs and bridge strategic plans and LEPs.

Action to achieve those visions

The Councils planning documentation will include several pieces of work that collectively make up the planning framework for social, economic, environmental and land use planning. To bring them into line with each other and with the State requirements they will all need some level of review. The following processes will meet the statutory requirements -

1. LSPS

- i. Will set the vision for the LGA's land use in the next 20 years,
- ii. Be developed with community leaders, and
- iii. Reflects the NSW government and existing Council Vision

2. Community Strategic Plan

- i. The strategic plan sitting under the LSPS refines the community and social planning vision and objectives, and
- ii. This plan will identify the economic, social and community aspirations of the LGA.

3. Rural studies

- Rural Studies identifying existing land uses and future potential areas for development and rezoning will be done in consultation with farming communities and the Department of Primary Industry to develop and achieve the strategic vision.
- ii. Rural planning conserves quality agricultural land, and
- iii. Reflects the community appetite for diversity and change in rural communities.

4. Housing strategy

- A new Housing Strategy identifying the future housing demand, housing opportunities and accommodation of future population and master planning for each village and town,
- ii. Defines the local agenda and actions.

5. Review LEPs and DCPs

- i. To provide rules and development guides to deliver on the strategic visions, housing strategies, rural studies and community and economic plans.
- ii. Statutory provisions are in the LEP, while local development policy is defined in the DCP and various other policies including engineering and design guides.

The planning framework will develop around the LSPS to form a comprehensible layering of instruments that give clear guidance to planning policy economic development and community aspirations and directions.



Figure 1 Strategic Planning Actions ULSC 2019-2020

Priorities

The priority for the development of the framework will look like the diagram below, setting out the LSPS first and then filling in the policy gaps, such as the Housing Strategy and the Rural Study which will lead to changes in the LEP and later the DCP. These documents might also include masterplans and structure Plans for the various communities.



Figure 2 Strategic Planning Priorities ULSC 2019-2020

Community Testing of the LSPS

Step one, Community Leaders and representatives will be consulted to help draft the LSPS.

All of these strategic planning processes will involve some community consultation and engagement. The community consultation will be an opportunity to document priorities and aspirations and will answer:

- What they value about the ULSC, and community aspirations,
- Things they'd like to see improved or planned better in the local area,
- How they want change managed,
- Including what challenges face the community, environment and the economy,
- Things that should be preserved or enhanced,

The outcome of the community consultation will be used to develop the community's vision, priorities, and actions to address the challenges facing the ULSC over the next 20 years.

Upper Lachlan Council has an extensive area and diversity. Council will consult in villages and towns to establish local character and priorities. It also offers the opportunity to set priorities for housing, agriculture, employment, and tourism and maintaining the unique characteristics of the towns and villages in the shire.

Implementations

Implementation of LSPS is an ongoing process, to be reviewed every seven years

The end products LSPS:

The LSPS will cover the following themes and planning priorities, based on context containing actions and implementation measures.

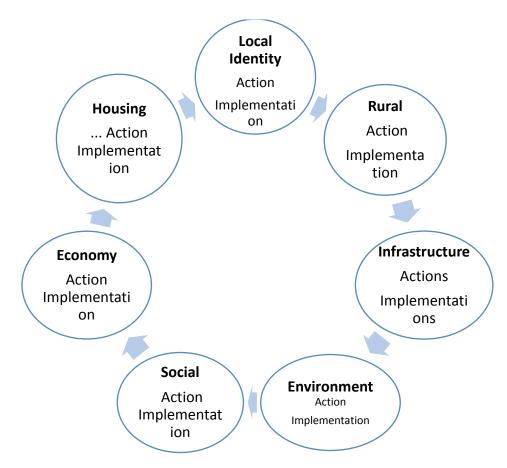


Figure 3 LSPS themes

POLICY IMPACT

The process will result in at least some changes to the policy documentation including, but not limited to the Local Environmental Plan, the Development Control plan and to policy relating to agriculture, tourism, urban settlement and community infrastructure. It is also likely to impact on Councils Infrastructure Department and its plans for future delivery services.

OPTIONS

The State Government requires the delivery of the LSPS by the middle of this year, however the consultation and final written documents and findings will be reported to council for their consideration.

FINANCIAL IMPACT OF RECOMMENDATIONS

The Housing Strategy is already budgeted and the review of the LEP will be undertaken by internal staff to deliver the outcomes without additional cost. It is possible that a review of Council's Geographic Information System and re-mapping of the zones and lot size arrangements will be required, probably in the next financial year.

RECOMMENDATION That -

1. Councillors receive and note the report as information.

ATTACHMENTS

1. LSPS Guideline.pdf Attachment



Guideline for Councils



The Department of Planning and Environment acknowledges the Traditional Custodians of the land and pays respect to all Elders past, present and future.

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9

Item: 10.1



In March 2018, amendments to the Environmental Planning and Assessment Act 1979 (EP&A Act) introduced new requirements for councils to prepare and make local strategic planning statements.

Local strategic planning statements (LSPS) will set out

- the 20-year vision for land use in the local area
- the special characteristics which contribute to local identity
- shared community values to be maintained and enhanced
- how growth and change will be managed into the future.

Councils will show how their vision gives effect to the regional or district plan, based on local characteristics and opportunities, and the council's own priorities in the community

strategic plan it prepares under local government legislation.

Informed by the strategic and community planning work undertaken across regions, districts and local government areas, the LSPS will be the key resource to understand how strategic and statutory plans will be implemented at the local level.

Please visit <u>www.planning.nsw.gov.au/Policy-and-Legislation/Environmental-Planning-and-Assessment-Act-updated</u> for more information on local strategic planning statements and other planning legislation updates.

Purpose of this guideline

This guideline provides information for councils, the community and other stakeholders on the contents of a local strategic planning statement, how it is made, and how it is implemented.

The guideline provides councils with a suggested process to help develop their first statement. Whilst the guideline applies across the state, different councils and regions have different resources and needs.

The Department will support regional councils with their technical or practical needs. The Greater Sydney Commission will assist councils in the Greater Sydney region.

Councils will be provided with supplementary information on the tools, data and resources available.

Contents

Purpose of an LSPS

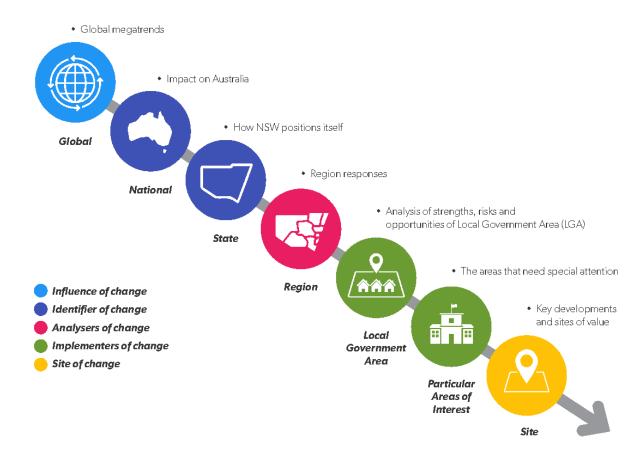
Local strategic planning statements will be a pivotal tool for local strategic planning in NSW. They will inform local statutory plans and development controls, and give effect to regional and district plans. The LSPS can also identify where further strategic planning effort may be needed.

The statements will act as a unifying document. Drawing together and summarising planning priorities identified through State, regional, district and local strategic work. They provide the local context and local-scale expression of actions and priorities from these plans.

In practice, the statements will shape how the local environmental plan (LEP) and development control plans (DCP) evolve over time.

Councils, in consultation with their communities, will determine the priorities for their area, informed by and consistent with other applicable strategic plans. Developing actions that respond to and build on the place and community's strengths and potential.

The LEP will deliver the council and community's plan and actions from the district and regional plans. This is supported by other tools such as contributions plans, place based planning strategies, growth management strategies and investment in infrastructure.



Strategic-led planning

Local strategic planning statements will shift the NSW planning system into a **strategic-led planning framework**. The statements provide a clear **line-of-sight** between the key strategic priorities identified at regional or district spatial scales and the finer-grained planning at local, centre and neighbourhood scales. The statements provide a **bridging point** to ensure that regional and district priorities are placed within a clear local context and tailored to the unique economic, social and environmental characteristics of the local government area.



The statements will be the primary resource to express the desired future for the LGA as a whole and for specific areas. This will guide and indicate what significant changes are planned for the LEP and DCP to deliver the vision. The LSPS will identify the need for further local strategic planning effort such as precinct and master planning, local character statements, and local housing and infrastructure strategies. Thus an LSPS should be seen as evolutionary where identified actions result in future refinements to the plan.

Importantly, the LSPS allows councils to translate their strategic planning work into local priorities and actions. In turn this informs the review and development of future strategic plans at the district and regional level.

This **feedback cycle from local to regional planning** ensures that the **line-of-sight** between the different levels of spatial planning **works both ways**.

Lessons learnt through local strategic planning can strongly influence the planning and delivery of infrastructure and services, and patterns of planned growth at the broader district and regional scales.

The LSPS will assist councils in their consideration of infrastructure needs to support growth.

This will promote transparency and clarity by identifying upfront the strategic infrastructure priorities for an area, which can then be delivered through a range of methods such as government funding or planning agreements.

The LSPS will also assist regional councils to plan for needs associated with significant population change or transformation in local employment opportunities.



What should the LSPS include

20-year vision

An LSPS will be a succinct and easy to understand document that will allow community members to contribute to and understand the future direction of land use in their area. This future direction should be framed in the LSPS as a **20-year vision** for the LGA, which builds on the 10-year vision in council's Community Strategic Plan.

Importantly, it must be a **planning vision**, emphasising strategic land use, transport and

environmental planning, clearly demonstrating how the area will change to meet the community's needs in 20 years' time.

The 20-year vision may be derived from a community strategic visioning process conducted as part of the Community Strategic Plan prepared under the *Local Government Act 1993*, or from a separate engagement process.

Legal requirements

The statements are to identify the planning priorities for an area and explain how these are to be delivered and implemented.

The legal requirements for an LSPS outlined in section 3.9 of the EP&A Act include:

(a) **Context** - the basis for strategic planning in the area, having regard to economic, social and environmental matters

- (b) **Planning priorities** the planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the Local Government Act
- (c) **Actions** the actions required for achieving those planning priorities
- (d) **Implementation** the basis on which the council is to monitor and report on the implementation of those actions.



Scope and structure

The statements may be simple or more complex depending on the requirements of the LGA, but should be in plain English with images, graphics and maps to assist in explaining the outcomes. They are envisaged to be relatively short, succinct documents, with the detailed analysis in the relevant informing strategies.

The LSPS should not simply repeat all the actions from a region/district plan, but present council's priorities and give guidance to the LEP.

Each statement will include a **20-year vision** of future land use and address the **legal requirements** listed above. Depending on council's priorities and actions, the statement could be structured around:

- economic, social and environmental matters
- land use themes such as housing, employment, infrastructure, agriculture, transport / connectivity, tourism, social, cultural and community facilities, open space and recreation, and the environment
- objectives and priorities identified in council's Community Strategic Plan relevant to land use planning
- strategic goals and directions / actions identified in the relevant regional plan
- district priorities (in Greater Sydney) or directions such as infrastructure and collaboration, liveability, productivity and sustainability

 local geography, including wards, suburbs or other spatial distinctions.

The table at Attachment A provides a suggested outline of the content for the LSPS and how the document could be structured.

Councils should develop their local strategic planning statement as a single document for the whole council area.

The context for a ward based approach will become apparent from the scoping stage. If needed, the LSPS will outline why a fine grained approach is necessary and appropriate, based on the circumstances relevant to the area, such as distinctive features or character, significant industry or agriculture.

For council areas that are divided into wards, each Councillor of a ward is to be given the opportunity to engage and participate in the shaping of the planning priorities and actions relevant to their ward. Any ward-based priorities and actions must align with the planning priorities relevant to the whole council area, as expressed in the higher-order strategic plan/s and the local strategic planning statement.

Visualising priorities

The LSPS is an important messaging document for councils and their communities, in that it provides the 20-year vision for planning in the LGA and the direction to achieve that. It should clearly demonstrate what the planning priorities and actions are, how they fit within a local context and where they are located.

A map should present an overview of where the planning priorities lie within the LGA and indicate where future strategic planning work and potential change may occur. It should identify those areas that require a finer grain analysis, such as a town centre, precinct or other area requiring further strategic planning investigation, development control plan or other tailored response.

Individual elements, such as housing or particular wards, could be indicated in additional maps and diagrams.

LSPS process – Aligned and Collaborative

The legislation does not prescribe a set process for councils to prepare and make their LSPS, however, the Secretary may issue such requirements in future.

The following pages suggest a process which councils may follow to develop and implement their LSPS. It is intentionally flexible to allow councils to develop their own process based on their needs, the currency and availability of source material and the resources they have.

In general, the LSPS process comprises four stages:

- Scoping
- Testing
- Finalisation
- Implementation.

Each stage involves **alignment** with other strategic planning activities at the local, regional and state-level. The LSPS should 'give effect to' the regional or district plan. It delivers the actions in the relevant regional or district plan through councils' local plans.

The context for a ward based approach, as part of the planning system, should come from the process followed during the scoping stage. The LSPS will outline why a fine grained approach is necessary and appropriate, based on the circumstances relevant to the area, for instance distinctive features or character, significant industry or agriculture.

The LSPS is supported by **collaboration** across regions, between local and state government, and between different agencies, and engaging with the community and stakeholders.

Next steps

The Department and in the Sydney metropolitan region, the Greater Sydney Commission, will work closely with councils throughout the process to assist with the development of their LSPS.

Councils will be advised of the resources and data available to support preparation of the first LSPS, for example strategic planning tools, datasets and mapping.

Councils should contact the Department at legislativeupdates@planning.nsw.gov.au for further information on local strategic planning statements or specific requests.

Please visit the Department's website at <u>www.</u> <u>planning.nsw.gov.au/Policy-and-Legislation/</u>
<u>Environmental-Planning-and-Assessment-Actupdated</u> for information.



Stage 1 - Scoping



The scoping stage should commence as soon as practical and involves:

- 1. **Collation** assembling the relevant strategic and community plans applying to the LGA. This includes consideration of:
- regional and/or district plans
- community strategic plans
- council's strategies and policies such as local housing, growth, infrastructure and employment strategies
- · council's LEP and its review
- growth plans and other strategic planning studies
- council's demographic profile, ABS or Department of Planning data.
- 2. Issue identification understanding local issues for consideration in the LSPS. This may include engagement with key stakeholders and the wider community, dependent on council's consultation arrangements to understand community preferences and aspirations.
- 3. Analysis, synthesis and gap assessment

- understanding how the strategic inputs apply in the local context. How they relate to each other, their currency, and identifying any tensions or inconsistencies between each piece of strategic work, with a particular focus on how local economic, social and environmental characteristics affect their relevance and importance. 4. **Vision setting** – identifying the main strategic initiatives that resonate across each piece of strategic work. Identifying areas within the LGA that are a key focus for change (or projected change), and identifying knowledge gaps that require further investigation.

It is crucial that this draws on the knowledge and views of councillors, community leaders and stakeholders to directly inform the community vision and key priorities during the scoping stage.

Councils should plan and if possible, commence the community consultation and engagement activities needed to develop the vision and LGA planning priorities.

As part of this, councils should consult with the Local Aboriginal Land Council to understand and incorporate relevant future strategic land use planning outlined in the Community Land and Business Plan.

5. **Prioritisation** – The main outcomes from this stage should include a preliminary list of planning priorities for further investigation at the next stage, and identification of additional strategic work necessary to inform and support the development of the LSPS.

Relevant actions, gaps and inconsistencies can be laid out using a simple table.

Stage 2 - Testing



This stage develops, tests and refines the preliminary findings from the scoping stage, including the local vision, planning priorities and actions. Councils will develop a draft LSPS addressing the legal requirements. This may include a number of different options or scenarios depending on the relevant priorities.

This involves:

- 1. **Targeted analysis** undertaking essential strategic work identified through the gap analysis to inform the development of specific priorities in the LSPS.
- 2. **Strategy development and assessment** the development of a draft LSPS and assessment of options (scenarios) as required. Tasks will likely include:
- preparation of a local housing or employment strategy
- establishment of 6-10 and 20-year housing targets for councils in Greater Sydney
- industrial and urban services land review
- growth and change management plans, relevant to the key changes projected for the next 20 years based on demographic change such as housing, retail, industrial and commercial needs, jobs and centres, accessibility, tourism, social, cultural or community infrastructure, environment, rural or agricultural uses.

- 3. **Local infrastructure assessment** councils should identify the infrastructure response to projected population change such as additional education facilities, health, transport and open space needs.
- 4. **Consultation** testing preliminary findings, assumptions and options with the community and a broad range of stakeholders. This may include seeking specific feedback on targeted priorities and actions, such as options to identify possible future growth areas or options for revitalisation in key localities.
- 5. **Prepare draft LSPS for exhibition** revising the draft LSPS by incorporating feedback of targeted strategy work, consultation and exhibition activities, narrowing options and isolating key areas of local priority.

The main outcome from this stage is a draft LSPS.

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Stage 3 - Finalisation



To assist finalisation of the LSPS, councils may develop supporting material to explain the priorities identified in the draft, options considered and reasons for final choices.

This stage involves:

1. Approval of draft LSPS and exhibition

- councils will need to resolve to exhibit their draft LSPS, with the minimum exhibition time of 28 days. Councils may choose to increase the exhibition period depending on the complexity of the proposed changes and other associated studies / timeframes.

- 2. **Finalisation of draft** council reviews submissions and makes modifications to planning priorities and actions for the LGA as required. Any incomplete strategic work or unresolved planning issues can be identified in the final LSPS as further work to be undertaken in the LSPS action plan.
- 3. **Making the LSPS** the final LSPS is to be approved and made by council. The EP&A Act includes provisions for ward-based councils to seek endorsement by councillors of a ward on provisions in the LSPS relating to their ward.

The Department may issue guidelines in the future prescribing how an LSPS must be made. Guidelines or Secretary's Requirements may also be issued to outline processes for having an LSPS endorsed by the relevant strategic planning authority in the event that ward councillors do not endorse the statement. That is the Greater Sydney Commission for Greater Sydney councils and the Department for all other councils.

Once an LSPS is made, it becomes a consideration when preparing LEPs. Of note, planning proposals must justify any proposed changes to LEPs, including indicating whether the changes will give effect to the relevant LSPS.

Stage 4 - Implementation



Implementation of the LSPS will be an ongoing program of works until it is reviewed, which must occur at least every seven years from it being made.

Implementation includes:

- 1. **Implementing priorities and actions** of the LSPS including necessary changes to statutory plans and development controls, council's infrastructure funding and delivery programs and finer grained strategic planning (e.g. DCPs, masterplans etc).
- 2. **Alignment with related work** LSPS used to inform the basis of any amendment to the LEP, CSP review, and review of regional and district plans. Future strategic planning work by councils should support priorities within the LSPS and address knowledge gaps.
- 3. **Monitoring and review** undertaking monitoring and reporting as outlined in the LSPS, regularly seeking community feedback and identifying continuous improvement opportunities, and reviewing the LSPS within seven years.

The LSPS is intended to be a live policy – rather than a static document, fixed at one point-intime. In addition to being reviewed at least every seven years, the statement should be revised on an ongoing, as-needs-basis, to ensure that it continues to reflect the community's views on the future desired state for the local area and ensure it remains responsive, relevant and local.

Revisions to the LSPS may be required in response to significant changes within the LGA, such as announcements on centre revitalisation, new infrastructure investment and employment opportunities, significant changes in projected population growth or changes to the relevant higher order strategic plan.



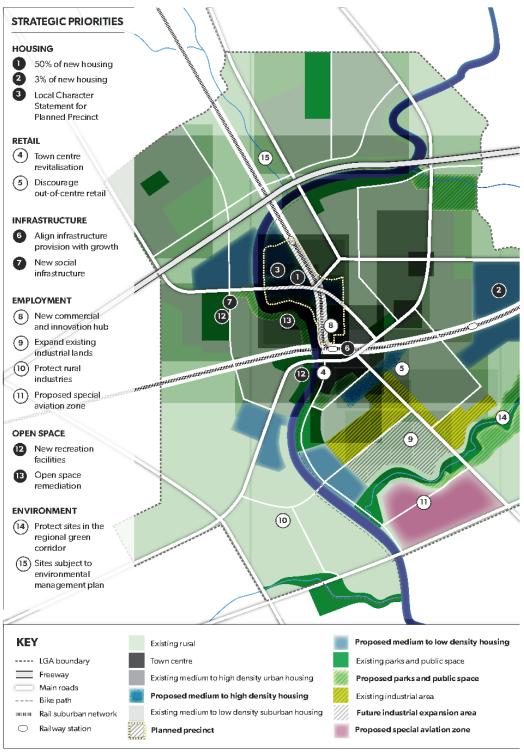
Attachment A - Suggested structure for a Local Strategic Planning Statement

	LSPS Content	Possible sources and inputs
20 Year Vision	Vision captures the future desired state for the local area and high-level outcomes that give effect to the higher order strategic plan. Planning priorities and actions in the LSPS should aim to achieve the future desired state and outcomes stated in the vision.	Community participation / engagement activities to articulate the local vision. Community strategic visioning process conducted as part of the Community Strategic Plan could help inform the 'planning vision'. The relevant district or regional plans.
Strategic Context	Explain the basis for strategic planning in the area, having regard to economic, social and environmental matters.	Inputs to help inform context include: • relevant regional strategic plan and district plan, including vision statements and objectives • aspirations for the future of the LGA and
	Recommendation: This section should introduce the LGA, including the impact of local geography, profile and defining characteristics, regional context, the key economic, social and environmental issues, and the key opportunities and challenges to achieving the 20-year vision. The strategic context should include a temporal discussion of the issues, that is past, present and future.	the strategic objectives identified in the council's Community Strategic Plan • other endorsed public documents identifying or supporting strategic planning for the LGA • demographic, housing, transport and economic trends. Opportunities for regional / district collaborations of research / assessments should be considered.
Planning priorities	Local planning priorities are to be consistent with: • strategies identified in regional plans (relevant to LGA) • planning priorities in district plans (relevant to LGA) • main priorities for the future of the LGA identified in council's Community Strategic Plan.	The council should also have regard to: • identified areas of State, regional or district significance, relevant to the LGA (eg. planned precincts and growth areas) • other public documents endorsed by council identifying planning priorities for the LGA (eg. local housing and infrastructure strategies, centres plans, industrial strategies, growth plans, retail, etc) • housing outcomes including the local housing strategy and in Greater Sydney 0-5, 6-10 and 20-year housing targets • any updated / new State Government policies.
	Recommendation: Local planning priorities can be grouped within the document around themes, to provide structure and context. Themes should cover the key issues identified by the council to deliver the 20-year vision as outlined in the strategic context.	Theme groupings may be around key areas of action related to land uses, transport and infrastructure, directions identified in strategic and community plans, or under broader economic, social and environmental headings. Sub-themes may assist in identifying the actions necessary to implement the planning priorities (eg. 'Environment' theme may be broken into sub-themes such as biodiversity, climate, natural resources, resilience and risks etc).

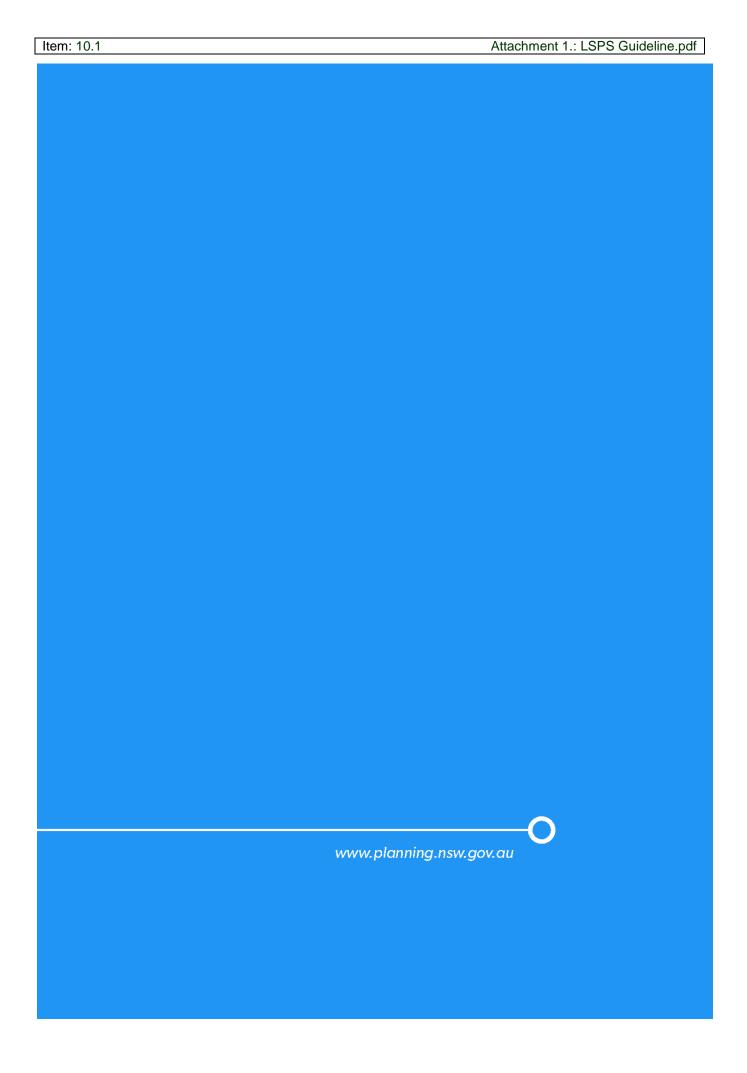
	LSPS Content	Possible sources and inputs
Action plan	List actions required to achieve planning priorities, having regard to: • strategies and actions for achieving regional objectives identified in regional plans (relevant to the LGA) • actions to achieve planning priorities identified in district plans (relevant to the LGA) • strategies for achieving strategic objectives (as they relate to land use planning) identified in coundi's Community Strategic Plan.	The action plan provides the strongest link between strategic and statutory planning, and should indicate how council's LEP and DCP work will accommodate the planning priorities for the LGA. The statement should also include planning-related actions arising from the community visioning work undertaken for the CSP. LSPSs identify planning tools and levers that can give effect to the planning priorities. Examples include: LEP amendments to provide for projected be using a part amendments.
	Recommendation: These actions may be grouped together as an action plan within the statement, or they may sit with the associated planning priority under the various themes within the document. In either case, there must be a clear relationship between the identified planning priorities and the related actions.	housing and employment needs, open space, heritage and local character protections etc • Master planning processes for specific centres and locality-based DCPs • Further research and preparation of local housing or infrastructure strategies • Develop local character statements and/or urban design frameworks • Local infrastructure priorities • Coordinate community input to planning work for planned precincts within the LGA.
Implementation	The statement must set out the basis on which the council is to monitor and report on the implementation of those actions. Recommendation:	The development, monitoring and review of LSPS should be aligned to other council planning processes including the LEP review and IP&R framework under the Local Government Act.
	The LSPS could include: Implementation strategy (with timeframes) Performance indicators and other success measures Monitoring and reporting methods for implementing actions LSPS Review (at least 7-year review) Community feedback and continuous improvement opportunities (ie. measures the coundi will take to ensure the LSPS remains responsive, relevant and local) Assumptions eg any government funding needed / secured.	Of note, the LSPS should: • inform the review of the council's LEP, including directing key changes to the instrument • be recognised within the council's CSP as the primary tool for implementing the CSP strategic objectives related to land use planning • inform the development of local infrastructure plans and management of contributions schemes.
Mapping	Recommendation: Include a structure plan for the LGA depicting key areas and themes, and locations where the priorities and actions are to be implemented. Indicative sub-maps and illustrative images, graphics, tables etc.	Statements could include finer detailed maps focussing on key initiatives, such as: • localities where land use changes are proposed • areas affected by other major actions • images derived from the strategic housing tool • quotes / images from other community consultation, other documents, aspirational future images etc.



Attachment B - Sample Map



For illustrative purposes only.



Environment and Planning - 18 April 2019

ITEM 10.2 Housing Strategy

FILE REFERENCE 119/197

AUTHOR Manager of Environment and Planning

ISSUE

Council has engaged a consultant to assist with the housing study that will provide some of the information required to review the Local Environmental Plan. This report is to inform the Councillors that work is being done and that it will not be clear what the outcomes are until it is completed. Early issues include the simple planning framework, restrictive rules and lack or housing diversity and rural planning opportunities.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Council is required but the Environmental Planning and Assessment Act 1979 to prepare a Local Strategic Planning Statement by July 2020 and to then review its planning framework including the LEP, economic and social as well as environmental and land use planning frameworks. Part of that work and one of the state government expectations is a review of the current and anticipated housing situation and a strategy to provide enough housing stock to meet anticipated needs.

REPORT

Council is required by the Environmental Planning and Assessment Act 1979 to prepare a Local Strategic Planning Statement by July 2020 and to then review its planning framework including the LEP, economic and social as well as environmental and land use planning frameworks. Part of that work and one of the state government expectations is a review of the current and anticipated housing situation and a strategy to provide enough housing stock to meet anticipated needs.

The overarching guide for planning policy in the region is the South East and Tablelands Regional Plan, 2036. Direction 25, set out 3 priorities for Council and in particular focus future settlement to locations that:

- maximise existing infrastructure and services and minimise the need for new services;
- prioritise increased densities within existing urban areas; and
- prioritise new release areas that are an extension of existing strategic and local centres.

Environment and Planning HOUSING STRATEGY cont'd

The three priorities provide a methodology for the housing strategy for ULSC and, nominate that growth will occur primarily within the existing urban footprints or on land adjacent to those centres. In practice densification through lot size reduction and utilising existing land banks, augmented by new release areas that have proximity to existing urban settlement.

Analysis

In this position paper, we have adapted the town, village, settlement framework to shire rural settlements scale (see table 1 below). The settlement scale is defined as Tier One 'urban village' (larger than a hamlet), Tier Two 'village hamlet' that usually includes more than a church and may include additional community facilities such as a school while the Tier Three 'rural settlement' may be just a few buildings some of which may be unoccupied. The framework of tiers are also linked to the 2016 district census data on dwellings and population (ULSC economic development id. Summary sheets).

Broadly there are four districts in the shire being: Crookwell and District (population 3,130), Gunning and District (population 1,950), Taralga and District (population 1,744) and the Upper Lachlan (North) (population 1,074) based on ABS resident estimated population data for 2017.

The districts can be refined by population and dwellings noting that the data is at locality level rather than zone boundary. It is notable that the data sets cross over the shire boundary for some locations around Collector and Goulburn and are therefore problematic for trend analysis.

rank	District	Dwelling	Population	
Tier one: Urban Village				
1.	Crookwell	1293	2640	
2.	Gunning	321	656	
3.	Taralga	252	465	
4.	Laggan	201	361	
5.	Collector	124	315	
6.	Binda	169	281	
7.	Grabben Gullen	127	251	
8.	Bigga	212	243	
Tier Two: village hamlet				
9.	Dalton	99	194	
10.	Tarlo	85	166	
11.	Lade Vale	65	128	
12.	Bannister	67	123	
13.	Wayo	67	122	
14.	Breadalbane	41	99	
15.	Roslyn	52	89	
16.	Chatsbury	49	88	
17.	Narrawa	59	87	
18.	Myrtleville	40	75	
19.	Jerrawa	43	74	
20.	Wheeo	37	74	
21.	Lost River	37	70	
22.	Blakney Creek	25	64	

Environment and Planning HOUSING STRATEGY cont'd

23.	Golspie	58	63
24.	Tuena	52	63
25.	Crooked Corner	37	60
26.	Gurrundah	31	58
27.	Oolong	21	58
28.	Biala	37	57
29.	Pejar	29	53
Tier Three: rural settlement			
30.	Fullerton	<mark>62</mark>	<mark>49</mark>
31.	Big Hill	41	48
32.	Curraweela	<mark>60</mark>	<mark>46</mark>
33.	Bevendale	40	43
34.	Broadway	15	41
35.	Limerick	22	40
36.	Peelwood Peelwood	<mark>43</mark>	<mark>38</mark>
37.	Richland	30	34
38.	Merrill	17	33
39.	Lerida	16	24
40.	Stonequarry	13	22
41.	Wiarborough	<mark>23</mark>	<mark>18</mark>
42.	Yalbraith	18	18

Table 1: Locations based on 2016 ABS census: **Source** profile.id.com

Identifying a refined hierarchy of which settlements sit within the various tiers, their growth opportunities and consequential LEP zone and lot size changes along with possible design responses for the DCP are likely to be defined through the Cardno Housing Strategy project.

The above table is notable for identifying not only the levels of settlement scale but that along with farming homesteads the shire also has "weekender" accommodation (highlighted in yellow below) where the dwellings are not the primary residence. These areas located at the northern edge of the Shire suggest the area's connection with Sydney rather than Canberra expansion.

Proximity to Sydney explains growth at an urban level, the pressure to subdivide productive land for either lifestyle or intensive agriculture continues. Accordingly, the ULSC is developing a Rural Strategy in parallel with the Housing Strategy to address growth in the non-urban context. A vital principle of the Rural Strategy is the reinforcement of the Regional strategy protection of productive rural land from residential encroachments and rural residential subdivision.

A primary principle for the Rural Strategy is that agricultural productive uses are to be protected and enhanced. This requires that the LEP provides a mechanism for adjusting lot sizes to meet productive land requirements. For example viticulture does not utilize large lot areas instead requiring small acreages. These smaller lots sizes would however result in fragmentation of productive land and is contrary to direction 8.2 to "protect identified important agricultural land from land use conflict and fragmentation and manage the interface between important agricultural land and other land uses through local environmental plans".

Environment and Planning HOUSING STRATEGY cont'd

Therefore the smaller lot sizing for alternative agricultural production from large lot grazing and horticulture should be co-located with urban boundary extensions or existing rural settlements only.

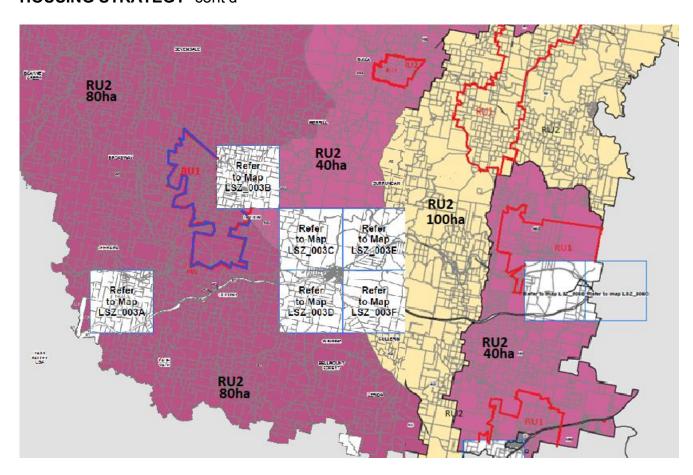
Zoning

The LEP 2010 applies a consistent and straightforward typology for zoning, which aligned with a slowly growing population, provides ULSC with the opportunity to address growth within the existing group of urban centres primarily using infill and large lot residential formats. Infill land uptake; predicated on being able to unlock existing undeveloped lots and alteration to lots sizes, has some risk associated with it. Of the three major settlements in the shire, only Crookwell has stratified zoning of its urban centre. Crookwell's zones include a business zone in addition to the R2 and RU5 village zones. The other two significant centres, Gunning and Taralga use the same framework of Ru5 and R2 that applies to the remaining substantially smaller settlements.

This framework while traditionally useful as a character preservation tool does not address the clear scale differences between settlements. How they are addressed will depend on the outcomes of the housing strategy and perhaps the rural strategy. Rural land is also stratified by lot sizes even within the same rural zone as show by the map below.

A combination of two maps (maps 003 and 006) below demonstrates the variance between lot sizing; 40ha, 80ha and 100ha within the RU2 zone, and zone variation RU1 primary production zoning and RU2 landscape. These zone differences and lot size variations emanate from different historical plans but need to be reconciled with land use, agricultural capability and changing agricultural practice and demand.

Environment and Planning HOUSING STRATEGY cont'd



Strategic growth options

Any strategic response to growth should anticipate at least two options for future growth.

- The primary focus for growth might be a mix of consolidation within the existing village urban centre footprint and identifying adjacent areas for future capacity. The Housing Strategy (Cardno), is investigating options and demand To resolve which urban centres have some adjacent rural land capacity for expansion.
- 2. The second option is to consider establishing urban development footprints. This option might take either a new urban settlement location, ideally based upon a prior settlement node that has failed to grow (e.g. Roslyn or Breadalbane) or, where there is suitable land, design a new structure to the settlement.

With rural subdivision, specifically the large lot R2 zone, a new settlement structure could be contemplated. One such example could be the contained "English village" settlement structure where houses are nearby while adjacent agricultural land around the settlement is utilised for its agrarian aesthetic and protected.

The (Cardno) plan would be to create clearly defined boundaries to the settlements using landmark buildings, traffic signage and greenbelt landscape settings to formalise gateways that mark the village limits.

Environment and Planning HOUSING STRATEGY cont'd

POLICY IMPACT

The housing strategy is expected to be completed in November 2019 and will inform part of the LEP review. It is likely that the recommendations from the work will have far reaching implications for the LGA. These will need to be palatable and will also need to be approved by Council. It is a State government requirement to do the review and to pass the findings on.

OPTIONS

Options will be available to councillors and the community as the process continues. Council will need to discuss, acceptable levels of growth and development, the community aspirations and the methodology that they wish to use to manage or encourage growth.

FINANCIAL IMPACT OF RECOMMENDATIONS

Council has already budgeted for the Housing Strategy and the consultants have provided a methodology that will allow them to stay within budget. Council has employed staff to carry out the rural strategy and other strategic planning functions, so there are no additional impacts on the budget.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Environment and Planning - 18 April 2019

ITEM 10.3 Local Future Character Guidelines

FILE REFERENCE 119/198

AUTHOR Manager of Environment and Planning

ISSUE

The State Government is requiring Local planning to align with Regional and State directions at the LEP level but is also requiring Councils to define their future local Character and to add character enhancing, and protection or delivery statements into its planning documentation.

RECOMMENDATION That -

1. Council Receive and note the Local Future Character Guidelines.

BACKGROUND

Council has previously resolved and budgeted for a Housing Strategy. This process is part of the development of aspirations and detailed policy for the future management of local urban settlements.

The State Government is requiring Local planning to align with Regional and State directions at the LEP level but is also requiring Councils to define their future local Character and to add character enhancing, and protection or delivery statements into its planning documentation. This report identifies a preferred philosophy to achieve the development and enhancement of existing character while enabling development and growth.

REPORT

Local character is central to what makes a place distinctive. While the towns and villages of the Upper Lachlan have changed considerably, there are, however, various infrastructure and built environment outcomes that define a place. In many cases these will be the building blocks of future character.

As the review of villages progresses Future Character Statements will be developed and used to build on the community agreed planning and development control processes.

POLICY IMPACT

Councils planning documents and activities will be reviewed over the next couple of years and will focus decisions on integration of policy and long term solutions.

Environment and Planning LOCAL FUTURE CHARACTER GUIDELINES cont'd

OPTIONS

As the review progresses Council will be provided with options and decision points that will determine directions.

FINANCIAL IMPACT OF RECOMMENDATIONS

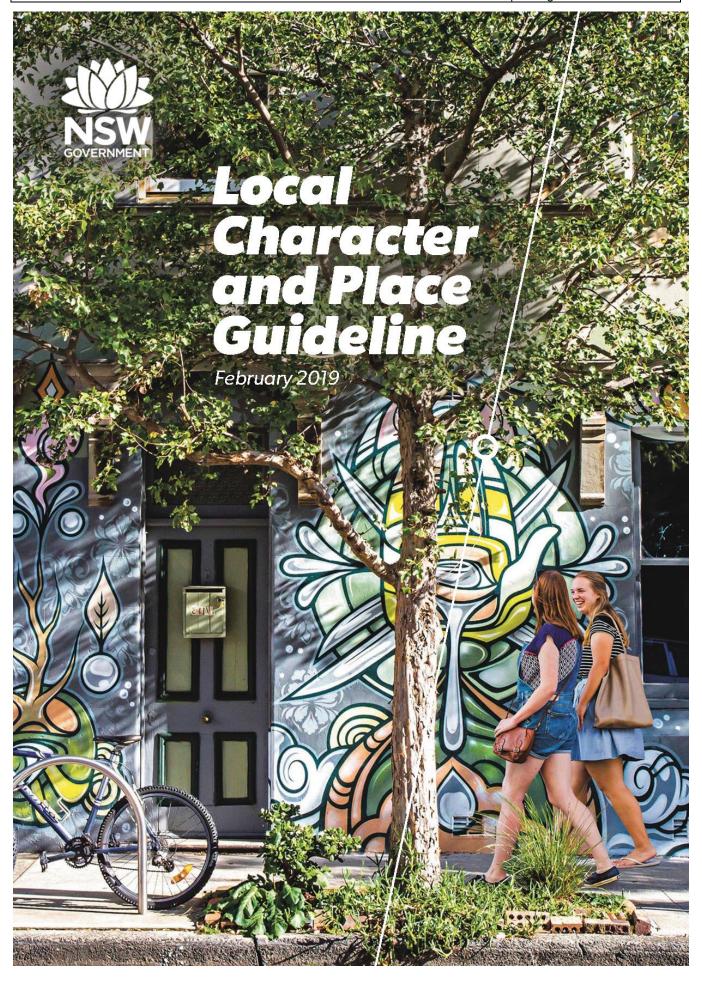
Council has already allocated funds and to date the project is on track.

RECOMMENDATION That -

1. Council Receive and note the Local Future Character Guidelines.

ATTACHMENTS

1. Local-character-and-place-guideline-2019-02-26 In Minutes Attachment



February 2019

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We wish to acknowledge Aboriginal people as the traditional custodians of this land. Through thoughtful and collaborative planning, we seek to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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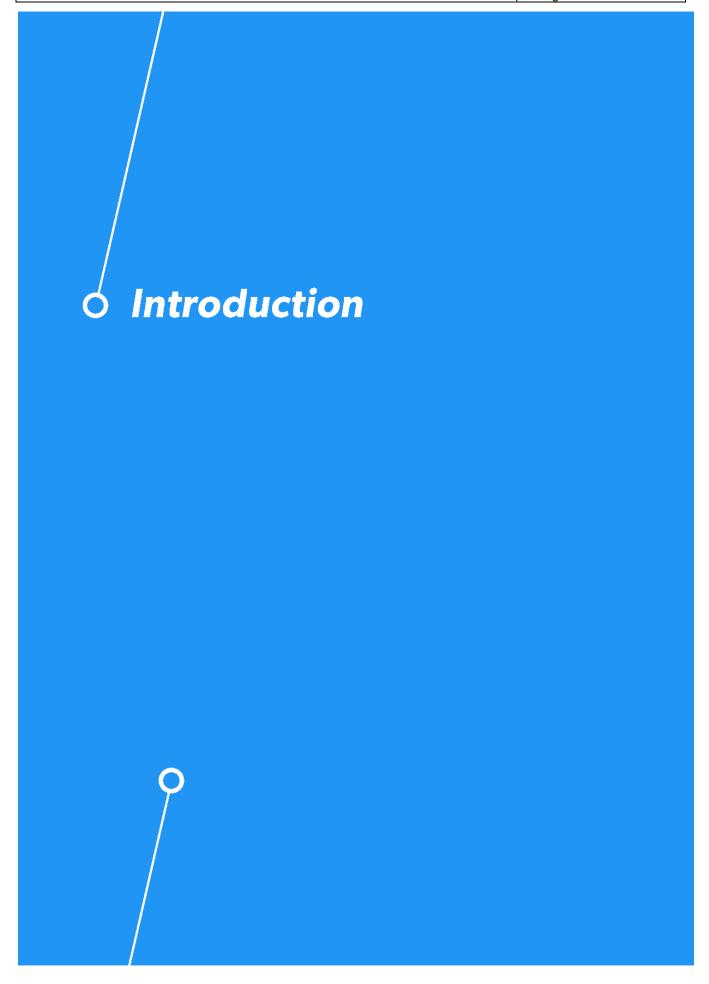
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Local Character and Place Guideline | February 2019



Executive Summary

New South Wales is a diverse collection of places with unique local character. In recognition of this fact, the NSW Government aims to ensure that our planning frameworks provide the capacity to ensure we can maintain, enhance and cultivate the unique character and identity of places. The Local Character and Place Guideline is a response to community feedback and Government's direction to elevate the consideration of local character in NSW planning decision making.

Local character is what makes an area distinctive. It is the translation of land use and built form, the local economy, public realm and private spaces and the tradition and history of Aboriginal and non-Aboriginal cultures, intrinsically linked to individual places. Character is fluid and reflected by people who value and influence the places they are connected to in different ways.

Places are multi-layered and diverse environments within the broader context of society. Individual places can be described or understood by people in different ways and at different scales. They are made up of interrelated layers and elements which are understood through physical form, activity, and meaning.

Part one of the guideline provides information to clarify the key influences of local character and place, how local character can be integrated into the planning system and current approaches for the inclusion of local character in local planning.

Part two introduces the Character Assessment Toolkit. The toolkit aims to encourage consideration of local character in strategic planning. The toolkit provides steps to determine the character of a place, including early and effective engagement, key sources of data, and strategies for mapping local character. It then provides guidance on how governments and communities might go about producing a character assessment and setting the desired future character of an area.

A character assessment will assist government in identifying existing character and set expectations for desired future character. The character assessment will inform whether character areas should change, be enhanced or be maintained. It can be utilised to illustrate a local character statement or to inform council plans or strategies.

Part three – the final section, provides an outline for how to integrate consideration of local character into the planning framework, first as part of the strategic planning process and then through its translation into statutory controls. Clear articulation of character through a local character statement can provide a reference point for future planning decisions. Local character statements may be used when reviewing land use zones, development standards and controls, or when proposing and assessing development.

Together, a character assessment and local character statement outline desired future character, informing the objectives, standards and controls within local plans that guide future development.

 $\label{thm:condition} The \ Local \ Character \ and \ Place \ Guideline \ is \ accompanied \ by \ online \ attachments \ to \ the \ guideline \ including:$

- Local Character and Place Guideline and plans interactions;
- Considerations for recognising local character in areas of change;
- Discussion paper local character overlay; and
- Local Character and Place Collection (E-Publication).

?

Introduction

Supporting and nurturing local character through planning helps people make great places. The NSW Government has heard the message that communities would like local character consideration to be elevated in NSW planning decision-making.

NSW is changing; the population is growing and getting older, it is increasingly socially, culturally and economically diverse. This growth is being met with new infrastructure and investment, new business and job opportunities, changing household structures, technological innovation, and a changing natural and built environment. In some areas of NSW there will be population decline; planning for this type of change is just as important. These different facets of change in NSW all have an impact on the character of a place and require a strategic planning focus.

Ultimately, this strategic focus will help us to work with communities to create places that people are proud to live in, where the community collaborates with local and state governments to plan how and where we are going to accommodate the growing population, while maintaining the essence of what it is that the community values about their places.

If we understand what it is about a place that people cherish, identify with and relate to, then architects, urban designers, planners and place-makers have the context and direction to manage change that meets community aspirations: we refer to this as exploring local character and place.

Endorsement by Government Architect NSW

The Guideline has been drafted in collaboration with Government Architect NSW, who recognises the importance of local character in planning for future growth of great places. The Guideline has been developed to align with Government Architect NSW policies including Better Placed.

Who can use this guideline?

This guideline is anticipated to be primarily used by governments (councils and NSW Government) to develop responses which are contextual to their needs and has been written with the primary users in mind. However, the guideline enables built environment professionals, decision-makers, government leaders, local government, private enterprise and community to contribute positively in shaping the local character of an area.

Purpose

This guideline provides the tools and assistance to empower local government to establish what is important in their local context and determine the identity of a community's spaces and places. It will enable communities and governments to understand and define existing valued elements of character and to set a desired future character that aligns with the strategic direction for an area. The guideline aims to support a stronger consideration of local character regardless of the nature of change that an area is planning for. It includes:

- a definition of local character and place
- who shapes local character
- tools to understand local character and place
- · strategies for bringing character and place into plan making.

Local Character and Place Guideline | February 2019



How we identify character and place requires effective engagement with the community early in planning processes. The residents, workers and visitors of and to a local area are best placed to provide insight into a community's values and aspirations – even if there are conflicting perspectives between stakeholders.

Places serve different purposes for different people and a character assessment process provides a tool to enrich our understanding of this.

This guideline aims to support good design, placemaking and local character. It sits alongside the work by the Government Architect NSW, the Greater Sydney Commission and other publications produced by the NSW Department of Planning and Environment.

What is local character?

Character is what makes a neighbourhood distinctive and is the identity of a place. It encompasses the way it looks and feels. It is created by a combination of land, people, the built environment, history, culture and tradition including Aboriginal and non-Aboriginal, and looks at how they interact to make a distinctive character of an area.

Local character is distinctive, it differentiates one area apart from another. It includes the sense of belonging a person feels to that place, the way people respond to the atmosphere, how it impacts their mood, their emotional response to that place and the stories that come out of peoples' relationship with that place.

Local character contains many different facets. It is important to understand character in a holistic way, which involves examining the relationship with people and the social, environmental and economic factors of place. Global trends across these factors have shaped places over time and will continue to have a significant influence in the future. Local character should guide how to manage a changing urban environment so that any changes are sympathetic to the valued characteristics.

What is place?

Place is the layout, division and built form of built environments – its patterns, landscape, density, development, land use and mix, these aspects set the groundwork for places to flourish.

Places are multi-layered and diverse environments within the broader context of society. Individual places can be described or understood by people in different ways and at different scales. This is because they are made up of many interrelated layers and elements which are generally understood through the physical form and activity occurring in the location. Places have a clear and strong identity and character.

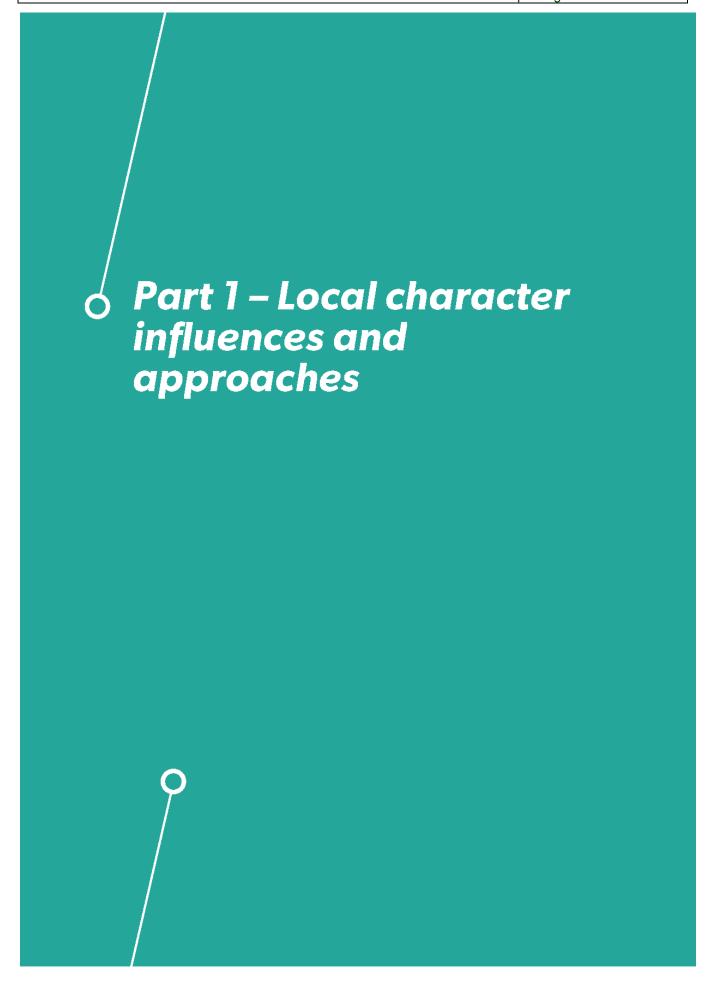
The value of local character

Places which develop in response to an identified local character and agreed desired future character are likely to be more sustainable, contribute to good quality of life and attract investment.

There is economic value in paying attention to liveability indicators. Improving the identity of a place and supporting its character has a positive effect on liveability. Local character and good design have a clear connection which is why 'place' has been included in this guideline to recognise the relationship between urban design, place making and character.

Local Character and Place Guideline | February 2019





What influences local character

The NSW planning system contains levers to encourage change and development that supports local character, whether through regional, district or local strategic planning, statutory plans and policies, urban renewal or development assessment. This requires a shared understanding of local character and context by all players and a shared goal of striving to achieve a positive social, economic, environmental impact on local character while minimising adverse impacts on future generations.

Further, there are varying degrees by which people (active and passive players) help shape local character. Business owners, chambers of commerce and local progress groups may influence a traditional high street or local shops, which impacts the retail mix, street activity and provision of local experiences.

There needs to be a recognition that there are influences on character outside of the control of the planning system including the economy, changes to the climate and/or environment, demographic shifts and technology advances. An example is the slowdown of the global economy, which will filter down from the national, state to the local level and in turn impact character through the local economy, the local population, housing supply and employment.

Local character and a plan-led system

The introduction of regional strategic plans across NSW and district strategic plans in Greater Sydney has kickstarted the conversation about local character, and how these elements can be better integrated into the planning system.

The preparation of local strategic planning statements is an opportunity for councils and their communities to identify and specify a 20-year vision for land uses in the local area; local character and place is an integral part of this work. Local strategic planning statements will link to community strategic plans to provide a complete picture across all the planning functions undertaken by a council to establish an area's future direction.

State and local plans provide further opportunities for local character to influence how and where development should occur. Reviewing local environmental plans (LEPs) and development control plans (DCPs) to align with strategic plans allows councils to integrate local character into their planning documents.

DCPs guide how development should occur and contain controls that emerge from council's understanding of an area's local character. These controls often seek to preserve or replicate the main architectural or urban design elements of a place. While this is useful, local character work should also be complemented with an aspirational statement of what the community values. This will improve clarity around the purpose of the controls and consequentially improve decision-making.

Other documents that influence or shape the consideration of local character are:

State Local

- Better Placed
- Draft Good Urban Design
- Draft Urban Design for Regional NSW Guide
- Draft Designing with Country
- Design Guide for Heritage
- Draft Greener Places

- Community strategic plans
- Local strategic planning statements
- Local housing strategies
- Community participation plans
- Social plans
- Cultural plans
- Environmental strategies



- Low Rise Medium Density Housing Code
- Low Rise Medium Density Design Guide
- Planning for the future of Retail -Discussion Paper
- Heritage guidelines produced by the Heritage Office
- Contributions plans
- Economic strategies
- Public domain improvement plans.

Further information on how local character interacts with existing strategic and statutory plans can be found in Attachment A - Local Character and Place Guideline and Plan Interactions, which is available on the local character page of the Department's website.

The diagram below demonstrates the line of sight in the plan-led planning system for strategic and statutory documents as it relates to local character.

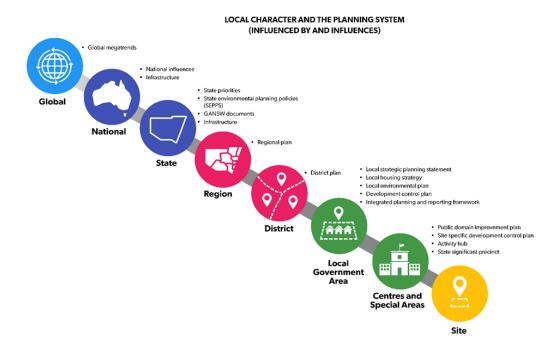


Figure 1 - Local character and the planning system (Influenced by and influences)

Shaping local character using the NSW planning system

Each council in collaboration with its community can choose how they wish to consider local character through the planning system. The following diagram (Figure 2) depicts the framework for integrating local character in the local planning system. It provides a summary of the main strategic and statutory plans and policies that have a direct relationship to local character.

Where a council decides not to introduce local character statements, character assessment can be used to directly inform local plans, statements and strategies.

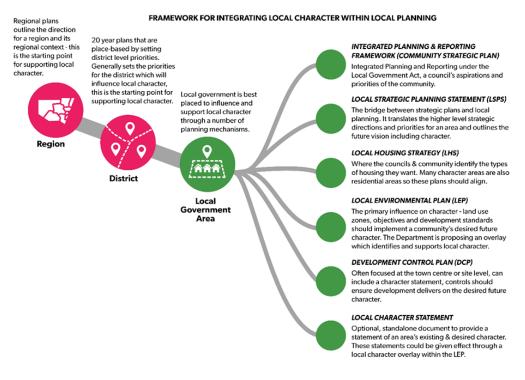


Figure 2 - A framework for integrating local character within local planning

The framework demonstrates that overarching strategic direction is set at the regional/district level and flows down to more detailed strategic planning for places at the local level. Regional and district strategic plans provide the context for and set the direction within which local character can be supported. Figure 2 reflects the framework with most of the detail and opportunity for supporting local character sitting within local plans.

Community Strategic Plan

Community Strategic Plans are a requirement for all NSW councils under the Local Government Act 1993 and they are a key influence on local character. Existing community strategic plans provide the aspirations and direction for a council, they cover all aspects of local government management and operation, including land use planning. A council's community strategic plan will generally outline:

- Where are we now?
- Where do we want to be in ten years time?
- How will we get there?
- How will we know when we have arrived?

Community Strategic Plans are a key resource for councils as they look to explore and support their area's local character.

Local Strategic Planning Statement



The statements will act as a unifying document, drawing together and summarising planning priorities identified through state, regional, district and local strategic work. They provide the local context and local-scale expression of actions and priorities from these plans.

It is anticipated that councils will utilise the LSPS to identify and describe their valued local character areas and outline the desired future character. Councils are required under the *Environmental Planning and Assessment Act 1979* to align their local environmental plan to their LSPS. Additional detail on the function of the LSPS is available here.

Desired Future character

Desired future character refers to an agreed vision of how an area will change over time, including an identification of characteristics to be retained or enhanced.

Desired future character is often articulated through a character statement or integrated into development controls.

Local Housing Strategy

The Local Housing Strategy (LHS) ties council's vision for housing with State Government led strategic plans. They present council's response for how the housing components of regional and district strategic plans will be delivered locally. Where housing targets are part of regional or district strategic plans, these will be addressed in the Local Housing Strategy.

Identification of existing and desired future local character will be important considerations for identifying areas of change and growth which support the delivery of housing to meet identified needs. Additional information of LHS is available here.

Local Environmental Plan

The Local Environmental Plan (LEP) is the primary land use planning mechanism that influences character. The land use zones, objectives and development standards establish the context for decision making on individual developments which shape local character. Accordingly, where an area has been identified as requiring a stronger consideration of local character, the LEP should be reviewed to ensure that it delivers on the community's desired future character.

Local Character Overlay

The Department is seeking feedback on an approach outlined in Discussion Paper – Local Character Overlay for an optional local character overlay which would introduce a map layer and associated clause identifying character areas. The overlay would sit within standard instrument local environmental plans and would provide a legal mechanism for introducing additional character assessment requirements for development applications or to exclude certain land from certain complying development or provide alternative requirements. The discussion paper can be viewed on our website.

Local Character Statement (optional)

A Local Character Statement (LCS) is an optional, standalone document that a council could produce comprising a description of an area's existing character and detailing its desired future character. It is a place to describe a community's preferences for how an area could change while retaining its unique character. These statements could be implemented through introducing a local character overlay and associated standard instrument clause within the LEP.



Development Control Plan

The Development Control Plan (DCP) has the capacity to include a character statement or character description which would set the context for development assessment. The controls within DCPs (regardless of whether the character statement/description sits within the DCP) should be calibrated so that development delivers on the desired future character of an area.

The Department is introducing a standard format for DCPs to make it quicker and easier for people to navigate the planning system and its controls. Additional information on the standard format DCP is available.

Approaches for integrating local character

The following diagram (Figure 3) provides three possible approaches on how a council could integrate local character into local land use planning. Using the local planning mechanisms outlined in Figure 2, a council can adapt their own approach for integrating local character into their plans. The three approaches outlined below are the most common scenarios that councils could choose. The difference between the three approaches is which local plan will contain the local character description and identify the desired future character. Another difference between the approaches is the level of weight given to local character each approach affords. Which approach the council chooses will reflect the level of support a council feels is warranted, with approach two being the strongest. With each approach it will be necessary to ensure that the council can still deliver on its strategic priorities as set in the regional and district strategic plans.

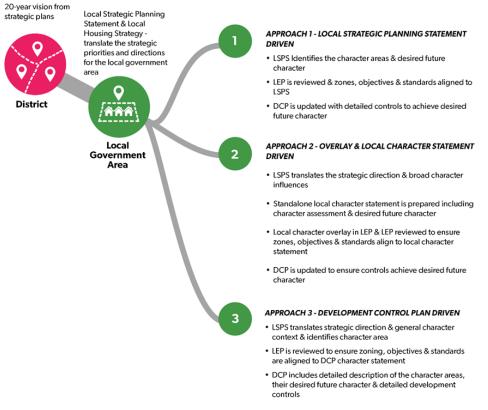


Figure 3 – Approaches for integrating local character into local plans.

Who shapes local character?

The effectiveness of the planning system relies on collaboration with and input from community so that outcomes suit the needs of the people it is planning for. The active players that interact with the planning system and shape local character include the community, local government, private enterprise and the NSW Government.



Figure 4 - Who shapes local character

The community includes anyone who identifies with that place – the people who participate in the activities of that place or who preserve or evolve that space and the elements within it. For example, the people sitting at a café in a main street reinforce the character of that street; or when people change the appearance of their home, they evolve the character of their residential street. The experience of character is the interaction with space at the most intrinsic level.

When people use and experience places differently, planning for the change of an area becomes more complex. Council must engage with all these communities, to hear how they experience their areas and record what it is that they value – this is the identification of character – to find common ground and set a desired future character for the area.

Councils can lead or partner in redevelopment or revitalisation projects. Councils that wish to integrate local character into their planning, can prepare a local character statement (see below and Part 3).

Private enterprise designs and delivers land use activities and development and contributes to the local economy and vibrancy of an area. Development and activities should be compatible with the agreed desired future character. Local character statements can also help private enterprise to understand and align their proposals to their community.

Local character statements

An encouraged approach to articulate local character and to help crystallise the community's aspirations for an area. Local character statements may be a starting point for the community to identify the agreed direction for the future of their locality. They can be integrated into the planning system at various stages.

The NSW Government steers and shapes local character as it builds infrastructure, introduces or undertakes reform of policy, legislation and the planning system agenda. The NSW Government sets the strategic direction through regional and district strategic plans.



Local character and heritage

Heritage is distinct from local character, although there are often common elements between a conservation area and a place with a valued or distinctive local character. In this guideline, references to local character are not areas to be preserved; it is not an alternative form of heritage listing where an area does not change or evolve. Heritage and the preservation of places or specific items is dealt with under the NSW planning system as heritage conservation areas or heritage items.

There will be areas that are not heritage listed that the community still see as having valued characteristics that they want to maintain as the area changes and grows. Where a more comprehensive protection of the existing area is desired council should investigate whether these areas are appropriate for heritage conservation listing as part of broader strategic planning so that regional and district strategic plans align with new conservation areas.

Another interplay between heritage and character is where an area provides curtilage or locational context to heritage items. The area adjacent to a heritage item may not warrant conservation area listing, whereas the heritage item may influence the character and identity of that place.

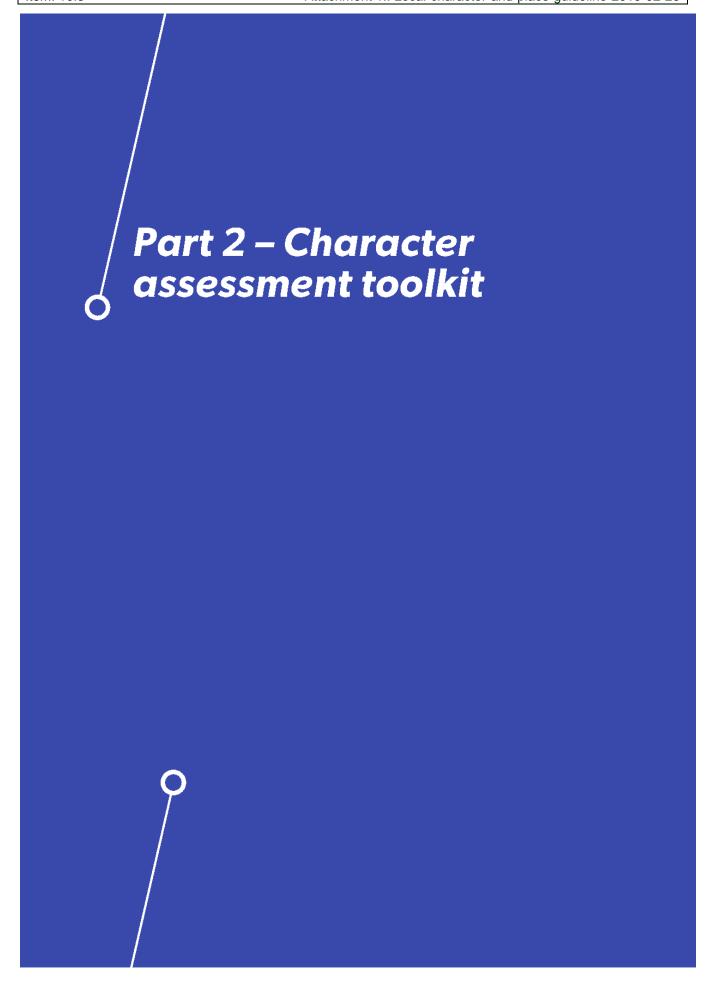
Managing heritage is not just about managing the material culture of the past, it is also about understanding how heritage influences and shapes communities today. For example, in conservation areas or places of heritage significance, local character and place identity is often shaped by its built or natural heritage items. This relationship and influence should be considered when defining local character.

Local character in infill versus greenfield areas

Greenfield areas refer to undeveloped areas that are the communities, new neighbourhoods and postcodes of the future. These areas undergo substantial change to the landscape as they can be rezoned from an area with no development on the site to industrial, employment or residential land. It is important that we create these new areas to be interesting and diverse by drawing from their physical surrounds, history and culture, as well as the types of new homes, shopping amenities, industries, community facilities and cultural activities that attract people to the area.

While every community has a unique character that reflects the landscape and physical form of the area, greenfield areas also need specific attention as they don't have a pre-existing built environment. This can be done through the creation of future character, through strategic visioning. As greenfield areas develop, and communities become established, the character of those areas will evolve. There are examples of master planned communities that have successfully created local character through careful design considerations and recognition of the needs of future residents.

This guideline acknowledges that local character in greenfield areas will be influenced by strategic planning that incorporates the same themes and sub-themes of local character as infill areas.



Part 2 of the guideline contains a character assessment toolkit which can be used alongside the draft Good Urban Design document that supports Better Placed policy produced by the Government Architect NSW. The toolkit and the draft Good Urban Design document provide a mechanism to understand local character and place.

This section introduces tools to examine the character of an area through qualitative assessment. This toolkit will assist with preparing a character assessment.

Step 1 - Hearing from your community

Once a decision has been made to incorporate local character into planning processes, conversations with the community can help to understand people's relationships with places. Community engagement processes facilitates interactions between communities, governments and private enterprise and can be utilised at all stages of planning.

When conversations with the community occur early in the planning process, planning for local areas is easier as there is common understanding of shared values, what is trying to be achieved and a shared focus between community, government and private enterprise on achieving the outcomes. Many councils already undertake effective engagement to understand their local character. Below are some best practice principles and factors that councils consider when engaging with the community.

Effective community engagement

Conversations should:

- · focus on the best interests of the community.
- · be inclusive and represent a diverse range of people.
- be clear on the purpose including what is and is not negotiable.
- be open to observations, comments and ideas coming from the community.
- be transparent open, honest and meaningful.
- be available to all-consider the time, place and language of the conversation including all records of the conversation.

Effective conversations provide invaluable insight into how the community uses places, its needs and wants, as well as an intimate understanding of how a place works. This will support how an area will evolve, giving the community the advantage of understanding the issues of their area and the opportunities and limitations on what can be achieved. It will also inform private enterprise by understanding what councils and communities want in their local area.

 $\label{prop:community} \textbf{Factors to consider when undertaking community engagement include:}$

- starting with a community engagement strategy that outlines the purpose, objective and audience to focus all conversations.
- choosing engagement processes that are appropriate to the stage of planning (and consistent with the applicable community participation plan).
- tailoring engagement techniques, styles and approaches according to the audience.

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- recognising that there will be different language styles used by different stakeholders.
- tailoring the language used when engaging with the community to ensure it is plain English.
- recognising, accommodating and where possible managing conflicting perspectives.

Engagement strategy

An engagement strategy outlines the approach for all conversations on local character, starting with the purpose of the conversation. The strategy should identify stakeholders, beyond those who regularly participate, and the approaches for people with different communication needs and preferences. For example, a 5pm town hall meeting won't work for people who will still be at work.

Community participation plans

Councils and the Department of Planning and Environment are preparing community participation plans to set out when and how planning authorities will engage with their communities across all the planning functions they perform under the *Environmental Planning and Assessment Act 1979* (EP&A Act). These plans seek to enhance opportunities for all members of the community to participate in planning decisions to achieve better planning outcomes. The new community participation plans will detail how each planning authority will engage the community in the planning decisions it makes.

Engagement strategies should consider the unique circumstances of each project and meet the needs of the project, as well as the affected stakeholders. They should also consider demographic profile, how information will be used, shared and reported, including a timeframe of key milestones and deliverables.

Strategic context

Regional and district strategic plans are developed through consultation and are a good starting point for drawing on some of the relevant directions to start the conversation at the local level.

Any local engagement should translate strategic and statutory plans to set a valuable context about established priorities. This will allow a more focused and informed conversation without outcomes that contradict predefined commitments such as infrastructure provision, investment, population growth projections or environmental considerations.

Repositioning Strategic-led planning

The NSW planning system is being shifted into a strategic-led planning framework so that planning decisions are informed by a strategic plan, where each level informs the next, setting the context and direction to be detailed in subsequent plans. The purpose is to provide a clear line-of-sight between key strategic priorities identified at regional or district spatial scales and the fine-grained planning at local, centre and neighbourhood scales.



Figure 5 - Elevating strategic planning



Introducing this approach requires a feedback cycle from local to regional planning ensuring that the line-of-sight between the different levels of spatial planning works both ways. As many statutory plans weren't informed by a strategic vision there may be a need for statutory plans to be reviewed. Additionally, much of the emphasis of community engagement has been at the detailed level of development assessment rather than at the strategic level.

This shift means there may be engagement on many planning documents, often concurrently – this could fatigue the community. Smarter engagement that minimises duplicated conversations multiple times can be avoided – for example, engagement on local strategic planning statements can also be used for local character.

Tailoring engagement

Engagement should be tailored to the community and held at the stage of the conversation where local character is being explored. Engagement may begin with a select set of community members that represent the demographic makeup of the community, with this initial group growing as a larger sample of experiences and aspirations are harnessed. At the latter stages of the process community ambassadors could be nominated to work through the finer detail. No single approach will work everywhere; this detail should be tailored to the area within the engagement strategy.

Multiple approaches and engagement tools will make engagement easier for communities. Some engagement tools include submissions, surveys, workshops, stalls, focus groups or social media. This is not a comprehensive list but a starting point. Some techniques are more cost-effective than others and not all councils have large engagement budgets. A balance is required to access a range of voices through cost-effective, innovative approaches. The increasing prevalence of data from social media also means that emerging social analytics tools are available to access data from social media trends.

The diversity of a community should also be considered through engagement, ensuring all members of the community are able to participate. This may mean information is prepared in multiple languages, to be understood by different age groups and sessions available at various times and days and can be attended both physically and virtually.

Engagement and managing differences

Different approaches are needed to manage conflicting opinions, including clarity on the approach for considering engagement feedback. Some of these approaches include:

- holding a meeting on neutral territory.
- setting ground rules for participation including being respectful and courteous.
- identifying the extent of the conflict.
- identifying the type of conflict (technical, ideological).
- identifying and outlining areas of difference early.
- uncovering the motivation behind the participants' perspectives.
- using multiple forms of communication (written, verbal, etc.) to move beyond the disagreement and record the necessary information.
- providing an alternative forum for resolution of the conflict (workshop, meeting, etc.).
- deciding on the conflict resolution technique, ideally before the disagreement occurs (agreement, compromise, voting, overruling, etc.).



- making clear that feedback will be considered but will not be adopted outright and that there will be
 other opportunities to provide feedback (where possible).
- delivering the result to all participants involved in the conflict (a record of what was heard, feedback report and the decided outcome).

Character assessment

Communities will be able to identify that they like particular areas, but they may not be able to articulate exactly why. This may be true if what is valued is intangible or relates to the finer detail of urban form such as those identified under Local Character Wheel (Figure 6). Some of these include: wayfinding, elements in the road reserve, landscaping within the front setback and protection from the weather. This guideline will help to put words to those aspects of a place that are valued.

Step 2 - Identifying an area's character

A character assessment identifies the major characteristics as well as the intangible aspects of experience and emotional response. Ideally this exercise should be done with community to gain a deeper insight.

Identifying boundaries

The physical boundaries of a character area could be natural features, open space, thoroughfares, infrastructure, change in use (commercial to residential) or special features. There may be a change in character where one area can be characterised differently from an adjacent area. This may also involve working with adjacent councils.

The Local Character Wheel (Figure 6) will identify the social, environmental and economic features within the boundary area and assist in identifying the area's character.

In addition to the Local Character Wheel, Government Architect NSW's place analysis tool (available online via the GANSW Website) can be used to obtain a rounded understanding of place assessment. It begins by identifying the key site information followed by analysis of the pre-existing factors that generate a place – its 'spatial geography' – and forms the basis for implementing urban design and planning.

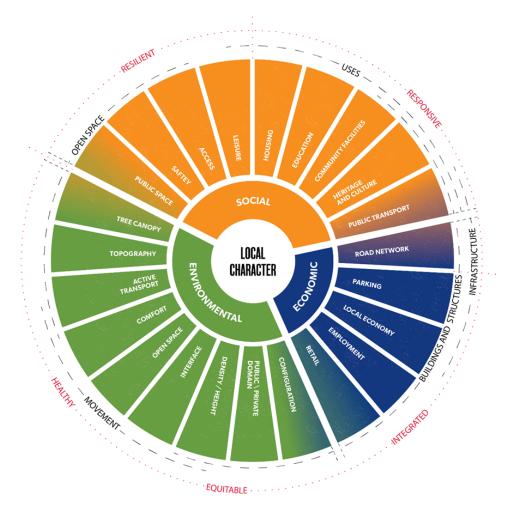


Figure 6 - Local Character Wheel

Social

The planning system supports an area's social factors. This involves examining the local population, including the people who live, work and visit a community, and the social networks and groups they participate in. The demographics of an area provide insight into the population composition of a community in terms of age, gender, dwelling types, family and household composition, marital status, language, income, immigration and ethnocultural diversity, education, labor, and mobility. In addition to the existing demographic composition of a community, the forecasted demographic composition is also important to consider. This section of the Local Character Wheel provides insight into the social features that should be understood when identifying an area's local character.

Public Space

Streets | Waterfronts | Footpaths | Museums | Libraries | Parks

Public space refers to any space accessible to the public including open environments: streets, plazas, gathering spaces, parks, trails, waterfronts or beaches. It also includes sheltered spaces: public libraries, museums, religious institutions, public infrastructure, transport, energy and utilities. When well-designed, the public space is inclusive and accessible to people from all age groups and physical and mental abilities, and enhanced with elements of the natural environment, such as trees and vegetation. Public space fosters social interaction and cohesion while providing spaces for markets, festivals, celebrations, gatherings, and recreation.

Components of the public space include:

- elements in the road reserve street width, footpath, cycleway, road pavement, materials e.g. sandstone kerb, vehicular crossing, street parking, loading.
- landscape trees, shrubs, grass, vegetation, proportion of soft vs hard surfaces, parks.
- infrastructure power lines, street lighting, signage, bus shelters, bins, seats, bike racks, way finding, street furniture, statues, street art.

Safety

Sightlines | Passive Surveillance | Wayfinding

The safety a person experiences is influenced by environmental design principles such as passive surveillance, sightlines, lightling of public spaces, and wayfinding. Safe spaces contribute to the enjoyment of the public domain and these elements influence the 'feel' of a community.

Access

Connectivity | Site access

Access and connectivity between a neighbourhood and other surrounding communities, both locally and regionally, is essential. It is important to consider access to, from, and between neighbourhoods and communities; as well as access to, from, and between lots, buildings, streets, amenities and parking areas.

Leisure

Activities | Events | Passive recreation | Natural features | Sports

Leisure is about the enjoyment of a place and a variety of uses can contribute to this including gyms, sports venues, cinemas, cultural venues, shops or parks. The use of land for leisure contributes to a well-rounded place.



Housing

Housing diversity and choice | Affordability | Ageing

A neighbourhood's building types influence the lifestyles and character a place. Building typologies – for example, detached houses, semi-detached houses, town houses or apartments - can determine a community's demographic composition and relationships. They provide for different personal needs, accessibility requirements, household structures or income level.

Housing diversity supports a vibrant built environment for a range of lifestyles and influences affordability. Understanding the type and supply of housing within a community will determine how future housing demands will be met. It is important to differentiate between residential areas that contribute to local character and those that may detract from it, thereby presenting an opportunity for renewal.

Education

Early childhood | Primary schools | High schools | Post-secondary and universities

Beyond learning, schools and universities build community, friendships, and reflect diversity. Understanding the existing and future supply and demand will integrate the planning for new schools in the early planning of new and existing neighbourhoods.

Community facilities

Community centres | Libraries | Sports facilities | Child care | Youth services | Seniors services

Community facilities support cohesive and integrated communities, with places for people to gather and socialise. They foster a strong sense of place and instill community pride. Community facilities should be provided proportionally to a community's population and those facilities of particular value or in need of improvement should be recognised for enhancement.

Heritage and culture

Built Heritage | Aboriginal culture | Arts and culture

A community's history defines its character and may be shaped by many influences and found in many forms, whether Aboriginal history and stories; heritage-listed buildings, sites, districts, or landscapes; or important cultural features, landmarks, landscapes, decorative features (materials, detailing, awnings, etc.) events, or people. Heritage and culture are key elements of what a community enjoys about their local area and how they celebrate who they are. Through considering the heritage and culture of a place, a sense of 'meaning' can be maintained or enhanced as the place evolves.

Public transport

Trains and Metro | Light rail | Buses | Ferries

Networks of public transport, including trains, the metro, light rail, buses and ferries influence character by the way people experience and interact with a place. A good public transport network links origin to destinations, whether work, school, or play.

Expectations for public transport in growing communities are increasing, with demand for short duration, few-mode transfers, and high service frequency and reliability. Public transport supports a more sustainable society, reduces congestion and better connects communities.

2

Economic

The economic activity of an area is more than the prosperity of an area, it looks at many different elements such as the unique businesses, the jobs available, major employers, supply chains, predominant industries, retail uses, the road network and parking which assists in movement of goods and people. These different economic features shape the unique identity of an area.

Local economy

Economic activity | Unique businesses | Business community and networks

Local economies contribute to and attract different demographics and local character. Local economic identity can be shaped by local trends, such as coffee and café culture, tech start-ups or family-owned businesses. A community's economic identity as shaped by unique businesses, industries or activities often contributes to local tourism and draws visitors from afar - thereby leaving a positive economic impact.

Employment

Jobs | Major employers | Predominant industries | Regional employment hubs

Employment opportunities and industries can contribute to character of a place. Having the opportunity to work close to home is highly valued and contributes to a higher quality of life. Many regional employment areas also benefit from air, sea or rail ports access, and associated unique opportunities.

Local employment and business opportunities requires the retention, expansion or intensification of employment, commercial and industrial lands. This may also include opportunities to work from home and in local centres. The implications of regional employment and a community's role within its regional economy should be recognised.

Road network

Motorways | Arterial roads | Collector roads | Local roads | Lanes¹

A well-defined road network and hierarchy can improve circulation, reduce congestion, and enhance road safety through a structure of motorways, arterials, collectors, and local roads. Road networks should link origins to destinations.

While better public and active transport will reduce the need to use private vehicles, some journeys cannot be easily made by these transport modes, requiring road networks as a viable alternative.

Parking

At-grade | Above-grade | Below-grade | Permeable parking

Planning for sufficient parking must be balanced with the need to reduce car reliance and road congestion.

Parking should be considered from a design perspective by reducing surface parking, encouraging underground or podium parking, and increasing the environmental sustainability of parking through permeable surfaces that reduce runoff.

¹ The Road terms chosen are focused on design, they are equivalent to the terminology used under the *Roads Act 1993* of main roads, highways, freeways, controlled access roads, secondary roads, tourist roads, tollways, transitways, state works etc.

Retail

Shops | Cafés, restaurants and bars | Cinemas | Fitness

The heart of a community is often found near its primary shopping areas, from local main streets, traditional shopping strips, pedestrianised shopping areas, or centre-based shopping complexes. Some communities have a variety of these types of uses, which can act as local or regional commercial anchors.

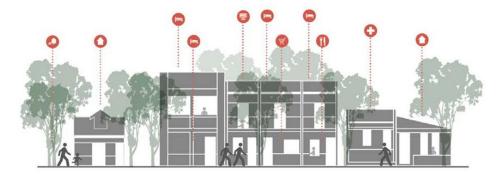


Figure 7 - Land use

A variety of land uses will contribute to an interesting and vibrant streetscape. Land use and scale decisions need to be closely considered and integrated.

Environmental

The environment encompasses both the natural and built environment. The natural environment includes the natural ecosystems and habitats, public parks, open spaces, watercourses, bushlands, wetlands, ecosystems that support a diversity of habitats for an array of flora and fauna species. Natural areas also provide refuge for residents, as places of serenity, reflection and recreation.

The built environment refers to the design of an area including the building height, density, massing and architectural style. The built form of a community influences its physical character and can define streets and public spaces with a combination of active and passive frontages. The interface is the link between public spaces and publicly accessible buildings. The combination of natural, built environment and the interface between these two contributes to the local character of an area.

Configuration

Arrangement of uses | Amenities | Buildings

The way different uses, amenities and buildings are arranged and configured contributes to character. Configuration can occur at a neighbourhood level, or at the smaller block, street or building scale.

The careful configuration of uses, amenities and buildings are important in growth areas as being able to colocate complementary and compatible uses improves connectivity, accessibility and vibrancy.

Public/private domain

It is important to understand the interaction between the public and private domain space, which connects the building and street. It is what can be seen from the street and includes:

 front façade of buildings, fences, space between street boundary and building (front setback), front gardens and landscaping, areas on view – front facades, verandas, balconies, entry points and designation of semi public/private spaces.

The public and private domain is not in public ownership, however given its visibility to the street, it contributes to the look and feel of a place.

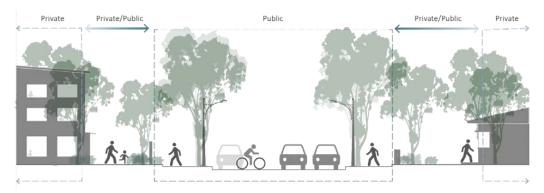


Figure 8 - Public and private domain

9 2

Density / Height

Low density/height | Medium density/height | High density/height

The density of an area influences the types of housing, demographics, transport options, active frontages, access to public open space and infrastructure.

The first step when planning for changes to density involves consideration of local context, land use and function, landform, landscape, open space, infrastructure, identity and demographics, and the desired future character of an area. Densities should be increased in locations that encourage community benefits and design excellence, while minimising potential impacts. Building density and massing should also be flexible to allow for the changing needs of a population.

Building heights influence character and the pedestrian experience. They must be balanced with building densities and massing to reduce impacts on their surrounds. Building heights should aim to be integrated to achieve compatible and context-sensitive development.



Figure 9 - Height transition

The height of buildings impacts the surrounding character of a place. How tall buildings are, how much variation there is between buildings and the means of transition, will directly impact how a place is experienced from street level.

Interface and transition

Active frontages | Passive frontages | Public-private domain relationships | Height-to-width ratios | Setbacks

The relationship of buildings to each other, to streets, to public open space has an impact on the character and atmosphere of a neighbourhood. Active street frontages along main streets can create a rich street scene and cultural exchanges where buildings contribute to the life of a place.

Passive frontages relate to more private uses that don't activate street life. Building setbacks from streets and footpaths impact the sense of enclosure and definition of a street. Context-sensitive transitions between different types of built form, building heights and relationships, heritage and new buildings are also important to local character.



Open space

Parks | Plazas | Playgrounds | Community gardens | Cemeteries | Courtyards | Front gardens | Back gardens

An integrated public open space network influences sustainable communities, provides economic, environmental and social benefits. These are spaces for gathering, memorial, celebration and active and passive recreation. Public open space provides a ratio of buildings to garden area with exotic or native species, edible and biodiverse plants.

Private open space includes courtyards, front yards or back yards that can support community interaction and foster stronger relationships between neighbours.

Comfort

Sunlight access | Lighting | Shade | Sightlines | Microclimate | Protection from rain and wind

Comfort of a neighbourhood is influenced by environmental design principles, sunlight and shadows. Comfortable places contribute to the enjoyment of the public domain, as influenced by microclimate, which refers to local environmental conditions such as local bodies of water, seasonal changes, local wind patterns, or shade provided by mature trees. These elements influence the 'feel' of a community.

Active transport

Walking | Cycling | Skateboarding | Scootering

Active transport promotes increased sustainability, personal wellbeing and healthy active lifestyles. Safe networks for pedestrians, cyclists, skateboarders and the like require local footpaths, trails and linkages to be integrated into regional networks. Places must be walkable, permeable, and offer active transport options.

Topography

Landforms | Views

The natural environment, slope and contours of the land determine the relationship of the buildings, land uses and open space. They provide views that can be defined by the axis of a street, sweeping views across a park or open space, or distant outlooks of the local area, iconic buildings or surrounding region from a high point of elevation.

Tree canopy

Street trees | Private trees | Shade

The tree canopy provides environmental, aesthetic, cultural, economic and personal benefits. It can reduce heat island effect, foster increased biodiversity and provide shaded areas for refuge from the sun. Regardless of whether trees are in public or private ownership, a tree canopy can foster a greater sense of place and enhance public space.

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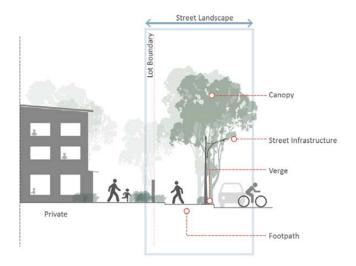


Figure 10 - Street landscaping

The **landscaping** of a street including its vegetation plays akey role in its character, as well as functioning to mitigate heat island effects. The species choice and quantity; location on a street; and its interaction with surrounding features, will all contribute to the character of an area.

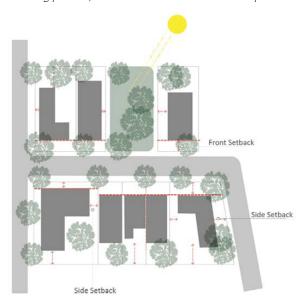


Figure 11 - Space around and between buildings

The **space around and between buildings** is also important to the character of a place. Elements such as how much, and the relationship between public and private open space; the permeability of open space versus the quantity of hard surfaces; will contribute to how a place is experienced.

Step 3 – Examine different sources of information and map local character

Existing information and documents that provide further information on the area should be used when undertaking a character assessment. Understanding the history and series of changes that have created a place can inspire and guide future decisions on the extent of change that can be accommodated.

The different sources of information that can be examined include: local population data, demographic data, local records, visual landscape studies, urban design studies, architectural studies, retail and employment land audits, material characteristic studies, Aboriginal history, local history, heritage studies (Aboriginal culture and non-Indigenous), historic maps or photographs, census records or engagement with the community to obtain local knowledge through social networks or community groups. Consulting with appropriate government or industry partners may also assist with gathering more information.

This list should be considered as a starting point; the more information considered, the richer the understanding of an area's story.

Having a complete picture of an area and a community's story will bring about clear patterns and opportunities for describing the existing character and setting the desired future character.

Step 4 - Setting desired future character

This toolkit outlines three characterisations which provide a high-level indication as to the extent of change that an area can accommodate. Mapping these characterisations as part of a character overlay could be supported by a local character statement that provides more specific detail and will inform environmental planning instruments. The characterisations are:

- Change
- Enhance
- Maintain

Strategic plans should be considered when determining the characterisation, as some areas may already be earmarked for a level or change or protection. These characterisations may evolve, due to changes in built and natural environment or the people that inhabit the space. Therefore, regular reviews are important.

9 3

Change character

These are areas where the desired future character can be achieved with a level of change, perhaps because of proximity to major infrastructure. Change should incorporate the activities and attributes that are valued by the community, mindful that how the area will look and feel in the future is likely to evolve, in some cases significantly. As the area changes it should still be identifiable by its community because it has incorporated the valued aspects of that place.

Earmarking an area for change requires consideration of the degree of change and how change will be facilitated through the planning framework. The change should align to the regional or district strategic plan and be identified in the 20-year vision of the local strategic planning statement.

Case study - Thornton Housing Estate, North Penrith NSW

Thornton Estate is a Landcom development of 2,000 residential dwellings with some commercial and retail floor space. It transformed land previously used for aviation and a former cricket ground. The redevelopment of the site represented a change in the character of the area while responding to existing natural and special features.

The site, originally owned by the Department of Defence, required LEP changes allowing a mix of residential, commercial and industrial uses, with the site being identified as a key opportunity for transit-oriented development. It was identified in the Penrith City Centre Strategy and Vision documents. Landcom purchased

the site in 2009, and the Concept Plan was approved in 2011.

The design of the estate established a village-style character, with street trees, pedestrian links and visual connections to open space and key landmarks such as the Blue Mountains. Unique elements have developed its character, including a canal which forms a central feature within the estate, complemented by stylistic bridges and walkways, but also functioning to capture and treat run-off to prevent contamination of downstream waterbodies and mitigate flooding issues. This is an example of how an area that



Figure 12 - Thornton Housing Estate, North Penrith NSW

was earmarked for change, developed features unique to the area and created a character of its own by responding to its natural environment, providing a good land use mix and being located near public transport.

Enhance character

These areas may have a desired future character that involves intensifying, improving or increasing the quality and experience of the area. This enhancement should be compatible with existing and future land uses, predominant built form and scale. Change could occur in these characterised areas but is likely to be incremental with many existing elements remaining.

Case Study - Ballast Point Park, Birchgrove

Ballast Point Park in Sydney's Inner West is a former Caltex fuel and oil distribution point, which closed in 2002. Sydney Harbour Foreshore Authority (now Property NSW) listened to the strong advocacy from local residents for the creation of a public park, despite the site originally being flagged for medium density residential development.

The closure of the Caltex hub presented an opportunity for the former industrial site to be converted into a 2.8-hectare waterfront park. Ballast Point Park was completed in 2009 and recognises the industrial past by reinterpreting heritage, repurposing the former industrial structures and celebrating the site's layered history.

The former industrial use of the site meant that a return to the "natural" layer was impossible.

Therefore, the masterplan, led by McGregor Coxall, proposed to enhance the site's industrial character and fabric. Consequentially, many of the large oil storage tanks remain and remnants of other industrial artefacts can be found in the landscape, such as the rubble of Caltex structures that fill gabion cages along retaining walls.



Figure 13 - Ballast Point, NSW

Through its design, the park responds to the

different layers of history, revealing the local character of this site. The Park draws on the site's long Indigenous history, given the Aboriginal name Walama, meaning "to return"; and invokes meaning from its past use as a quarry for ship ballast. Publicart also enhances the ability of visitors to connect with the site's past.

Ballast Point Park draws on the character of the existing built environment and surrounding land use to enhance the experience of the area. It generates new character from the industrial past, referencing the local area's "working class" background. The park is a refuge to locals, a destination for visitors, and a memorable experience for first time visitors. The design relies on the entire park being a site for play and adventure and in doing so, repurposes the area for future populations to enjoy.

This is a case study by GANSW, for more information, visit: https://www.governmentarchitect.nsw.gov.au/resources/case-studies/2019/01/ballast-point-park-walama-birchgrove

Maintain character

These areas are to be kept largely the same with a desired future character that doesn't envisage much change. Some of these areas may be affected by other factors that limit change or strongly influence the character for an area, for example bushfire-prone land. Methods of maintaining character may involve retaining the built form, landscape, land use, movement and development standards.

The primary difference between the maintain characterisation and a heritage conservation area listing is that heritage and conservation listings have an established international frame of reference (ICOMOS/Burra Charter).

Maintain character does not mean change cannot occur. Change will likely be necessary to retain the vitality, viability and significance of the place. The amount of change should be guided by whether the attributes that warranted the main characterisation will be retained.

Any change will likely be minimal and be consistent with the valued elements of the place.

Case Study - Orange, NSW

Orange, in the Central West of NSW, is a key regional centre distinguished by its historic streetscapes, picturesque rural setting (particularly in Spring and Autumn), thriving fruit growing and wine industry, along with its gourmet restaurant and café culture. These characteristics have seen the region grow into a flourishing food capital, coupled with a rich mining history.

In recent years, Orange has experienced some significant changes, including business closures and major retail anchors leaving, impacting the atmosphere of the town. The proposed revamping of retail buildings is lengthy and uncertain. The higher cost to rent in the CBD has constrained the traditional fine grain retail which is a key aspect of the town's local character.

Orange CBD is shifting from retail and shopping to restaurants and cafes. To maintain its vibrant CBD character, planning is encouraging and promoting an intended mix of retailers and establishments that recognise the community's values and the atmosphere and desired future character of the CBD

Through planning controls and permissibilities that reflect the strategic vision, Orange City Council is working to manage the natural change stemming from the evolution from retail, to ensure that the local character that the community wants to maintain is not impacted.



Figure 14- Orange, NSW

Step 5 - Producing a character assessment

Mapping local character

Mapping local character would likely accompany a narrative of where the area has come from, where it is headed and what makes the area unique.

One of the most useful and meaningful ways to describe and analyse local character is to draw it. Illustrations, maps and diagrams synthesise, analyse and communicate the character of an area - effective during the character assessment stage and development of the local character statement. Often drawings describe how a place changes or is informed by people who use it and the various social, natural, built and economic influences - as well as the historical use and development of an area.

Plans can describe the patterns of built form and the spatial context through:

- mapping the topography, drainage, circulation patterns, vegetation and density of development sections and 3-dimensional forms (this seeks to analyse the 3-dimensional nature of place).
- mapping and using plans and diagrams to overlay various attributes to discover patterns and opportunities to either change, enhance or maintain the existing character.

Mapping an area can assist with documenting observations identified in step 1 and 2 and adds a visual element which enables a clearer description of character.

Character assessment

The five steps will assist in identifying existing local character and setting the desired future character for an area. The character assessment can be included in a local character statement or be used to inform council plans, statements or strategies. With the varied timing of preparation and review of these plans the character assessment may feed into the plans in a non-linear order. Please refer to the figure below.

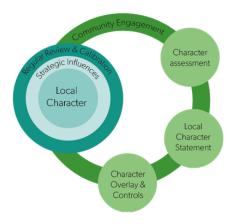
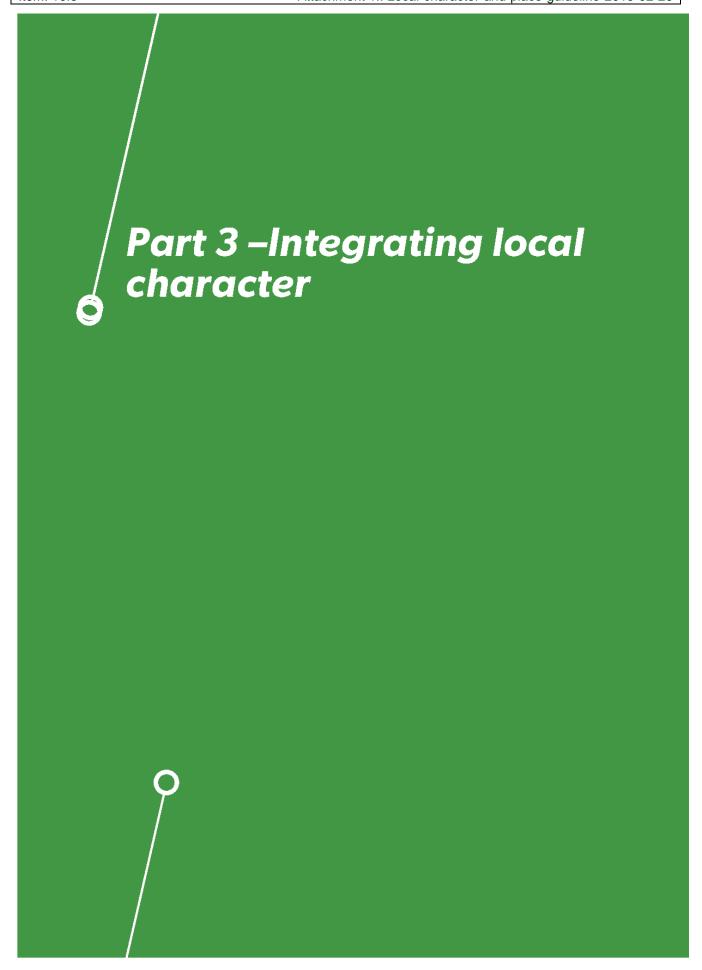


Figure 15 - Local character review

The Local Character Review will likely evolve as plans evolve. For example, the first steps may be to identify what is of value to the community and the current physical and natural features. The character statement will then move from describing the existing character to a vision of how the place will be in the future. After a statement has been developed, the implementation of local character can begin to be translated into the LSPS, LEP, LHS and/or DCP.



This section outlines how to incorporate the character assessment into the planning framework.

Articulating local character

Identifying and articulating local character provides a written description of intangible and tangible values and characteristics of a place. By describing the way, a place looks and feels and the valued elements in the public realm and private domain, it can be a reference point for future planning decisions. Councils can choose to describe their present and future local character in a local character statement.

Local character statements can crystallise a council's and community's understanding of an area's local character. Where these statements are based on the principles of good design they can help to:

- contribute to the development of objectives and controls for an area that are aligned to the community's aspirations.
- allow high quality responsive design and a good fit between place and site design.
- improve visual and physical connections with natural features and historical patterns of the area.
- calibrate decision-making to not only the local character but the strategic context for an area.
- recognise the community's role in planning.

When undertaking a local character statement, the following should be considered:

- Does the statement identify the local area, describe its existing character and set the desired future character?
- How has the community been involved in the statement and the description of the existing and desired future character?
- Do zoning and development standards need to be adjusted to reflect the desired future character?
- Do development controls need to be adjusted to achieve the desired future character? Will these be performance-based or prescriptive?
- How can outcomes be tested to ensure development, land use activities and associated works will deliver on the desired future character?

When, how and where this statement sits is generally at the discretion of governments; however, state environmental planning policies, LEPs and DCPs become more technical as they focus on delivering character rather than describing it; they are generally not the best place to include a statement.

Where a council decides to not introduce local character statements, character assessment can be used to directly inform local plans, statements and strategies.

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Translating the local character statement into a plan

The character assessment and desired future character articulated in local character statements should inform the objectives, standards and controls within local plans that guide future development. Plans may need to be updated to align to the community's local character aspirations. Many character elements relating to the built environment can be quantified into development controls. The local character statement is a product that comes out of the local strategic planning statement and the statement can input into the review of the Local Environmental Plan to inform development outcomes.

Different aspects of local character will need to be defined in various statutory plans. For more direction on how to draft development controls to set urban design objectives refer to Better Placed, available via the Government Architect NSW website.

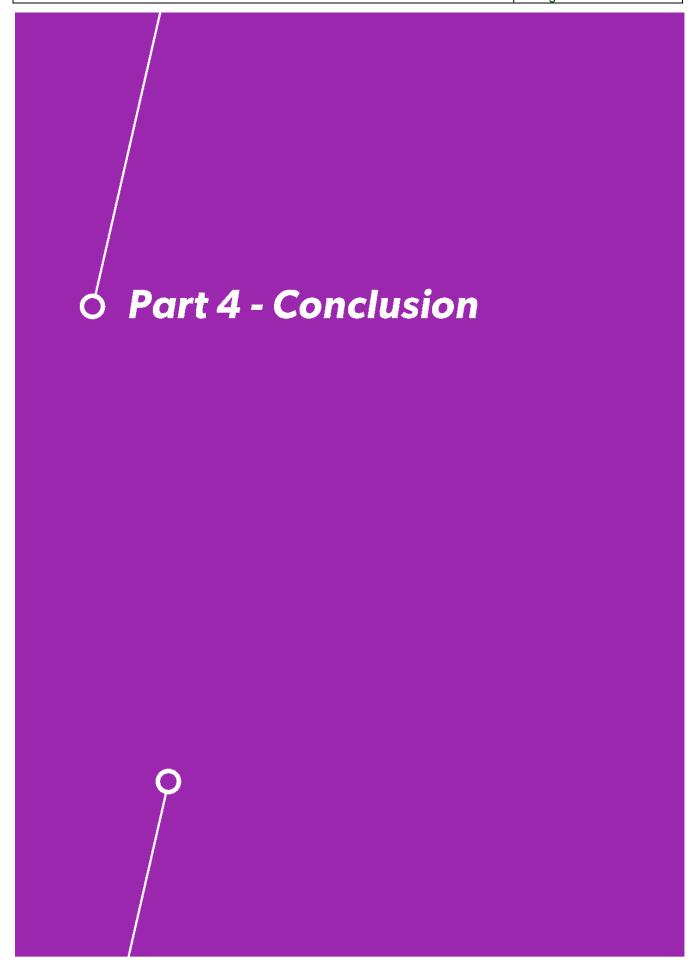
While Part 3, step 2 of this guideline is focused on character assessment it can also be used to undertake a gap analysis of development controls to ensure requirements align to the character aspirations of the community.

Once a council's plans have been updated to reflect local character, additional guidance and education may be needed for an area's community to further illustrate how the adopted character can be achieved. This additional material can be useful in communicating how the future character may be delivered to community and those proposing development.

Review

Character statements need regular reviews to reflect the current values of the community and align with the strategic planning for an area.

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Summary

This gui Jeline has sought to impart an understanding of what local character and place is, why it is important, and how it fits into the planning system.

The guideline has provided:

- information on what contributes to and shapes the context of local character and place.
- tools to examine the character of an area through qualitative assessment.
- character identification techniques through the local character wheel.
- engagement techniques for exploring character to use with your community.
- mechanisms to classify existing character and set the desired future character.
- suggestions on how to support local character through the planning framework, including decisions about specific provisions and controls related to local character.

This guideline will help support the work that councils are already doing to bring about the benefits of change in neighbourhoods, cities and regions to meet the aspirations people have for their places.

Attachment A - Local Character and Place Guideline and plan interactions

 $The following \ provides \ an \ overview \ of \ how \ character \ interacts \ with \ existing \ strategic \ and \ statutory \ plans.$

Figure 20 - Character interaction with existing strategic and statutory plans

Guideline/plan/ statement	Purpose	How the Local Character and Place Guideline interact
Regional strategic plan	Set the stage for housing, jobs, infrastructure, and a healthy environment.	The regional strategic plan should be used as a reference to understand the character of the broader region and to determine the strategic direction and priorities for an area which should influence the level of change that needs to be accommodated within an area.
District strategic plan (in Greater Sydney)	Bridge the gap between regional and local planning. They plan for the district's infrastructure, liveability, productivity, and sustainability.	District strategic plan should be used as a reference to understand the character of the broader district and to determine the strategic direction for an area which should influence the level of change that needs to be accommodated within an area.
Community strategic plan	Identify the main priorities and aspirations of a community, providing a clear set of strategies to achieve its vision for its area.	The guideline helps to provide a vernacular for identifying and describing the current and desired future character, which aligns with the community strategic plan as it is developed within the integrated planning and reporting framework.
Local strategic planning statement	These set out the 20-year vision for land-use in a local area, including the special character and values that are to be preserved and how change will be managed.	The statement will set a 20-year vision for an area and should have regard to local and desired future character. This will be supported by the toolkit which will provide a vernacular for identifying and describing character. A local character statement could
		inform the LSPS, which could include a priority and/or action that
Local Character and Place Guideline Fel	40	

Guideline/plan/ statement	Purpose	How the Local Character and Place Guideline interact
		requires a character assessment for a particular area to be changed, enhanced or maintained.
Local housing strategy	These are a council's response to how the housing components of district and regional strategic plans will be delivered locally. They are also informed by the community strategic plan.	Local housing strategies should consider local and desired future character, using the toolkit to provide a vernacular for identify and describing character and its implications for housing within a local government area.
		The local character statement could inform the local housing strategy and provide direction as to what areas will be changed, enhanced or maintained.
Local environmental plan (LEP)	A legal instrument that establishes through zoning and development standards how and where development should occur.	Review the land-use zone and the permitted scale of development in line with the local character characterisation and defined desired future character to guide development that is in keeping with the community's vision. Opportunities for local character overlays are also possible to identify character areas, desired future character and opportunities for tailored provisions.
Development control plan (DCP)	Provides detailed planning and design guidance to support the planning standards in the LEP.	Opportunity to provide detail on an area's local character and desired future character and development controls that deliver this.
Better Placed	This policy defines good design process and outcomes and provides seven objectives for considering the design of the built environment. It can be used and referenced by government, community, architects, landscape architects, planners, urban designers, developers, engineers,	Development of objectives to consider in the design of the built environment to ensure buildings, places, and spaces are contextual and that they consider present and desired future character. An important part of local character is placemaking which is the focus of Better Placed.

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Guideline/plan/ statement	Purpose	How the Local Character and Place Guideline interact
	builders, peak bodies, and business.	Outlining an iterative design process to help integrate an understanding of existing places into how developments are carried out.
Draft Good Urban Design Guide	This policy looks at integrated design policy for the built environment of NSW and provide further detail and guidance on how to achieve good urban design outcomes.	The guide acknowledges good urban design practice and advocates ways of working that unite differing needs and aspirations as well as offering techniques for evaluating urban design processes and outcomes.
Draft Urban Design for Regional NSW	This draft policy presents strategic advice on how we can work together to achieve good urban design in regional areas and seeks to support and complement the regional strategic plans.	The guide understands and identifies the urban design priorities for regional NSW. It discusses how these priorities are crucial to ensure good outcomes and that projects respond to community needs.
Draft Designing with Country	This is a mapping project to assist both Aboriginal and non-Aboriginal communities share knowledge about Aboriginal places as well as places of shared cultural and heritage significance.	The Sydney Ochre Grid seeks to map country, update recorded history, influence planning and design, recognise living culture, nurture duty of care, improve education and improve community health and wellbeing of Aboriginal communities.
Design Guide for Heritage	This policy outlines principles to guide a broad range of design work in heritage places in NSW.	This guide seeks to ensure we have good design in heritage places and aims to make the community understand the value and opportunity in our existing built environment to ensure heritage places are conserved, maintained and enhanced through good design.
Draft Greener Places Guide	Greener Places is a draft policy to guide the design, planning, and delivery of green infrastructure in urban areas across NSW.	The policy aims to create a healthier, more liveable, more resilient and sustainable urban environment by improving community access to

Guideline/plan/ statement	Purpose	How the Local Character and Place Guideline interact
		recreation and exercise, walking and cycling connections.
Place Analysis Tool	A place assessment can be conducted to identify key site information, followed by analysis of pre-existing factors that generate a place, these factors include: social, economic and environmental factors (natural environment and built environment). A place analysis allows local government to determine the impacts of future development on a place.	A template or framework is provided for local government to tailor to their context. The inputs of numerous experts and the people that live and use a particular place are required to build this understanding. This then informs how a place can be shaped through urban design and planning.
Low Rise Medium Density Design Guide	The Low-Rise Medium Density Design Guide for Complying Development provides consistent design and development standards for low rise medium density residential dwellings proposed under complying development. This includes terraces, manor homes and dual occupancies.	The Guide requires low rise medium density to be in the built form, articulation and scale that relates to the local character of the area and the context. Before a certifier can approve a complying development certificate for a dual occupancy, manor house or terraces the application must be accompanied by a Design Verification Statement prepared by a qualified designer, which demonstrates how the proposal contributes to the character of the local area.
Low Rise Medium Density Design Guide for DAs	The Department has prepared a design guide for DAs, to assist councils and applicants when assessing and designing manor houses and terraces as a DA until they develop their own Development Control Plan.	This Design Guide for DAs provides councils with best practice controls and design standards to ensure developments are well designed and will fit into the local character of the area.

Attachment B – Considerations for recognising local character areas of change

Purpose of this attachment

The questions in Attachment B serve as a complementary resource to the Local Character and Place Guideline by providing additional considerations for recognising local character in areas of growth and change. These considerations are specific to the character themes of Part 2, Step 2 of the Guideline.

The questions are intended to assist with the public engagement process by translating technical planning considerations into simple questions that are easy for the public to understand, thereby assisting to accurately draw out community values and aspirations. This Attachment also includes additional considerations for some character themes that are specific to greenfield areas, with particular emphasis on heritage, biodiversity, new infrastructure, large-scale open space and recreation.

Three elements of local character in areas of growth and change - Social

Public space

Parks | Plazas | Footpaths | Museums | Libraries

Key considerations for public space are:

- What are the opportunities for public space in your community?
- What are the opportunities to participate in play/recreation?
- What do you do in your public spaces? Do you use them actively or passively? Do you see this changing in the future?
- How do members of your community interact with each other in their public spaces?
- What is the condition of public spaces? Are they of good quality, well maintained, and used to their full potential? Are they overused or too busy?
- How accessible are the public spaces in your community?
- How do public spaces in the community appeal to children, youth, and seniors?
- How is the access to and the feeling of safety within public spaces affected by the time of day or vear?
- Which spaces are pet-friendly?
- How could public spaces in your community be improved (e.g. Increased tree canopy)?

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Heritage and culture

Built Heritage | Aboriginal culture | Arts and festivals

Key considerations for heritage and culture are:

- What is the history, heritage, and culture of your community, and how is it recognised and celebrated?
- What are the local heritage and cultural buildings and landscapes? Do they have a role to play in the community's vision for the future?
- What are the predominant architectural styles in your community? What architectural elements characterise your community?
- Which spaces are used for art, festivals and celebrations?
- How have Aboriginal people occupied this area in the past and how do they use it now?
- What traditional, historical and contemporary links do Aboriginal people have with the area?
- Which features or landscapes in the area have significant cultural value to Aboriginal people?

Additional considerations for heritage and culture in greenfield areas are:

- What cultural, historic or heritage elements make your community unique and how would you like to see them preserved, celebrated and commemorated?
- What cultural elements would you like to see created in your area?
- How would you like to see spaces in your community be used for art, festivals and celebrations?

Safety

Passive Surveillance | Wayfinding | Lighting

Key considerations for safety are:

- What about your community makes the streets and public spaces feel safe, accessible, and vibrant?
- How are streets/public spaces used at different times of the day and in different seasons?
- Is the area safe for everyone, whatever their age, gender, ethnicity, religion, sexuality, or disability?
- Where are the areas in your community where derelict property, crime, and antisocial behaviour affect public safety?

Additional considerations for safety in greenfield areas are:

- What safety mechanisms should be created?
- Where should there be adequate lighting, public surveillance, and other safety mechanisms?



What additional features would make the area safe for people to live in?

Housing

Housing diversity and choice | Affordability | Ageing in place

Key considerations for housing are:

- What are the housing choices available in your community that allow people to stay in the area as their needs change, or as they grow older?
- What is the range of housing tenancies (rental, freehold, etc.) available in your community, to meet the different income needs of residents?
- What is the range of housing sizes and price points in your community?
- Are there opportunities for younger generations to access housing in the area?

Additional considerations for housing in greenfield areas are:

- What housing choices and design preferences would you like to see available in your community?
- How should the housing choices address a diverse range of housing needs?
- How should housing affordability be addressed in your community and for whom?

Education

Early childhood | Primary schools | High schools | Post-secondary and universities

Key considerations for education are:

- How are local schools regarded in your community? What could be improved?
- How do local schools play an active role in your community?
- How do your local schools provide other community functions? How could their recreational space be better utilised by the community?
- How do most students get to and from the schools in your community? Do the local schools cause any congestion?
- Do people move to the area because of its schools and the opportunities they provide?

Community facilities

Community centres | Libraries | Sports facilities | Childcare | Youth services | Seniors services

Key considerations for community are:

• What community facilities are most highly valued? How could they be improved?



- What community facilities are missing or under-utilised?
- How do community facilities cater to everyone, whatever their age, gender, ethnicity, religion, sexuality or disability?
- Are there any local community facilities that serve people outside of your community?
- Where are community facilities located? Are they within a reasonable distance of most homes and easily accessible?

Additional considerations for community facilities in greenfield areas are:

· What types of community facilities would you like to see in your community?

Access

Connectivity | Site access | Service vehicles

Key considerations for access are:

- How easy is it to get to your community from other areas, and to get to other areas from your community?
- How easy is it to move within your community?
- Is pedestrian access to homes and businesses easy and safe?
- Are the streets and public transport well sign-posted? How could wayfinding and signage improve connectivity?
- How do service vehicles access where they need to go?

Public transport

Trains and Metro | Light rail | Buses | Ferries

Key considerations for public transport are:

- What are the public transport options in your community? Do these options take you to where you need to go?
- Is your community well connected to other areas?
- Are public transport services frequent and reliable? Are they overcrowded?
- Are bus stops and train stations in convenient places and within walking distance of people's homes?
- Are bus stops and train stations well equipped with toilets, lifts and bicycle parking?

Additional considerations for public transport in greenfield areas are:



- What public transport services would you like to see in your community?
- How would you like your community to be connected to other areas through public transport?
- What facilities should bus stops and train stations have such as toilets, lifts, and bicycle and car parking?
- How and where should walking and cycling be given priority over cars and other traffic?

Leisure

Activities | Events | Passive recreation | Natural features | Sports

The key considerations for leisure are:

- What are the leisure options in your community? Does your community host regular markets, festivals or events?
- How do different demographics within your community recreate?
- How do people travel to leisure uses in your community? Are these areas accessible?
- What type of nightlife exists in your community? Are there many options?
- Are there any leisure options which are needed in your community?
- Is new infrastructure required to facilitate passive recreation, particular sports or activities?

Additional considerations for leisure in greenfield areas are:

- What retail and leisure options would you like to see in your community?
- How should leisure activities influence development in your community?
- What nightlife options should be planned for your community?

Three elements of local character in areas of growth and change - Environment

Public/private domain

Streets | Waterfronts | Footpaths | Facades

Key considerations for public/private domain are:

- Which spaces provide opportunities for people to meet, gather, and interact?
- How do people from across the community mix together and get to know each other?

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- How do local streets and public/private spaces make being in or passing through your community a pleasant (or unpleasant) experience?
- How do trees contribute to the amenity of streets and public/private spaces?
- What is it about the local streets and public/private spaces in your community that make them safe, comfortable, accessible, inclusive and vibrant?
- What would make your streets and public/private spaces better?
- Which features help people find their way around?

Additional considerations for public/private domain in greenfield areas are:

- What features should be considered when planning for a future community that would improve connectivity between private and public spaces?
- How should public/private spaces in the community appeal to children, youth, seniors and all members of the community?

Topography

Landforms | Views

Key considerations for topography and views are:

- What are the natural landforms that create high points and low points in your community, and how
 do they contribute to local character?
- What are the important views in your community and how can they be protected or improved?
- What are your concerns about views and their potential conflict with future development?

Open space

Parks | Plazas | Playgrounds | Community gardens | Courtyards | Front gardens | Back gardens

Key considerations for public open space are:

- Where are the opportunities for people to use open space?
- Does quality open space exist within walking distance?
- What do you value about the natural spaces in your community?
- Are there important environmental features, systems or habitats that need to be protected?
- How are natural spaces affected by negative features such as excessive noise or poor air and water quality?
- How does green infrastructure enhance the experience of open space?



- What opportunities exist for play in your local open spaces?
- Are open spaces accessible to everyone, whatever their age, gender, ethnicity, religion, sexuality, or disability?
- Which spaces are harder to enjoy at night, in different seasons, or in bad weather? Why?
- How would you like to see open spaces designed to be pet-friendly?

Additional key considerations for private open space are:

- How do you use private open space in your community?
- Which private open spaces are important to your community?
- Do you build connections with neighbours in any private open spaces? If so, which ones, and how
 do you use them?

Tree canopy

Street trees | Private trees | Shade

Key considerations for tree canopy are:

- How do people feel about the trees in your community?
- Are there many mature trees in your community? Do they provide shade?
- · Which areas in your community are in need of more trees?
- What is the condition of trees in your community? Are they healthy?
- Are there ways the community can help maintain trees or open spaces?

Density/Height

Low density/height | Medium density/height | High density/height

Key considerations for density are:

- What development traits contribute to 'density done well'?
- What development traits contribute to 'density done poorly'?
- What types of homes are in demand here? Detached homes? Town houses? Walk-up apartments? High rises?
- Where do you think higher density is most suitable? How tall are most buildings here?
- Does this vary in different areas of the community?
- How do buildings of varying heights fit in with each other? How could this be improved?



What do you like or dislike about building heights in your community?

Additional considerations for density in greenfield areas are:

• Which areas could support increased density?

Configuration

Arrangement of uses | Amenities | Buildings

Key considerations for configuration are:

- What contributes to the compatible arrangement of uses, amenities, or buildings in your community?
- What contributes to the incompatible arrangement of uses, amenities, or buildings in your community?
- Which buildings do the community value?
- What do buildings look like? When were they built?

Interface

Active frontages | Passive frontages | Public-private domain relationships | Height-to-width ratios | Setbacks
Key considerations for interfaces are:

- How do buildings engage with streets, both at street level and upper levels?
- Are there buildings that integrate landscaping, green rooves, or green walls into their designs?
- Are there large blank walls adjacent to public spaces that could benefit from an activated use?
- How do building setbacks affect how people feel in streets and public spaces?
- What are the transitions between different land uses in your community?
- What are the transitions between detached housing and denser types of housing?
- What are the transitions between buildings of different heights?

Additional considerations for interfaces in greenfield areas are:

- How do you think multi-use buildings could work in your area?
- What types of activity would you like to see occur in multi-use buildings?

Active Transport

Walking | Cycling | Skateboarding | Scootering

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Key considerations for active transport are:

- Where are the routes for walking and cycling, and do they meet the needs of those who are less mobile?
- Do routes provide obvious and direct links with the places that people want to go? How can this be improved?
- Are routes good quality, attractive, and pleasant to use?
- Do routes feel safe to use at different times of the day and at all times of the year?
- How are walking and cycling given priority over cars and other traffic? How can this be improved?
- What are the barriers to walking and cycling? How can active transport infrastructure be improved?

Comfort

Sunlight access | Lighting | Shade | Sightlines | Microclimate | Protection from rain and wind

Key considerations for comfort and safety are:

- What about your community makes the streets and public spaces feel comfortable, accessible, and vibrant?
- How are streets/public spaces used at different times of the day and in different seasons?
- Where in your community is sunlight most restricted?
- Where in your community does the built environment restrict sightlines?
- Where in your community is there shade? Where would increased shade be most beneficial?
- How should future development respond to the need for sunlight, shading and sightlines?
- Does the existing built environment and hard surfaces contribute to urban heat island?
- What strategies are being used in your community to mitigate urban heat island?
- What mechanisms would you like to see introduced to improve protection from rain and wind?

Three elements of local character in areas of growth and change - Economic

Local economy

Economic character | Unique businesses | Business community and networks

Key considerations for local economy are:

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- What are the creative/niche businesses, industries, or activities that contribute to the unique local character of your community?
- What is the role of tourism in your community? What draws people to your community from other areas?
- Are there any areas in your community that have a concentration of businesses from a particular ethnicity or culture?
- What factors contribute to a strong and united local business community?

Employment

Jobs | Major employers | Predominant industries | Regional employment hubs

Key considerations for employment are:

- What are the major local businesses and industries? Do they employ local residents?
- What are the spaces where local businesses can start up and grow?
- Do many locals work close to home, or do they have to commute long distances to work?
- Can residents access jobs locally, whatever their gender, age, ethnicity, religion, sexuality or disability?
- Is your community a regional employment hub that attracts businesses, investment, and workers from outside the local community?

Additional considerations for employment in greenfield areas are:

- Where are the opportunities for new businesses to locate in your community, and in which industries?
- What are the kinds of jobs that future residents are likely to need in the local area, and where could these jobs be provided?

Retail

Shops | Cafés, restaurants and bars | Cinemas

The key considerations for retail are:

- Where do you do your shopping? What are the retail options in your community?
- Where are the specific retail areas in your community that are under performing or dilapidated?
- What are the specialty shops, businesses, cafés, or restaurants that draw people to your community from other areas?

- How do people travel to retail uses in your community? Are these areas accessible?
- Is there any housing above shops in your community?
- What type of nightlife exists in your community? Are there many options?
- Are there any retail options which are needed in your community?

Additional considerations for retail in greenfield areas are:

- What retail options would you like to see in your community?
- How should mixed use development (retail, commercial and residential) be configured in your community?
- What are the types of shopping facilities that could serve future residents, and where could they be located?

Road network

Motorways | Arterial roads | Collector roads | Local roads | Lanes

Key considerations for road networks are:

- What is the most common mode of transport that local residents and workers use? Do locals need a car to travel within your community?
- What areas experience the most congestion?
- What traffic-calming measures are used in your community to make the road network safer?
- What are the unsafe roads and intersections in your community, for cars, cyclists, and pedestrians?
- What impact does traffic have on health and wellbeing in your community?

Parking

At-grade | Above-grade | Below-grade | Permeable parking

Key considerations for parking are:

- What type of public parking is available in your community, and is this parking located where
 it is needed?
- Is there enough public parking in your community?
- Is public parking located in safe and secure locations?
- Are there enough bicycle or car share parking options?
- Does every resident need a parking space?



Attachment C – Government Architect NSW – Advisory Note: Place analysis

Purpose of this attachment

This advisory note provides a common understanding of place and how it can be shaped through integrating design, planning, and development. The social, environmental, and economic factors of a place explained to how a change in the built environment impact on a locality.

Making Government a Better Client

Place analysis

To determine a case for change in the built environment, and the likely impacts of future development on a locality, all social, environmental, and economic factors of a place need to be understood.

Input is required from the people that live and use a particular place, and from numerous experts, to build a common understanding of place. This then informs how a place can be shaped through integrating design, planning, and development.

A supplement for other documents

This advisory note supplements related documents to support the creation of better places through integrated design and planning – including other Government Architect NSW (GANSW) and Department of Planning and Environment (DPE) publications and NSW Government policies:

- Better Placed
- Greener Places
- Movement and Place
- Local Character and Place
- Good Urban Design
- Urban Design for Regional NSW.

Scale of application

This document provides an open framework for place analysis that can be applied to projects of all scales. Relevant factors may be considered and analysed with increasing levels of detail as a project develops, but also as a process of ongoing place evaluation. Brief questions are provided as prompts to help establish a balanced understanding of a place to help shape its future through development projects and other interventions.

Who can undertake place analysis?

The design, development, and ongoing management of places is carried out by many people, including those in government, built environment professionals, developers, and the people that live and use places. Aspects of place analysis can be undertaken by different people for different reasons.

Place analysis should be overseen or coordinated by a lead project consultant/team – typically a coordinating urban designer, urban planner, architect, landscape architect, or similar built environment practitioner – to overlay and translate multiple sources of information into a spatial framework.

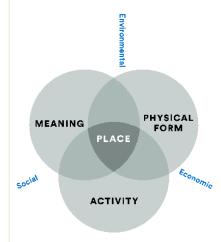
The lead consultant may draw on the input of other experts, specialists, consultants, and the community to provide specific information on different factors where required, depending on the project stage.

What is place?

Places have a clear and strong identity and character. Places are multilayered and diverse environments.

'Place' can't be comprehensively defined, but individual places can be described or understood by people in different ways and at different scales. This is because they are made up of many interrelated layers and elements which are generally understood through the following:

- physical form: physical conditions of a place
- activity: use, vitality and diversity
- meaning: how a place is perceived.



Adapted from Canter 1977; Punter 1991; cited in Montgomery 1998.

It is important to undertake a comprehensive place analysis to not only determine a case for change, but to build a coalition for what the change is and how it should occur with neighbours, local communities, and stakeholders.



Making Government a Better Client

Understanding Place

A rounded understanding of place begins with identifying the core site information and by analysing the pre-existing factors that generate a place (understanding the context). This forms the basis for implementing urban design and planning. Factors for analysis are:

- 1. social factors
- 2. environmental factors
 - natural environment
 - built environment
- 3. economic factors.

Detailed analysis of the environmental factors can be undertaken with reference to the urban design elements and their typical design variables (see Figure 1).

Design process

Place analysis is an important aspect of the discovery phase of the design process. Implementing a good design process will support effective synthesis of skills and knowledge, enabling better decisions.

Some key questions in the design process are:

Discover

- How will your site or locality be defined, analysed, and understood?
- How will research and analysis inform your actions?
- What tools, processes, and methods will you employ to objectively evaluate existing conditions?

Create

- How will the various inputs and approaches be integrated?
- How will you further develop, refine, and optimise your analysis?

Deliver

— How will your solutions and proposals be explored and tested, prior to implementation? Other considerations are: project definition, brief formation, further analysis/synthesis, engagement, scenario testing, and comparative precedent study. Many of these questions and considerations are outlined in Implementing Good Design (GANSW 2018).

Determining actions

The diagram below and following tables set out the key factors you can use to start analysing and understanding a place. This analysis

can help determine actions required including whether to:

- change
- enhance
- maintain; or
- conserve.

Depending on the project and place, changes over time, development staging, flexible and adaptable approaches are important to explore.

Refer to Local Character and Place Guideline (DPE) for more detailed information.

UNDERSTANDING THE CONTEXT

SOCIAL

Population and people Culture and community History and heritage Politics and governance Place sentiment

ENVIRONMENTAL Climate

Landform and landscape Ecology and wildlife Hydrology and waterbodies Human impacts Built environment

ECONOMIC

Employment and income Industry and business Resources and value Investment and tenure

URBAN DESIGN ELEMENTS

LAYOUT

The spatial arrangement of public space, services and connective infrastructure including: Movement networks Open space networks (green corridors, waterways, landforms) Utilities and services

DIVISION

The subdivision of land and designation of its use including:
Land parcels
Ownership
Land-use zoning (density, building height, site coverage)

BUILT FORM

Building types, structures, and their uses including: Street profiles Building envelopes Orientation Function Interfaces Landscaped area

DESIGN VARIABLES

QUALITY QUANTITY SCALE DISTRIBUTION DIVERSITY ACCESS+ MATERIALS
CONNECTION + DETAILS

Figure 1: Factors influencing an understanding of place. Refer to Good Urban Design (draft, GANSW 2018) for more detail.



Making Government a Better Client

Understanding the context

Understanding the context requires an analysis of the pre-existing social, environmental, and economic factors that generate and influence a place. These are a connected system and must be considered as interrelated. They are the inputs to a development project, strategy or plan.

Fill in these tables with relevant information for your place.

Place analysis: core site information

Name What is it called?	Place name. Could be a suburb or locality name, etc.
Location Where is the place?	Site address
Scale What is the scale of the place?	e.g. local, neighbourhood, precinct (walkable/cyclable), district, city, region
Context What is the surrounding area?	e.g. rural, urban, suburban, industrial, national park, coastal
Boundary Is there an identifiable boundary? Is there any direct adjacency issue?	Yes/no. What is the zone of influence?
Area What is the measurable area? Does the developable area include/exclude natural conservation areas?	Square km, hectares, square metres
Ownership status What is the land/property ownership status?	Mixed (public/private/multiple owners), public (single/multiple owners), private (single/multiple owners), charity/non-profit
Proponent/management Who is the catalyst for change on the area/land/property?	Land owners, tenants, external proponents, organisations, government, steering committees, etc.
Authorities What are the relevant government and planning authorities?	Federal, state, local government authorities
Stakeholders Who has a stake in the place?	Major landowners, institutions, industries, community groups, cultural groups, etc.
Occupancy Who occupies or uses the place?	Residential population, visiting population, both



V1. 08/02/2019

GANSW ADVISORY NOTE

Making Government a Better Client

1. Social Factors

Demographics Population and people Who lives there and how?

Population (current, historic, future)
People (age, background, household structure)
Health, wellbeing and lifestyle, travel patterns, education

Culture and community How do people associate there?

Cultures, communities and networks, social groups, social institutions, place names, attractions, festivals, events

History and heritage The key themes, events, and traces of the place's history

Social and cultural histories, places of historic and heritage value, Aboriginal and non-Aboriginal

Politics and governance

Which people make decisions for the place, and its context, where and how?

Government boundaries, electoral boundaries, governance structures, professional associations, industry groups, community groups, lobby groups and other stakeholders

Place sentiment

What do people think about the place?

Satisfaction Strengths, weaknesses, opportunities, constraints Needs, aspirations, and desires Priorities



V1. 08/02/2019

GANSW ADVISORY NOTE

Making Government a Better Client

2. Economic Factors

Employment

What do people do for jobs? Where do they work? How much do they earn? Local jobs

Technology

Where people work outside the area Income levels

Industries and businesses

What industries, goods and services are produced and/or available in the area? And how?

Primary and secondary industries, businesses, retail GDP, productivity.

Resources

What is being used/extracted for value and trade in the area?

Natural resources, land-use value – minerals, energy, water, soil, vegetation, habitat Agricultural, industrial, residential Knowledge resources – research, education

Investments, ownership, and tenure

Who is investing, owning and using the area for economic purposes? What value is it?

Public, private, non-profit, and other stakeholders Major landowners, business or charitable ventures, public infrastructure investments



Making Government a Better Client

3. Environmental Factors

Climate

What is the climate of the area, context and/or site?

Weather patterns, temperature, prevailing winds, rainfall, humidity, orientation, air quality Macro/micro

Landscape

What kind of landscapes are in and around the place?

Alpine, desert, plains, riverine, coastal, bushlands, wetlands, etc.

Landform

What is the form and make-up of the land?

Topography, topology (valleys, hills, ridges), geomorphology, geology (rocks, soils, above and below ground)

Ecology and wildlife

What living things inhabit the area? What do they depend on and what do they provide?

Plants and animals, native and non-native, pests Biodiversity, habitat, and ecosystems

Hydrology and waterbodies

Where is there water and where does it flow, and connect to and from?

Catchments, oceans, rivers, estuaries, lakes, swamps, creeks, drainage lines, groundwater Flooding and flood mitigation, overland low paths
Drainage infrastructure and patterns
Water storages, irrigation

Human impacts

Describe any ongoing impacts of human activity on the environment

Pollution, contamination, noise, overused/disused areas, erosion, mining, undermining, subsidence, water table changes, urban run-off, erosion, bushfire risk and history (frequency and intensity)

Built environment

How have people builtup the area?

Consider in terms of 'Urban design elements' – expanded on the following page: The Layout, Division and Built form must each respond to the context of a place. The categories of Layout, Division, and Built form are also interrelated, they should be analysed together and considered interactively in design stages. While it is best for an urban designer, urban planner, architect, landscape architect or similar built environment practitioner to undertake this analysis, the following structure helps to outline the series of environmental conditions, and disciplines involved in analysing place to set the conditions for change.



Making Government a Better Client

Urban design elements

Urban design actions happen in the interaction with and between the layout, division, and built form.

The urban designer is best suited to analysing or designing within the constraints of layout, division, and built form categories. Urban designers can provide insights, expertise and spatial thinking to develop a rounded understanding of the categories, specific to the project. This requires a synthesis of information, engagement, communication through drawing (maps, sketches, visualisation), iterative and comparative method description, and design thinking.

Scale

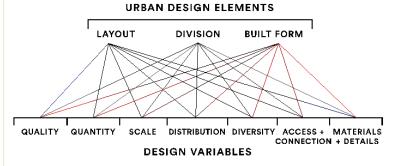
Cities, suburbs, towns and villages each have to consider the layout, division, and built form in tandem. Their distribution and interrelationships grow in complexity in response to the size of the project.

<u>Time</u>

It is important to acknowledge how development happens over time. Layout is the most permanent, long-term aspect. Division allows for flexibility and variety of building types that may change over time. Built form changes over more readily and over shorter time periods through replacement.

Relationships within and between the elements

The layout, division and built form must each respond to the context of a place. The categories of layout, division, and built form are also interrelated, they should be Figure 2: Urban design elements are interrelated and should be analysed and understood together



analysed together and considered interactively in design stages.

Layout – is the spatial arrangement of public space, services and connective infrastructure including movement networks, open space networks (green corridors, waterways, landforms), and utilities and services.

The layout:

- responds directly to the physical geography [slope, solar azimuth, flooding etc.]
- provides the permeability required for movement of people to, from and through a place.
- forms blocks that through division produce lots – private land titles.
- provides access, light and air to the built form that, in turn, define the public space of the layout.
- includes public space. This is defined in GANSW documents as the combination of public land and any publicly accessible building. They are often located at important points within the layout and provide orientation or focus to the layout.

Pubic space is the combination of public land, streets, and parks and any publicly accessible building.

Public spaces are:

- open environments (streets, pavements, squares, landscapes, parks)
- sheltered spaces (public libraries, museums, religious institutions, public facilities)
- public critical infrastructure ("green", "blue", and "grey" infrastructure, and infrastructure related to transport, energy, and utilities).

Division – is the subdivision of land and designation of its use including land parcels, ownership, land use zoning (density, building height, site coverage).

The division:

- Tends to be generic to allow for a variety of building types that may change over time.
- Should be flexible allowing for future subdivision and amalgamation.



Making Government a Better Client

Built form – comprises building types, structures and their uses including street profiles, building envelopes, orientation, relationship to topography, function, interfaces (facade) and landscaped area.

The built form:

- Makes up the majority of the built environment.
- Is the generic subject, such as the envelope or setbacks, made specific by architectural design.
 Their design is architecture not urban design.
- Division and Built form generate density of a place. Generally, more density requires more Layout area and more public space.

Design variables

The urban designer ensures projects appropriately account for the design variables, particular to a project or strategy. Each of the design variables should be considered as interrelated and effecting or impacting the other. It is important to consider the layout, division, and built form alongside the design variables. The relationships between and across each variable and category should be always in focus for a designer.

Quality – The conditions of the elements - physical (or other) state, appearance, working order, amenity.

Quantity – The number of and extent of elements in relation to each other.

Scale – the size, extent, height and proportion of elements to each other and their context.

Distribution – the geographic and spatial distribution and orientation of elements, and their relationships.

Diversity – range of amenities and the activities they support, encourage, and generate.

Access and connection – where and how elements are accessed and connected.

Materials and details – where materials are sourced, what materials the elements are made of, and how they are put together.

References:

Adamson, D., 'The Deep Place Method: Towards Equitable and Sustainable Places'; presented at Place Leaders, Place Dynamics and Place Governance, Bankstown Library and Knowledge Centre, April 2018.

Cowan, R., & Urban Design Group 2002, Urban design guidance: Urban design frameworks, development briefs and master plans, Thomas Telford, London.

Davoudi, S., Strange, I., & Royal Town Planning Institute 2009, Conceptions of space and place in strategic spatial planning. New York: Routledge.

Montgomery, J. 1998, Making a city: Urbanity, vitality and urban design, **Journal** of **Urban Design**, 3:1, 93-116.

Urban Design Advisory Service 1998, Urban Form: An approach for understanding the urban form of regional centres, Department of Urban Affairs and Planning, NSW.

UN Habitat, Global Public Space Toolkit: From Global Principles to Local Policies and Practice, February 2016.

Further information

For more information see Better Placed: An integrated design policy for the built environment of NSW (GANSW 2017) available on the GANSW website: ga.nsw.gov.au

Government Architect NSW

GANSW provides design leadership in architecture, urban design and landscape architecture. In this role, GANSW works across government, the private sector and the community to establish policy and practice guides for achieving good design. GANSW provides strategic advice across design, planning and development to support good policy, programs, projects and places.

Contact GANSW

GANSW makes every effort to keep its advice up to date. From time to time we will release new versions of these advisory notes. For further advice, or if you think there is information missing, please contact GANSW.

Ben Hewett Deputy Government Architect

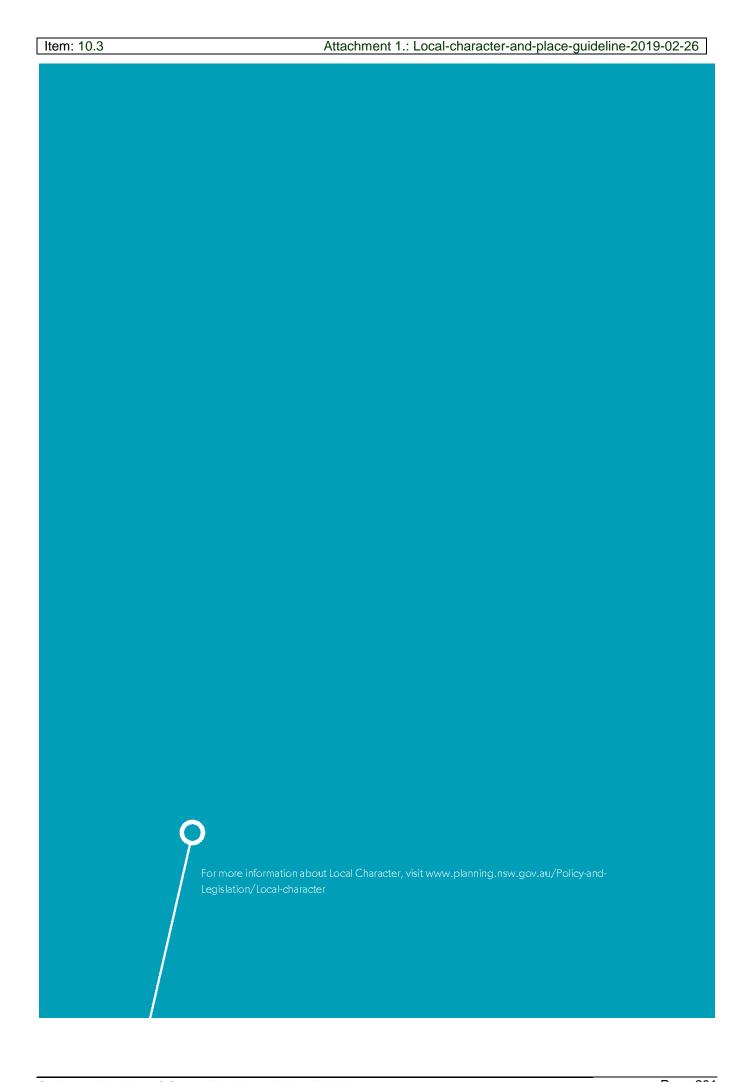
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Department of Planning and Environment 320 Pitt St Sydney NSW 2000





Environment and Planning - 18 April 2019

ITEM 10.4 Review of Councils Planning System

FILE REFERENCE | 119/204

AUTHOR Manager of Environment and Planning

ISSUE

Planning is philosophy driven. Planning frameworks at the simple level assume that separating conflicting land use and planning for social and economic or environment outcomes develops better places. But the actual approach is not usually discussed. This paper will clarify one approach to the planning review that the strategic planners would like to recommend to Council.

RECOMMENDATION That -

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

BACKGROUND

The Council is required by the State Government to review its planning documentation and to prepare new documents that will align policy with state objectives and local needs and aspirations. This document discusses one approach to the process.

REPORT

To develop a plan, points of focus or themes for the issues we are going to face can help in interrogating ideas and solutions. Identifying the constraints and opportunities is manageable if we reference principles that can capture all the conversations that arise. These 12 principles have been formulated to help format a plan. Also, they can be used to interrogate documents and critically analyse if they draw from an integrated approach. The principles, based on "Design for Ecological Democracy", assumes that planning processes are complex and multi-faceted and need an integrated process.

The principles are here in the briefest form introducing the concepts. Many planners argue that plan development is philosophy and sometimes even policy neutral: This is not the case. Planners have a significant impact on the way we live and how we invest our money. Planning in NSW is often called evidence-based or uses the principles of New Urbanism. Both of these rely on numerics and observation. Another language is the adaptation process, or sustainability planning, that draw on the ability to prepare for changing: economic, social and environmental circumstance. However, they also apply philosophical frameworks that are not enumerated and are sometimes quite confusing.

When preparing plans, the twelve themes outlined below will be used to measure the effectiveness and the integration of identified issues and solutions. The twelve principles are:

Environment and Planning REVIEW OF COUNCILS PLANNING SYSTEM cont'd

Drivers: what is driving the economic, social and environmental change or activity that is happening and is it a short term or a long term process? Is the driver an economic, social, policy or strategic objective and what environmental incentives or issues will arise? Are changes following a global trend or is this a more local thing?

Selective diversity; diversity is the backbone of adaptability and resilience; it provides for change and ensures long-term sustainability. Selecting out things that don't fit into a place is just as important as choosing things that fit well. Its nemesis is conflicting diversity. In a complex ecosystem, a wide range of options and opportunities exist, and as a contrast where the economy or the natural environment is discrete, small changes in the economy or climate may have devastating effects.

Smallness; Building an environment to a human scale enclave is primarily about comprehension and definition. When design puts things together that go together, it adds significantly to appeal and character. Small units can be inserted into overwhelming places to humanise or compartmentalise them. Developing sites that are walkable and visible improves usability and access.

Access and movement are part of the planning framework. Roads can be a link between places, or they become spaces for activity. A link road needs to facilitate efficient movement, but a place gives priority to pedestrians. Define the relationship between mobility and access needs for each location that we plan.

Sustainability or continuance: Is this idea, concept, design or functional purpose something that will be needed and appreciated in the future? Is the proposal something that will serve the community for a long time or is it a stopgap solution or a short term need?

Resilience and adaptation: Will the things that we are creating be adaptable? Will the use, design and function change? Can an existing item be adapted rather than demolished? Does the proposal add to local diversity and the longer term resilience of the place?

Identity: What sets this place apart? Can we identify a practical level of status seeking? Are the purpose and functions clear and is it well located? What will draw people and engage them here?

Landscape; what are the natural, designed, aesthetically pleasing and visual characteristics that set this site apart?

Focal points and orientation: How do people find their way around and how well is it oriented to the environment and surroundings?

Ownership: Do the key stakeholders own the solution and the methodology? Who will take ownership and manage the site when the project is complete and do they have the capacity to continue to develop and maintain it? This issue is of particular interest when Council is going to become the custodian of the infrastructure, but also when it is a community facility, who will maintain it?

Achievable Outcomes: Are the solutions feasible, can they be broken into parts that are each feasible and are the time frames realistic?

Environment and Planning REVIEW OF COUNCILS PLANNING SYSTEM cont'd

The wow factor: What is it and how will it be developed and marketed? Why was this place chosen for this function and will it be clear that it serves its purpose?

POLICY IMPACT

As the Council reviews the planning documentation using these principles it will focus decisions on integration of policy and long term solutions.

OPTIONS

As the review progresses Council will be provided with options and decision points that will determine directions. However the council may wish to follow an alternative philosophical approach to the review of its policy. Popular approaches include New Urbanism, Evidence Based planning and more pragmatic philosophy of zone it and see what happens. Alternatively council may wish to be more conservative and inhibit change by minimising the permissible uses in the planning tables.

FINANCIAL IMPACT OF RECOMMENDATIONS

Council has already allocated funds and to date the project is on track.

RECOMMENDATION That -

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

ATTACHMENTS

Nil

11 INFRASTRUCTURE DEPARTMENT

The following items are submitted for consideration -

11.1	Report detailing the status of sections of unnamed public road (off Kangaloolah Road)	206
11.2	Road Naming Policy and Road Naming register	212
11.3	Crookwell Progress Association - Christmas in the Park	221

Infrastructure Department - 18 April 2019

ITEM 11.1 Report detailing the status of sections of unnamed public

road (off Kangaloolah Road)

FILE REFERENCE 119/208

AUTHOR Assets & Risk Coordinator

ISSUE

Providing details regarding a request to name an unnamed public road to allow rural addressing of new property.

RECOMMENDATION That -

- 1. Endorses the naming of the public section of the unnamed public road as Karinya Road to allow for rural addressing;
- 2. Council not consider acceptance of maintenance responsibility for the unnamed public road until the condition rating and rationalisation of unsealed roads project is completed.

BACKGROUND

Council resolved (Minute 46/19) to request a further report to Council detailing the status of each section of the road.

Previously Council received a request for the maintenance of the unnamed road shown in the Attachment 1.

This report addresses this Council resolution.

REPORT

The entire length of the road in question is split into 3 sections as follows:

- 1. Public Road section Starts from Kangaloolah road, and ends at 2.95km at the western boundary of lot 218 DP 753012. See map 1 as Attachment 1.
- 2. Right of Way Easement over lot 218 DP 753012 from Western boundary to Southern boundary of lot 214 DP 75012. See map 2 as Attachment 1.
- 3. Right of Way Easement over lot 214 DP 753012 from South boundary to western boundary of lot 117 DP 753012, Western boundary of lot 1 DP 1161883 and Southern boundary of lot 2 DP 1161883. See map 3 as Attachment 1.

Council do not maintain any section of this road.

It is recommended that Council continue to not maintain any additional road until rationalisation of the unsealed roads is completed.

Infrastructure Department

REPORT DETAILING THE STATUS OF SECTIONS OF UNNAMED PUBLIC ROAD (OFF KANGALOOLAH ROAD) cont'd

POLICY IMPACT

Council can choose to maintain the public section of the road. Council does not maintain Rights of Way benefiting private property owners.

Council will be rationalising the maintenance of the unsealed roads as a part of the Asset Management Development. That means, roads, benefiting a single permanent dwelling with people living in them will not be maintained and designated as driveway status for maintenance purposes.

Roads that service more than one dwelling on a public road will be maintained and the financial implications will be reported as a part of the Long Term Financial Plan for Assets. This financial information and service levels will be contained within the revised Asset Management Plan, that is being prepared based on the field data.

OPTIONS

Council can choose to maintain the public section using Council allocated funds for roads. However, Council expends its funds each year well before the finish of the financial year, therefore this option is not recommended until unsealed roads are rationalised.

FINANCIAL IMPACT OF RECOMMENDATIONS

There are no financial implication if Council adopts the resolution.

Contrary to the recommendation, should Council choose to accept the maintenance, it will cost Council an additional **\$6,461** per year to maintain the public section of the road.

Council's liability with respect to maintenance is limited by available resources (Civil Liability Act 2002).

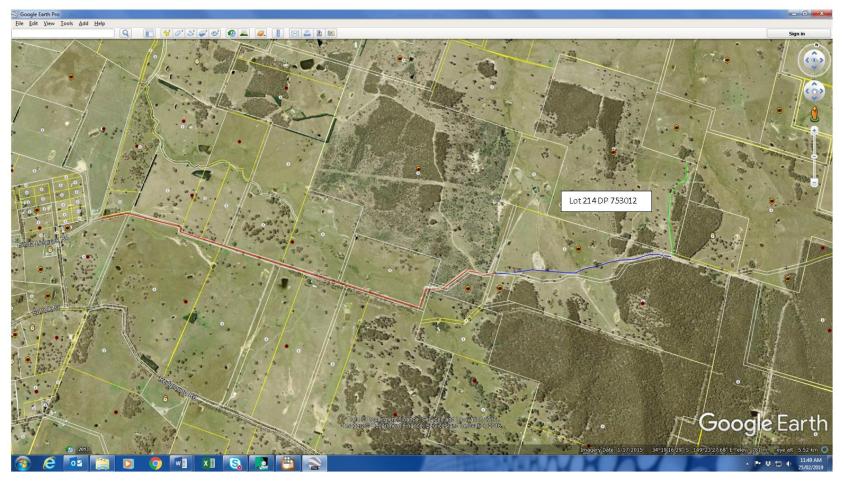
RECOMMENDATION That -

- 1. Endorses the naming of the public section of the unnamed public road as Karinya Road to allow for rural addressing;
- Council not consider acceptance of maintenance responsibility for the unnamed public road until the condition rating and rationalisation of unsealed roads project is completed.

ATTACHMENTS

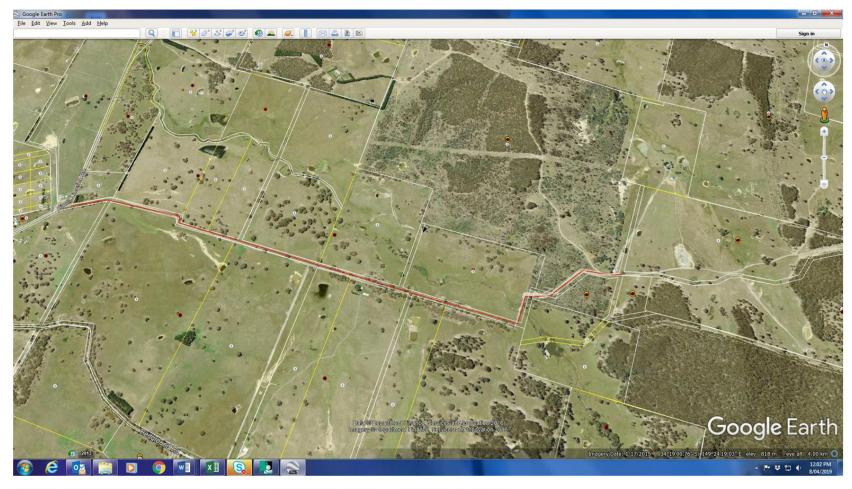
1. <u>↓</u>	Map Council report - property access lot 214 DP 753012 - Mr	Attachment
	Adam De Lucia	

Map - Road access to Lot 214 DP 753012



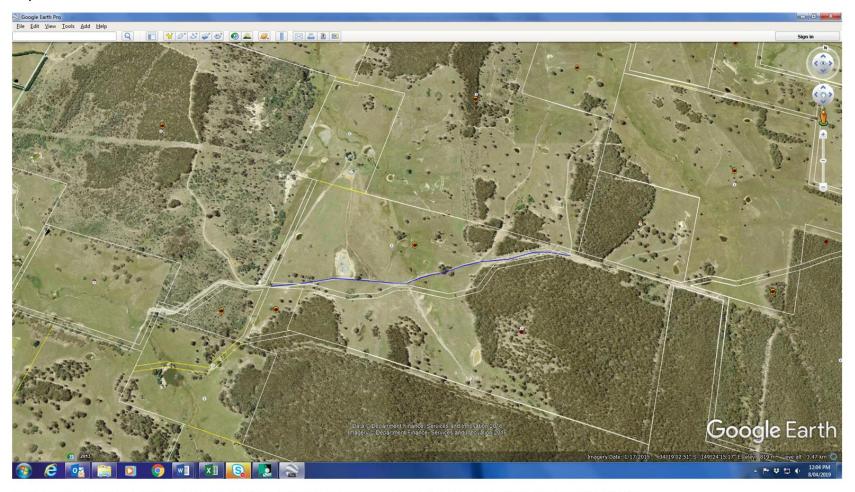
RED line – Public Road approx 2.95km, BLUE approx 1.18km and GREEN approx 0.76km line are proposed Easement AF339890T (Transter granting easement section 46A Real Property Act 1900)

Map 1 – Public road extent



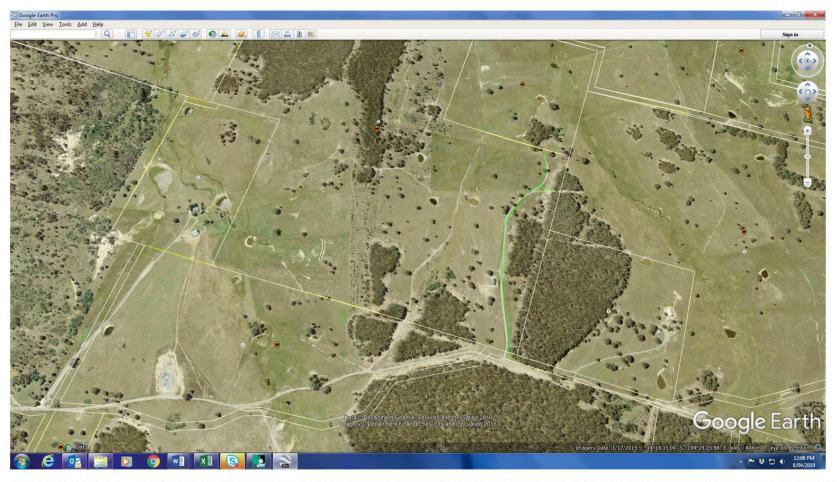
RED line – Public Road approx 2.95km – From Kangaloola road to Western side of Lot 218 DP 753012

Map 2 – Easement 1



BLUE easement approx 1.18km – over Lot 218 DP 753012 from Western boundary to Southern boundary of Lot 214 DP 753012

Map 3 – Easement 2



GREEN approx 0.76km — over Lot 214 DP 753012 from Southern boundary to Western boundary of Lot 217 DP 753012, Lot 1 DP 1161883 and southern boundary Lot 2 DP 1161883

Infrastructure Department - 18 April 2019

ITEM 11.2 Road Naming Policy and Road Naming register

FILE REFERENCE 119/215

AUTHOR Assets & Risk Coordinator

ISSUE

Council's Road Naming Policy has been finalised for adoption - the report provides a copy of the Road Naming Register, which lists community suggested street and road names for consideration by Council.

RECOMMENDATION That -

- 1. Council adopts the attached Draft Road Naming Policy;
- 2. Council adopts the proposed Road Naming Register.

BACKGROUND

Council resolved to place the Road Naming Policy on public display for 28 days as shown in Attachment 1.

This report recommends to adoption of the Road Naming Policy.

REPORT

Council resolved to place the updated Road naming policy on public display for community consultation for 28 days.

No submissions were received regarding the draft Road Naming Policy, however several submission were received suggesting road names.

A register has been created to record the suggestions. See the register attached as Attachment 2.

Councillors need to select names to be added to the NORMS online name register from suggested names in the proposed road naming register.

All records are held in the Council HPE Content database software.

POLICY IMPACT

If the revised policy is adopted, it will replace the previous policy.

OPTIONS

Council can choose to defer, adopt or replace the recommendation with alternatives.

Infrastructure Department ROAD NAMING POLICY AND ROAD NAMING REGISTER cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

- 1. Council adopts the attached Draft Road Naming Policy;
- 2. Council adopts the proposed Road Naming Register.

ATTACHMENTS

1		DRAFT Street and Road Naming Policy - Council meeting 15 November 2018 - Review November 2018	Attachment
2	<u>∵</u>	2019 April proposed Road naming register	Attachment

Street and Road Naming Policy
28 August 2008
242/08
15 November 2018
xx
xx
2020
Г
Director of Infrastructure

Coordinator Assets and Risk

Responsibility for review of Policy:

Item:	Attachment 1.: DRAFT Street and Road Naming Policy - Council meeting 15
11.2	November 2018 - Review November 2018

Objective

The objective of this document is to provide consistent format to be followed for the naming of public road in Upper Lachlan Local Government Area. The policy will ensure road names conform to the road naming priniciples outlined in NSW Addressing User Manual

Definitions

Classified Roads are Defined in the NSW Roads Act 1993.

Public Road means:

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

Roads Authority means as defined within the NSW Roads Act 1993, and declared to be a roads authority in relation to a particular public road.

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

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

Road Naming Principles

Section 6.7 of NSW Addressing user Manual

- 1. Ensuring Public safety and service Delivery
- 2. Language
- Roads to be Name
- 4. Uniqueness, Duplication
- 5. Acceptable Road Names
- 6. Commemorative Road Names
- 7. Road Extents
- 8. Suffixes, Prefixes and irectional Indicators
- 9. Amending Road Names

Item:	Attachment 1.: DRAFT Street and Road Naming Policy - Council meeting 15
11.2	November 2018 - Review November 2018

- 10. Road Types
- 11. Cross-Jurisdictional Naming or Renaming
- 12. Name of Water features or island

Road Naming Processes

General

The Geographic Names Board (GNB) is responsible for assigning names to places anywhere in NSW.

The Board has prepared Guidelines for the naming of roads, a copy of which is attached. A copy of this should be provided to all developers to assist them when proposing names to roads within their developments.

Road Naming / Renaming a road

The process for naming or renaming a road is defined in NSW Addressing user manual chapter 8, the following are the process work flow tasks

- Define Road extent and select a Road name
- Check name against gazetteer, principles and Polices
- Help and suitability advice
- Consultation with public and authorities
- Finalise proposal and submit to GNB
- GNB secretariat considers proposal
- GNB considers proposal
- Update Gazetteer Council Issue Gazettal Notice
- Appeal Decision Referral to Road Minister
- Notification and Signage

The NSW Addressing user manual has detailed process and task descriptions as a guide.

Process Considerations by Council

- 1. When naming or renaming a public road, Council must consider::
 - i. letters will be forwarded to neighbours seeking their submissions within 21 days for new name(s); and
 - ii. A public notice of the proposal is published in a local newspaper seeking submissions within 21 days;
 - iii. At the expiration of the 21 days period of time, a letter will be forwarded to the GNB indicating that Council is proposing to either name an unnamed road or to re-name an existing named road, as the case may be.

The letter should indicate the name(s) proposed, the views of any local residents and whether there are any other names that might be considered. Council must give the GNB at least 30 days to respond.

- iv. Following the response from the GNB, if there is an objection a review of the name proposed must be conducted.
- v. If the GNB approves the proposed name, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB has no objection to the name or names proposed. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
- vi. Following a decision by Council to the proposed naming or re-naming of a road:
- vii. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what was happening now;
- viii. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
- ix. Notify the relevant NSW State Government Agency of the proposed name for registration and if required serve a notice on the affected agencies inviting submissions, in writing to the Council, within 21 days.
- x. If the Council resolves to adopt the proposed name:
 - (a) Publish a notice in the relevant Gazette and in a local newspaper giving (in the case of a road that is being named for the first time) a brief description of the location of the road; and
 - (b) Notify the NSW State Government Agency of the new name and the agency if required will inform the following, given sufficient particulars to enable the road to be identified:
 - Australia Post;
 - the Registrar General;
 - the Surveyor General;
 - the Chief Executive of the Ambulance Service of NSW;
 - Fire and Rescue NSW:
 - the NSW Rural Fire Service;
 - the NSW Police Force;
 - the State Emergency Service;
 - the New South Wales Volunteer Rescue Association Inc; and
 - in the case of a classified road the RMS.
 - (c) Inform everyone who has made a request or submission and neighbours of Council's decision.
 - (d) Update Council records and relevant signs.

Item:	Attachment 1.: DRAFT Street and Road Naming Policy - Council meeting 15
11.2	November 2018 - Review November 2018

Responsibility

Director of Infrastructure

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

Design Engineer

Provides, advertise, adopts, apply for approval to GNB and receives and use road names for naming purposes and help with road naming register.

Asset & Risk Coordinator

Maintain and update this policy and the road naming register.

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

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

Geographical Names Act 1966
Road Act 1993
Road (General) Regulation 2000
Crown Land Act
Environment & Plan Act 1979
Local Government Act 1993
Transport Administration Act 1988
Surveying & Spatial Information Act 2002
Surveying & Spatial Information Regulation 2012

${\sf Road-Street\ Name\ Register}$

Locality	Proposed Road Name	Reason/origin for choice of name	HPE Record
Binda	Karinya Road	In reference to the own Property name of the sub Lot	CE2018/3361
Crookwell	II PLUMB After Noel & Elaire Plumb; 2 very loved & upstanding locals large local family		CE2019/861
Crookwell	NICHOLSON	After Noel Nicholson — local business man "Nicholson's Farm Machinery" Represented the town often at clay target shooting	CE2019/861
Crookwell	СНООК	In commemoration of Philip Cummins. Loved local man who passed away at a young age, leaving behind his 4 sons. Beautiful way to remember him.	CE2019/861
Gunning	JOHNSON	Named after Brian and Neil Johnson who are in their 80's but still very much involved in the Community of Gunning.	SD2019/883
Crookwell	CHARLES WATERS	Former Shire President, AP&H Society President, Pony Club plus other local organisations long overdue being recognised.	SD2019/900
Crookwell	DES McCORMACK	Worked with the youth of Crookwell for many years, High School Agriculture Class, learnt to shear with Des, Foundered Crookwell Pony Club.	SD2019/900
Cotta Walla/Pejar	PLUMB	Prominent local identity Joseph Plumb early pioneer on land in the Crookwell District.	CE2019/1038
Cotta Walla/Pejar	WRAY	Prominent local identity John Charles Robert Wray early pioneer on land in the Crookwell District.	CE2019/1038
Crookwell	CHARLES WATERS	Former Shire President, AP&H Society President, Pony Club plus other local organisations long overdue being recognised	SD2019/951
Crookwell	DES McCORMACK	Worked with the youth of Crookwell for many years, High School Agriculture Class, learnt to shear with Des, Foundered Pony Club.	SD2019/951
Crookwell	WRAY	Bother refer to families with long history in the life of Crookwell and I believe would be a worthwhile addition to the shire.	CE2019/1106

Crookwell	PLUMB	Both refer to families with long history in the life of Crookwell and I believe would be a worthwhile addition to the shire.	CE2019/1107
Crookwell	Wray	Bill Wray was born at "Normanton", Cotta Walla, as was many of his siblings. His family before him have lived in the area from the 1870's and out family continues to do so to this day.	CE2019/1129
Crookwell	PLUMB	Both the Wray Family and the Plumb Family which are connected by marriage, the Plumb name is recognised on a plaque on the fates to the Crookwell Showground.	CE2019/1129
Crookwell	John Keith	My grandfather John Keith was a councillor and Shire President, he was also a business owner and show president and on many other committees in Crookwell in his life time. I have always been puzzled that he has never been recognised for any of the work he did to make the town grow.	CE2019/1131
Crookwell	Keith	My grandfather John Keith was a councillor and Shire President, he was also a business owner and show president and on many other committees in Crookwell in his life time. I have always been puzzled that he has never been recognised for any of the work he did to make the town grow.	CE2019/1131

Infrastructure Department - 18 April 2019

ITEM 11.3 Crookwell Progress Association - Christmas in the Park

FILE REFERENCE 119/146

AUTHOR Director of Infrastructure

ISSUE

This report addresses the request from the Crookwell Progress Association regarding Christmas celebrations in Crookwell.

RECOMMENDATION That -

1. Council supports the placement of and removal of the Christmas decorations, providing a budgeted allocation of \$1,500.00 in the 2019/20 Operational Plan.

BACKGROUND

Council have received the attached request for assistance for Christmas decorations from the Crookwell Progress Association.

REPORT

This report recommends that Council provide the requested support as per previous years.

The container is not owned by Council and the Christmas in Park Committee may wish to donate this storage for the use by the Crookwell Progress Association.

POLICY IMPACT

Council provides Christmas support within their towns in NSW and it is appropriate Council support this proposal.

OPTIONS

Council can approved or refuse this request.

FINANCIAL IMPACT OF RECOMMENDATIONS

It costs money for the Council staff to put up and remove Christmas decorations. The estimated cost is \$1,500. By adopting the resolution, Council will be allocating approximately \$1,500 as a part of the 2019/20 Operational Plan to fund the proposed activity.

Infrastructure Department CROOKWELL PROGRESS ASSOCIATION - CHRISTMAS IN THE PARK cont'd

RECOMMENDATION That -

1. Council supports the placement of and removal of the Christmas decorations, providing a budgeted allocation of \$1,500.00 in the 2019/20 Operational Plan.

ATTACHMENTS

1. <u>U</u>	Crookwell Progress Association - Christmas in Crookwell -	Attachment
	Request for Financial Assistance - 21 March 2019	

Mr J Bell General Manager Upper Lachlan Shire Council Spring Street Crookwell NSW 2583

21st March, 2019

Dear Mr Bell,

Your reference: F12/163-03

Thank you for replying to our letter dated 18th March, signed by Mursaleen Shah.

Definition of the level of assistance the Progress Association would require from Council would be:

- Help the Association find suitable secure storage for the existing decorations which are presently located in a shipping container;
- Collect Christmas decorations from storage, install under awnings in Goulburn Street during the first week in December;
- Remove decorations by mid-January and return them to storage;
- Provide financial assistance. If the allocation previously included in the budget for the Christmas in the Park committee has not been expended, would all or part thereof be available to promote Christmas in Crookwell in 2019?

If funds are granted to the Progress Association, this amount would be accounted for separately and a statement would be forwarded to Council in the first quarter of 2020 showing the amounts incurred in organising the event.

If the Crookwell Progress Association is able to take over the project and storage is available for the decorations, we would like to meet with Council to present an outline of our preliminary ideas for this year's Christmas celebrations in the main street.

We look forward to hearing from you in the near future.

Yours sincerely,

Dianne Layden Secretary

18 Kialla Road

Crookwell NSW 2583

Dhohayae

12 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

12.1	Integrated Planning and Reporting - Adoption of Draft Plans for Public Exhibition	226
12.2	Code of Meeting Practice - Supplementary Provisions for Webcasting of Council Meetings	234
12.3	Upper Lachlan Shire Council Community Survey 2018-2019	239

Finance and Administration - 18 April 2019

ITEM 12.1 Integrated Planning and Reporting - Adoption of Draft Plans

for Public Exhibition

FILE REFERENCE 119/180

AUTHOR Director of Finance and Administration

ISSUE

Providing details regarding the preparation and public exhibition of the draft Delivery Program, Operational Plan and Resourcing Strategy documentation.

RECOMMENDATION That -

- Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-
 - Delivery Program 2019/2020 2022/2023;
 - Operational Plan 2019/2020;
 - Resource Strategy documents including:-
 - Long Term Financial Plan 2019 2028;
 - Infrastructure Plan 2019 2028;
 - Workforce Plan 2019/2020 2022/2023.

The public exhibition period commences Tuesday, 23 April 2019 to Tuesday, 28 May 2019 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

BACKGROUND

In accordance with NSW State Government Integrated Planning and Reporting requirements, provisions in Section 403 to 406, of the Local Government Act 1993, Council has prepared the 2019/2020 draft plans for public exhibition.

Note: The Tablelands Regional Community Strategic Plan 2016-2036 has already been adopted by Upper Lachlan Shire Council in accordance with Section 402, of the Local Government Act 1993.

Finance and Administration INTEGRATED PLANNING AND REPORTING - ADOPTION OF DRAFT PLANS FOR PUBLIC EXHIBITION cont'd

REPORT

The following draft plans have been prepared for public exhibition in accordance with the Integrated Planning and Reporting legislation:-

- 1. **Resource Strategy** in accordance with Section 403, of the Local Government Act 1993, contains the following:-
 - Long Term Financial Plan 2019 2028;
 - Workforce Plan 2019/2020 2022/2023; and
 - Infrastructure Plan 2019 2028.
- 2. **Delivery Program 2019/2020 2022/2023** (four year program and budget) Section 404, of the Local Government Act 1993;
- 3. **Operational Plan 2019/2020** (one year plan and budget contains the Fees and Charges and Revenue Policy) Section 405, of the Local Government Act 1993.

A workshop was held on 27 March 2019 with the Mayor, Councillors and senior management attending. The workshop provided the opportunity for Councillors to give feedback with respect to the draft budget and Revenue Policy and for Councillors to give consideration to all pre-plan community submissions received.

Each of the above-mentioned draft plans, are now to be placed on public exhibition to allow for a period of community consultation. The community is invited to make public submissions to the plans. The public submission period closes on 28 May 2019, and all submissions will be considered by Council at the 20 June 2019 Council Meeting.

In relation to the draft Operational Plan 2019/2020, a summary document has been prepared by Council to allow the community a snapshot of Council's Revenue Policy and major projects in the coming twelve month period.

During the community consultation period Council will hold Community Outreach Meetings at the following locations:-

Locality	Day	Date	Time	Venue
Taralga Wednesday 1 Ma		1 May 2019	6.30pm	Taralga Masonic Hall
Gunning	Wednesday	8 May 2019	6.30pm	Gunning Council Chambers
Crookwell Wednesday 15 May 2019 6.30p		6.30pm	Crookwell Council Chambers	
Collector	Wednesday	22 May 2019	6.30pm	Collector Memorial Hall

Please note: The draft integrated plans will be sent as separate attachments to the Councillors ipads upon finalisation.

POLICY IMPACT

Nil

Finance and Administration INTEGRATED PLANNING AND REPORTING - ADOPTION OF DRAFT PLANS FOR PUBLIC EXHIBITION cont'd

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Council is to adopt the draft 2019/2020 Operational Plan; including the operational and capital works projects budget, Fees and Charges and Revenue Policy.

The 2019-2028 draft Long Term Financial Plan is on public exhibition.

RECOMMENDATION That -

- Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-
 - Delivery Program 2019/2020 2022/2023;
 - Operational Plan 2019/2020;
 - Resource Strategy documents including:-
 - Long Term Financial Plan 2019 2028;
 - Infrastructure Plan 2019 2028;
 - Workforce Plan 2019/2020 2022/2023.

The public exhibition period commences Tuesday, 23 April 2019 to Tuesday, 28 May 2019 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

ATTACHMENTS

1.	Operational Plan Mayoral Message - April 2019	Attachment
2.	Draft Delivery Program 2019-2020 to 2022-2023	Appendix
3.	Draft Operational Plan 2019-2020	Appendix
4.	Draft Long Term Financial Plan 2019-2028	Appendix
5.	Draft Infrastructure Plan 2019-2028	Appendix
6.	Draft Workforce Plan 2019/2020 to 2022/2023	Appendix

Item:	Attachment 1.: Operational Plan Mayoral Message - April 2019
12.1	

MAYORAL MESSAGE

As Mayor of the Upper Lachlan Shire, I am pleased to present the draft 2019/2020 Operational Plan for public comment. Public submissions to the draft Operational Plan close on 28 May 2019 and will be tabled, considered and adopted at the Council Meeting on 20 June 2019.

It is essential that future spending reflects community views and that is why Council will hold a series of community outreach meetings at the following locations:-

Locality	Day	Date	Time	Venue
Taralga Wednesd		1 May 2019	6.30pm	Taralga Masonic Hall
Gunning	Wednesday	8 May 2019	6.30pm	Gunning Council Chambers
Crookwell	Wednesday	15 May 2019	6.30pm	Crookwell Council Chambers
Collector	Wednesday	22 May 2019	6.30pm	Collector Memorial Hall

The meetings will be an opportunity to discuss the contents of Council's draft 2019/2020 Operational Plan, Delivery Program and suite of other integrated plans, as well as any other localised issues or concerns.

I encourage everyone with an interest to attend their nearest outreach meeting, view the integrated plans, and submit their feedback in writing to: The General Manager, Upper Lachlan Shire Council, PO Box 42, Gunning NSW 2581 or council@upperlachlan.nsw.gov.au.

Council Operational Plan 2019/2020

Upper Lachlan Shire Council has projected a consolidated operating budget surplus (before capital grants and contributions) of \$442,379, with a total net cash flow surplus of \$230,109.

Upper Lachlan Shire Council has prepared a comprehensive capital expenditure works program for the Shire totalling \$13.6 million in 2019/2020. The Council capital works program for the next four years has been scheduled to spend \$48 million on infrastructure works including asset renewal and rehabilitation projects and delivering new community assets.

It is always a delicate balance, managing the needs and expectations of our community, while ensuring that Council remains in a strong financial position. Councillors have tried to address the requests from the various town and village communities. Council has reviewed all community submissions and incorporated some requests into the draft budget. Council welcomes the community participation from our ratepayers and residents into compiling the strategic plans.

Clr John Stafford Mayor



SUMMARY: UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN 2019/2020

 Council has prepared a \$28 million operating budget. The table below dissects the operational budget by each individual fund.

INCOME STATEMENT	General Fund	Domestic Waste	Water Supply	Sewerage Fund	Consolidated Total
		Fund	Fund		
REVENUE					
Rates and Annual Charges	7,837,029	1,149,232	878,097	1,155,554	11,019,912
User Charges and Fees	6,302,925	1,000	972,501	291,485	7,567,911
Interest and Investment Revenue	462,700	50,500	71,500	118,200	702,900
Grants and Contributions provided for Operating Purposes	8,015,533	27,500	20,500	18,600	8,082,133
Net Gain from the Disposal of Assets	82,289	0	0	0	82,289
Other Revenues	738,500	0	0	0	738,500
Total Income from continuing operations	23,438,977	1,228,232	1,942,598	1,583,839	28,193,646
<u>EXPENSES</u>					
Employee Benefits and On-costs	9,520,229	222,496	457,239	320,233	10,520,197
Materials and Contracts	6,767,086	372,036	562,100	309,900	8,011,122
Borrowing Costs	172,750	0	40,350	14,330	227,430
Depreciation and Amortisation	4,981,200	200,000	664,400	473,500	6,319,100
Net Loss from the Disposal of Assets	0	0	0	0	0
Other Expenses	1,904,618	433,700	178,500	156,600	2,673,418
Total Expenses from continuing operations	23,345,883	1,228,232	1,902,589	1,274,563	27,751,267
Net Operating Result for the year (before Capital Grants and Contributions)	93,094	0	40,009	309,276	442,379

Item:	Attachment 1.: Operational Plan Mayoral Message - April 2019
12.1	

Ordinary (General) Rates:

Ordinary (General) Rate peg limit is set by IPART for NSW Local Government.
 Ordinary Rates are calculated on unimproved land values, at base date 1 July 2016, supplied by the Land and Property Information (Valuer General's Office).

Rates DescriptionIncrease %Increased IncomeOrdinary (General) Rates2.70%*\$192,390

* The \$ value increases will vary within each individual rating category.

Ordinary Rates Category	Average Increase Per Rates Assessment
Residential property	\$17 per annum *
Business property	\$22 per annum *
Farmland property	\$29 per annum ^
Residential-Non Urban property	\$19 per annum ^

- * This increase does not include water access, domestic waste and sewerage annual charge price increases.
- ^ This increase does not include the rural waste charge increase.

Sewerage Charges:

Sewerage Charges	Increase
Sewerage Access Annual Charge for	5% or \$39 increase per Assessment;
Residential Categories	\$803 per Residential property.
Unoccupied Sewerage Access Charge	5% or \$26 increase per Assessment;
for Residential Categories	\$527 per Residential property.

- The Sewerage Access Charge for Gunning, Crookwell, and Taralga are uniform.
- Council utilises the Sewerage Best Practice Pricing Structure. For Non-Residential properties the charge will be not less than the Annual Residential Sewerage Access Charge of \$803. The \$ value increases will vary depending on water consumption and sewerage discharge factors.

Water Supply Charges:

Water Charge	Increase
Water Supply Access Charge; and	5% or \$21 increase per Assessment;
Water Supply Availability Charge	\$447 per annum per connection. *
Water Usage Charge^	5% increase:-
	\$3.10 per kilolitre for water consumption
	less than 200 kilolitres
	\$4.11 for every kilolitre over 200.

- * The Water Supply Access Charges and water consumption user-pays charges for the towns of Dalton, Crookwell, Gunning and Taralga are uniform.
- ^ Note that NSW Office of Water regulations require 50% of all town water supplies income to be generated from the user pay charges.

Item:	Attachment 1.: Operational Plan Mayoral Message - April 2019
12.1	

Domestic Waste Management (Garbage) Charges:

Domestic Waste Management Charge	Increase
Domestic Waste Management Charge*	5% or \$23 increase.
(For the Shire)	\$466 per annum per service
Domestic Waste Availability Charge	5% or \$9 increase.
(All vacant properties in towns where the	\$183 per Assessment.
garbage service is available)	•

* The Domestic Waste service consists of a weekly 120 litre bin pick up and a recycling service fortnightly pick up of a 240 litre bin. In addition, organic green waste service comprises a 240 litre bin collected once per fortnight (Spring, Summer & Autumn).

Commercial Waste (Garbage) Charges:

Commercial Waste Charge	Increase
Commercial Waste Charge	5% or \$27 increase.
(Business Rate Categories)	\$552 per annum per service
Commercial Waste Availability Charge	5% or \$9 increase.
(All vacant business land in towns where	\$183 per Assessment.
the garbage service is available)	-

Rural Waste Charges:

Rural Waste Charge	Increase
Rural Waste Charge	5% or \$9.90 increase per Assessment. *
(Properties that do not have a Domestic	
Waste Service)	

- * The Rural Waste Charge is subject to GST. The annual charge is \$201.30 per annum per service inclusive of GST with 1/11 of the waste charge being remitted to the ATO.
- The Rural Waste Charge entitles ratepayers to dispose of one standard garbage bin (120 litre bin) of waste per week at no cost at any rubbish tip in the Shire. Disposal of sorted recyclable materials will be accepted free of charge at all rubbish tips.

Stormwater Charges:

 The Stormwater Annual Charge will continue to be levied for the towns of Crookwell, Gunning, Collector and Taralga. This levy will remain at \$25 for Residential properties and \$50 for Businesses.

Loans:

- There is a new loan forecast in 2019/2020 of \$2.05 million towards 100% cost of the timber bridge replacements at Crookwell River Woodville Road Bridge, Diamond Creek Kangaloolah Road Bridge and the Crookwell River Julong Road Bridge.
- There is no refinancing of existing loans.

Capital Works Expenditure Highlights - 2019/2020 Total Program \$13.6 million

Project Description	Project Cost
Plant Replacements (including fleet vehicles) net purchase cost	\$1.36 million
Factoria and Cyalaysay program (Corrington Street, Crealsyell)	<u></u>
Footpath and Cycleway program (Carrington Street, Crookwell)	\$60,000
Towns and villages streetscape program	\$150,000
Traffic and Parking Study and Plan Natural Gas Pipeline Feasibility Study	\$60,000
Kerb and Guttering – Colyer Street, Crookwell	\$100,000 \$50,000
Administration Office, Crookwell - main reception disabled ramp	\$50,000
Gunning Court House – Disabled Access Ramp	\$40,000
Tuena Hall and Recreation Area – access ramp to public amenities	\$22,000
Roads and Bridges capital budgeted expenditure is as follows:-	ΨΖΖ,000
Gravel Resheeting on Local Roads	
(various roads throughout the Shire all programs)	\$892,437
MR248E Laggan Road rehabilitation and resealing	\$745,000
Urban Road reconstruction and sealing – Yass Street, Gunning	\$40,000
MR248E Kiamma Creek, Crookwell Timber Bridge Replacement	\$1.06 million
Crookwell River Woodville Road Timber Bridge Replacement	\$589,720
Diamond Creek Kangaloolah Road Timber Bridge Replacement	\$1.12 million
Crookwell River Julong Road Timber Bridge Replacement	\$340,000
Boorowa Road MR248W Road shoulder works and guardrail	\$495,537
Grabine Road, Bigga reconstruction (final year of 8 year program)	\$400,000
Grabine Road reconstruction (total project \$3.5m over 3 years)	\$1.1 million
Wombeyan Caves Road MR258 (total project \$5m over 3 years)	\$1.3 million
Bitumen Resealing on Regional Roads, funded by RMS	
(throughout the Shire)	\$427,000
Bitumen Resealing - Urban Local Roads (throughout the Shire)	\$110,000
Bitumen Resealing - Rural Local Roads (throughout the Shire)	\$500,000
Pavement Rehabilitation and resealing - Sapphire Road	\$270,000
Urban Local Road - Robertson Lane - Pavement Rehabilitation	\$310,000
Water Fund capital improvements includes the following:-	A =
4 Towns water supply mains replacements / rehabilitation works	\$540,700
Sewerage Fund capital improvements includes the following:-	# 000 000
 3 Towns sewerage mains replacements / rehabilitation works 	\$399,200

Finance and Administration - 18 April 2019

ITEM 12.2 Code of Meeting Practice - Supplementary Provisions for

Webcasting of Council Meetings

FILE REFERENCE 119/182

AUTHOR Director of Finance and Administration

ISSUE

Council implementation of Code of Meeting Practice Supplementary Provisions for Webcasting of Council Meetings.

RECOMMENDATION That -

 Council adopt the Code of Meeting Practice Supplementary Provisions for Webcasting of Council Meetings.

BACKGROUND

At the Ordinary Council Meeting held on 16 August 2018 Council determined Resolution Number 230/18 as follows:-

"RESOLVED by CIr Cummins and CIr Opie that Council does not implement webcasting of Council Meetings until the Office of Local Government determines that webcasting of Council Meetings is mandatory, but Council approves the purchase and installation of audio recording equipment."

After the Model Code of Meeting Practice was released on 18 December 2018 the code mandated that all meetings of Council are to be webcast on the Council's website by 14 December 2019. Further to the initial Council Resolution, at the Ordinary Council Meeting held on 21 February 2019, Council determined Resolution Number 09/19 as follows:-

"RESOLVED by CIr Cummins and CIr Opie the Director of Finance and Administration be given the authority to obtain costs for the provision of an audio system which will be compatible, if required, with any future web cast as in compliance with cl 5.19 of the Model Code of Meeting Practice."

REPORT

In accordance with Clause 5.19, of the Model Code of Meeting Practice, Supplementary Provisions for Webcasting of Council Meetings have been prepared in anticipation of Council implementing a webcast and audio recording solution prior to the 14 December 2019 deadline and the supplementary provisions are an attachment to this report.

Finance and Administration

CODE OF MEETING PRACTICE - SUPPLEMENTARY PROVISIONS FOR WEBCASTING OF COUNCIL MEETINGS cont'd

It is necessary for a procurement Expressions of Interest (EOI) to be undertaken by Council staff to engage suitably qualified suppliers to detail a webcast and audio recording solution that meets the design and fitout of the Council Chambers in Crookwell. Council has commenced the EOI process and will detail the most effective and cost efficient solution upon review of the supplier submitted quotations. At the time of writing this report the EOI submission period remains open. It is envisaged that a viable solution will be procured through the EOI process.

As part of the EOI process a timeframe for implementation of the two components of live streaming webcast recording and audio recording was requested from suppliers. It is expected Council staff would conduct internal trials of recording both components at future Council Meetings prior to a go live date for live streaming to the public late in the 2019 calendar year.

The webcast and audio recording solution will be implemented at the Crookwell Council Chambers ensuring all Council Meetings after 14 December 2019 will meet the Model Code of Meeting Practice mandated requirements. This in turn will mean all future Council Meetings commencing from December 2019 will be held at the Crookwell Council Chambers.

As detailed in a previous report to Council on 16 August 2018, webcasting or streaming of Council Meetings is part of an overarching effort to widen avenues through which Council engages with its community.

Webcasting is the video and audio broadcasting of an event on the internet. Council will be required to purchase equipment including camera(s) and undertake testing of existing microphones with an upgrade of audio recording equipment, encoding software and a subscription for the content delivery network.

Live streaming involves capturing the meeting proceedings through microphones and/or video camera(s), transferring the audio and/or video feed to a computer, compressing and encoding the file and making the audio and/or video available on a website that has been designed to host such data.

It is important to note that Council cannot control the end user experience as it is dependent upon the download speed available to the user. However, end users do not require any additional software or hardware and should they have suitable IT equipment, they would be able to watch the Council meeting live from any location.

There are potential governance and risk management implications regarding the webcasting and audio recording of Council Meetings. Council meetings are an open forum of statements, questions and answers. Occasionally, some things may be said that may be regarded as offensive, defamatory or contrary to law. When a webcast of a meeting is published, the audience is potentially far greater and this will have a corresponding impact on the potential liability.

Finance and Administration CODE OF MEETING PRACTICE - SUPPLEMENTARY PROVISIONS FOR WEBCASTING OF COUNCIL MEETINGS cont'd

POLICY IMPACT

When Council proceed with webcasting and audio recording of Council meetings a number of policies will be impacted including Council's Code of Meeting Practice; Council's Government Information (Public Access) Policy; and Council's Public Access Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Further details of costs for implementing and hosting webcasting and audio recording equipment will be provided at the Council Meeting.

RECOMMENDATION That -

 Council adopt the Code of Meeting Practice Supplementary Provisions for Webcasting of Council Meetings.

ATTACHMENTS

1. Provisions of Webcasting of Meetings by the Council Attachment

Provision of Audio Recording, Video Recording and Webcasting of Meetings by the Council

- (1) The proceedings of all Council meetings in open session; including all debate and addresses by the public, are recorded and webcast live on Council's website for the purpose of facilitating community access to meetings by way of reducing physical and geographical barriers that may prevent the public from attending meetings.
- (2) Webcast archives are stored and available to the public on Council's website for a period of two years after the date of the meeting and are then destroyed in accordance with the State Records Act 1998.
- (3) Written transcripts of Council meeting proceedings are not prepared by Council.
- (4) Recordings of Council meeting proceedings are not an official record of the meeting and they do not convey the official Minutes of a Council meeting or the position of Council.
- (5) This "Provision of Audio Recording, Video Recording and Webcasting of Meetings by the Council" Procedure does not apply to parts of a Council meeting that have been closed to the public under Section 10A, of the Local Government Act 1993 and does not apply to Council Public Forums.
- (6) Members of the public attending a Council meeting may have their image, voice and personal information (including name and address) recorded, publicly broadcast and archived for two years. By attending a Council meeting, whether as a proponent or objector addressing the Council or as an observer or other interested party, members of the public consent to this use of their image, voice and personal information.
- (7) Speakers addressing the Council do not have absolute privilege in respect of opinions expressed or comments made or material presented. Council accepts no responsibility for any defamatory comments in this regard.
- (8) At the start of each meeting the Chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements. Notice is provided on the Council Meeting Agenda and Council's website that the Council meeting is being webcast.

Audio Recording and Video Recording of Meeting of Council or Committee prohibited without permission

- (1) A person may not use a tape recorder, mobile telephone, tablet, iPad, mobile smart device, video camera or any electronic device capable of recording speech and/or images, to record the proceedings of a meeting of the Council or a Committee of the Council without the authority of the Council or Committee.
- (2) A person may, as provided by Section 10 (2) (a) or (b) of the Local Government Act 1993, be expelled from a meeting of the Council or the Committee of the Council for using or having used any device in contravention of this clause 1.
- (3) If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a Police Officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for [council to specify the period of time the recording is to be retained on the website]. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Webcasting of meetings

5.19 All meetings of the council and committees of the council are to be webcast on the council's website.

Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.



Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting or an audio recording of the meeting.

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.19-5.22. Joint organisations that choose not to webcast meetings may omit clauses 5.19-5.22.

- 5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.21 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

Attendance of the general manager and other staff at meetings

5.23 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.23 reflects section 376(1) of the Act.

5.24 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.24 reflects section 376(2) of the Act.

5.25 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.25 reflects section 376(3) of the Act.

5.26 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

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Finance and Administration - 18 April 2019

ITEM 12.3 Upper Lachlan Shire Council Community Survey 2018-2019

FILE REFERENCE 119/213

AUTHOR Director of Finance and Administration

ISSUE

Upper Lachlan Shire Council Community Survey was completed in March 2019.

RECOMMENDATION That -

Council receive and note the report and adopt the Community Survey 2018-2019.

BACKGROUND

Council had previously appointed Piazza Research Pty Ltd to undertake a community survey in March 2015.

The Tablelands Regional Community Strategic Plan 2016-2036 (CSP) was prepared and informed from Council Community Survey and three community workshops and on-line surveys undertaken in 2016 by consultants Cardno Pty Ltd in developing a regional CSP.

REPORT

In accordance with Council's adopted Delivery Program 2018/2019-2021/2022 and as part of Council's on-going community engagement program a community survey is undertaken by a consultant on behalf of Council. Council regularly monitors community satisfaction with Council services and measures community opinions.

Within the Delivery Program there is the Tablelands Regional CSP Strategic Pillar No.5 Civic Leadership which states Council has a "Delivery Program Action 5.3 - Promote community engagement and involvement in decision making processes."

The performance measure, under the responsibility of the General Manager, for Delivery Program Action 5.3 states "The Number of Community Outreach Meetings and program outcomes achieved. Community Survey undertaken every four years. The "Voice" Council newsletter publication distributed quarterly."

An attachment to this report is the Upper Lachlan Shire Council Community Survey 2018-2019 which has been undertaken by Piazza Research. The community survey will be an appendix to a future review and update of the Tablelands Regional Community Strategic Plan.

Finance and Administration UPPER LACHLAN SHIRE COUNCIL COMMUNITY SURVEY 2018-2019 cont'd

The community survey was conducted by phone in March 2019, the sample size was 222 or 3% of the shire's population, and surveys were completed as a sample representation of the Council population undertaken in proportion to the population demographic profile.

The community survey findings demonstrated overall satisfaction with Council services was high with 60% of respondents being either satisfied or very satisfied. Results for each individual question in the community survey questionnaire may be seen within the attachment.

POLICY IMPACT

The commissioning of Council's Community Survey was undertaken in accordance with the Integrated Planning and Reporting Strategic Plans.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

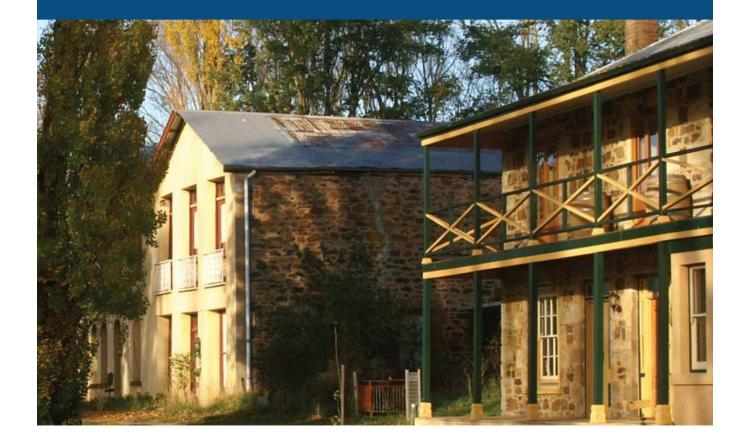
Nil

RECOMMENDATION That -

Council receive and note the report and adopt the Community Survey 2018-2019.

ATTACHMENTS

1. <u>U</u>	Upper Lachlan Shire Council - Community Survey Report March	Attachment
	2019 - Piazza Research	





Canberra Office: (02) 6282 4963 www.piazzaresearch.com.au



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BACKGROUND AND METHODOLOGY

The Upper Lachlan Shire Council regularly monitors community satisfaction with Council services. In February 2019, the Council selected Piazza Research, an independent ISO 20252 quality certified market and social research firm, to conduct a community survey to measure community opinions and satisfaction.

Methodology

Data collection

Upper Lachlan Shire Council management worked with Piazza Research to construct a set of survey questions to obtain feedback from the community regarding various aspects of their services during the past year. The phone survey was conducted using computer-assisted telephone interviewing (CATI). The data collected during March 2019.

Sample Design

A total of 222 responses were achieved. For the 95% confidence interval, this sample size provides results accurate to within a +/- 6.6% margin of error for overall results, which is considered reliable for this type of research.

Data Processing and Analysis

Piazza Research used its own statistical software to analyse survey results. Software validation and post data-entry checks were conducted to ensure data integrity before analysis.

A descriptive analysis was performed producing graphs, tables and frequency counts. For simplicity of describing results in the written commentary, overall satisfaction trends were often described by grouping satisfied and very satisfied together (or dissatisfied or very dissatisfied).

Demographic breakdowns – The analysis of some questions was broken down by different demographic categories to provide a more detailed understanding of the public opinions regarding specific issues.

Rounding error – Percentage results have been rounded to the nearest whole per cent. Percentages in some graphs may total slightly more or less than 100%.

SUMMARY OF MAIN FINDINGS

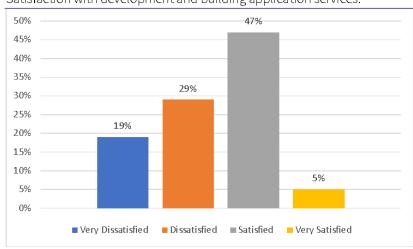
- General municipal services Satisfaction across municipal services varied:
 - o 52% of residents were satisfied or very satisfied with development and building application services.
 - 81% were satisfied with tourism promotion and community events
 - o 65% showed satisfaction with the quality of and maintenance of main streets overall.
 - o 57% of respondents were overall satisfied with the quality and maintenance of footpaths.
 - 88% were satisfied with the quality and maintenance of parks, gardens, playgrounds and sports grounds.
 - 97% of the respondents were satisfied with library services.
 - o 56% of residents were dissatisfied with the quality and maintenance of sealed roads and 68% were dissatisfied with quality and maintenance of unsealed (gravel) roads.
- Support for council's propositions Overall, the majority of residents did not any of the special rate variation propositions, although the opposition tended to come from older residents or those who had lived in the area for more than 16 years who do represent the majority. The majority of those living in the LGA from 0 to 15 years were more likely to support the special rate variations. As a whole though:
 - o 56% of the total residents did not support a special rate variation increase to their rates to fund constructing a new heated indoor swimming pool and hydrotherapy centre in Crookwell.
 - o 51% of residents did not support an increased rates for road services such as maintenance, repair, resheeting and re-sealing.
 - o 77% of the residents did not support of a new community and civic centre.
- Council Management Most residents (51%) were overall satisfied about the quality of the services that the
 council provides for the rates they pay. A total of 76% of council residents were satisfied with the degree that the
 council is heritage-conscious and 68% of residents were satisfied with the degree to which the council
 encourages community participation and open government.
 - Thirty-seven per cent (37%) were dissatisfied with the degree to which the council assists in creating employment opportunities in the local community, with 34% satisfied and 30% who didn't know (possibly showing some lack of community awareness regarding Council's employment creation efforts).
- Perceptions of life in area/atmosphere 93% were satisfied with the quality of life where they lived. Sixty-three
 per cent (63%) were satisfied with the degree to which art, community and culture were fostered and encouraged
 by the council.

- Council communication Half of the residents (50%) had been in contact with the council over the past 12 months and 68% were satisfied while 31% were dissatisfied with Council's service and communication. The most frequently used Council communication tools were *The Voice* (67%) and the *Council Information Page 'Crookwell Gazette'* (48%). These two publications substantially out-rated Councils electronic and social media tools such as Facebook (15%) and the weekly e-newsletter (19%). The Council's website (27%) and the Weekly Mayoral Column (25%) were both read by a quarter or more residents.
- Perceptions of Environmental Management Seventy-four per cent (74%) of residents were satisfied about the
 waste removal strategies and recycling. Most (78%) were satisfied with the town water supply quality, and 94%
 were satisfied with sewerage services. Approximately half of residents were satisfied and half dissatisfied with
 biosecurity efforts.
- Overall satisfaction level All things considered, most respondents (60%) were either satisfied (48%) or very satisfied (12%) with Upper Lachlan Shire Council and 37% were dissatisfied.

DETAILED RESULTS

GENERAL MUNICIPAL SERVICE

Satisfaction with development and building application services.

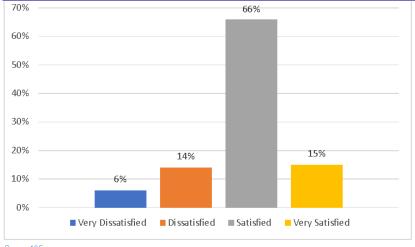


A total of fifty-two per cent (52%) were overall satisfied with development and building application services.

Forty-eight per cent (48%) were dissatisfied.

Base = 112

Satisfaction with tourism promotion and community events.



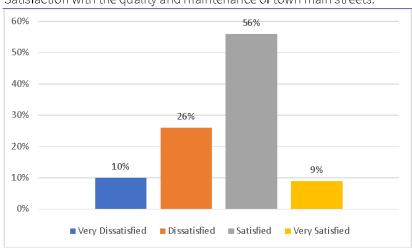
Eighty-one per cent (81%) of respondents were overall satisfied with tourism promotion and community events. Twenty per cent (20%) showed dissatisfaction.

Base = 195

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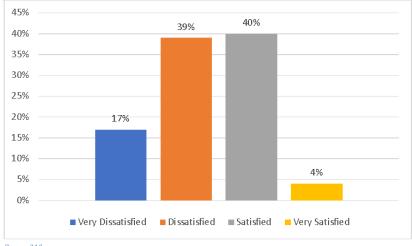
Satisfaction with the quality and maintenance of town main streets.



Fifty-six per cent (56%) of residents commented they were satisfied with the quality and maintenance of town main streets, with an additional 9% very satisfied. Twenty-six per cent (26%) of people were dissatisfied and 10% very dissatisfied.

Base = 210

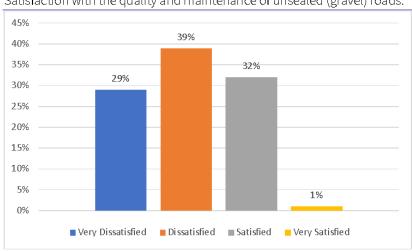
Satisfaction with the quality and maintenance of sealed roads.



Forty per cent (44%) of residents commented they were satisfied or very satisfied with the quality and maintenance of sealed roads. Fifty-six per cent (56%) of people were dissatisfied overall.

Base = 212

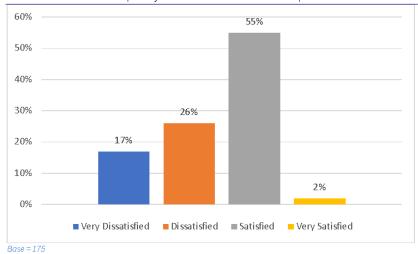
Satisfaction with the quality and maintenance of unsealed (gravel) roads.



Community dissatisfaction with quality and maintenance of unsealed (gravel) roads was high with 68% being dissatisfied overall. Thirty-three per cent (33%) of people were satisfied.

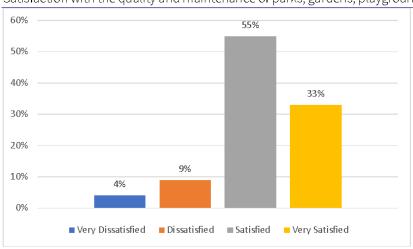
Base = 194

Satisfaction with the quality and maintenance of footpaths.



Fifty-seven (57%) of respondents were overall satisfied with the quality and maintenance of footpaths. While, fortythree (43%) were dissatisfied.

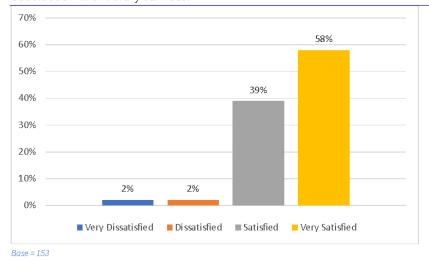
Satisfaction with the quality and maintenance of parks, gardens, playgrounds and sports grounds.



Majority of the residents (88%) were satisfied with the quality and maintenance of parks, gardens, playgrounds and sports grounds. Only thirteen (13%) percent were dissatisfied.

Base = 203

Satisfaction with library services.



The majority (97%) of residents were fully satisfied with library services, while four (4%) were dissatisfied.

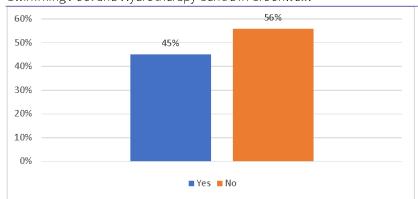
SUPPORT FOR COUNCIL'S

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PROPOSITIONS

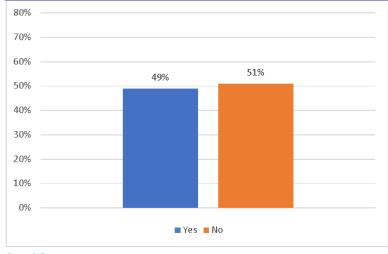
Do you support a special rate variation increase to your rates to fund constructing a new Heated Indoor Swimming Pool and Hydrotherapy Centre in Crookwell?



Fifty-six (56%) percent of residents do not support a special rate variation to fund constructing a new heated indoor swimming pool and hydrotherapy centre in Crookwell, although 45% of residents do.

Base = 218

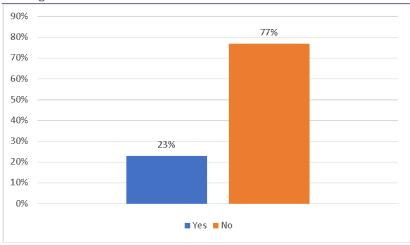
Do you support a special rate variation increase to your rates to fund unsealed road network improvement works including road repair and gravel re-sheeting of roads?



The majority (51%) of residents did not support a special rate variation for road services such as maintenance, repair, resheeting and re-sealing.

Base = 217

Do you support Council constructing a new Community and Civic Centre building in Crookwell replacing the existing council offices?

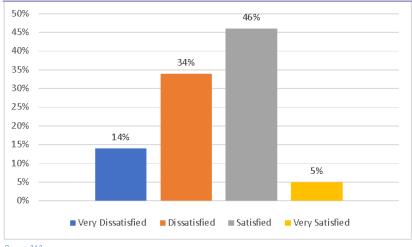


The majority (77%) of residents were not supportive of a new community and civic centre building in Crookwell replacing the existing council offices, while 23% supported this change.

Base = 218

COUNCIL MANAGEMENT

Satisfaction with the quality of the services that the council provides for the rates you pay.



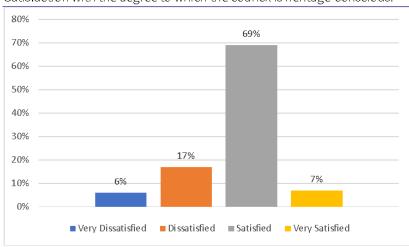
Most residents (51%) were overall satisfied with the quality of the services that the council provides for the rates they pay. Forty-eight per cent (48%) were dissatisfied.

Base = 212

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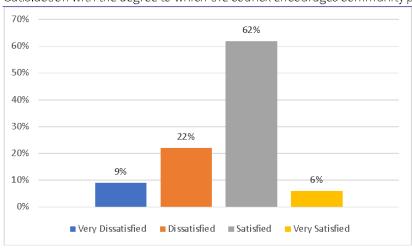
Satisfaction with the degree to which the council is heritage-conscious.



A total of 76% of council residents were satisfied with the degree that Council is heritage-conscious.

Base = 147

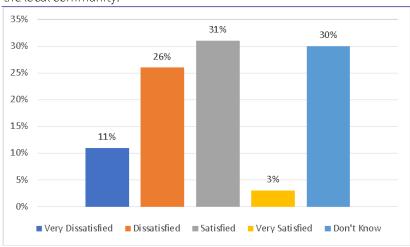
Satisfaction with the degree to which the council encourages community participation and open government.



Sixty-eight percent (68%) of residents were satisfied overall with the degree to which the council encourages community participation and open government. Thirty-one per cent (31%) of residents were dissatisfied in this regard.

Base = 170

Satisfaction with the degree to which the council adequately assists in creating employment opportunities in the local community.

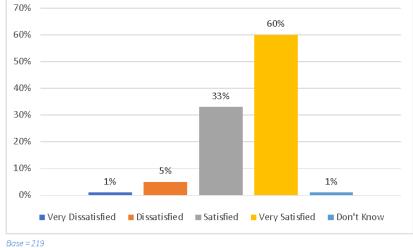


Thirty-seven per cent (37%) were dissatisfied with the degree to which the council assists in creating employment opportunities in the local community, 34% were satisfied and a relatively high proportion (30%) didn't know.

Base = 218

PERCEPTIONS OF LIFE IN AREA/ATMOSPHERE

How satisfied are you with the quality of life where you live?

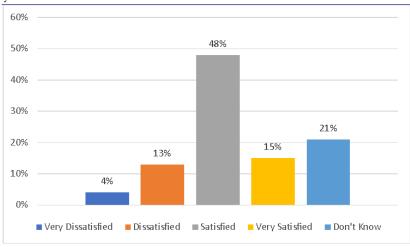


Almost all residents (93%) were satisfied with the quality of life where they lived. Only 6% were dissatisfied.

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How satisfied are you with the degree to which art, community and culture are fostered and encouraged by your council?

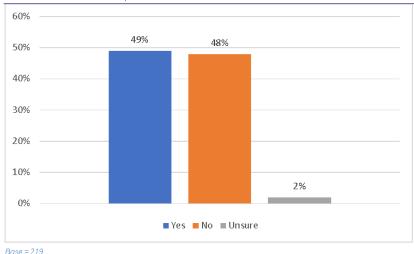


Sixty-three (63%) were satisfied with the degree to which art, community and culture were fostered and encouraged by the council, with 17% dissatisfied. A fifth (21%) did not know.

Base = 217

COUNCIL COMMUNICATION

Have you been in communication with the council in the last 12 months? (i.e. contacted by the council, or you contacted the council)

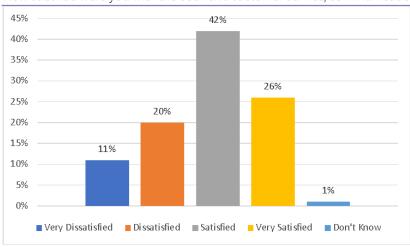


Almost half of the residents (49%) have been in contact with the council in the last 12 months.

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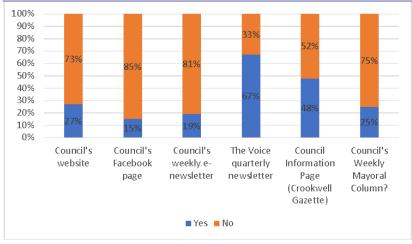
How satisfied were you with the council's customer service/communication?



Of those who had contacted the council in the last 12 months, most (68%) were satisfied or very satisfied with the council's customer service and communication. Just under a third (31%) were dissatisfied.

Base = 108

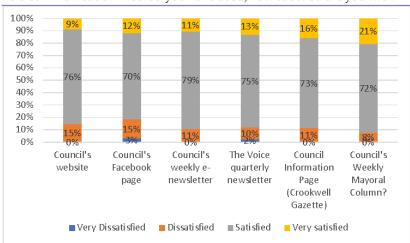
In the last 12 months, have you accessed, read or listened to any of the following social media?



The most frequently read or used Council communication tools were The Voice (67%) and the Council Information Page 'Crookwell Gazette' (48%). These two publications substantially out-rated Councils electronic and social media tools such as Facebook (15%) and the weekly e-newsletter (19%). The Council's website (27%) and the Weekly Mayoral Column (25%) were both read by a quarter or more residents.

Base = 212 - 219

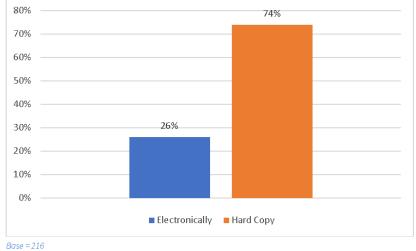
As a communication method you have used, how satisfied are you with.



Each of the communication methods used by residents enjoyed a similarly high satisfaction level by users (between 82% and 93%).

Base = 33 - 145

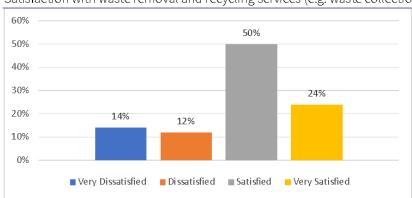
What is your preferred method for receiving information about Council and community activities?



Seventy-four (74%) residents preferred hard copy material for receiving information about council and community activities. Just over a quarter (26%) preferred electronic methods.

PERCEPTIONS OF ENVIRONMENTAL MANAGEMENT

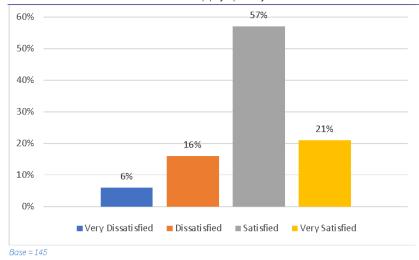
Satisfaction with waste removal and recycling services (e.g. waste collection).



Overall, seventy-four per cent (74%) were satisfied with waste removal and recycling services. Twenty-six per cent (26%) were dissatisfied overall.

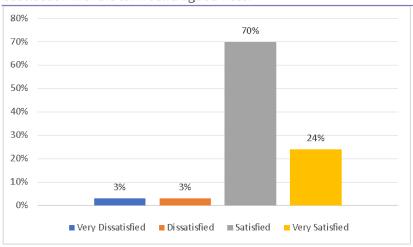
Base = 194

Satisfaction with the town water supply quality.



Overall, seventy-eight (78%) of residents were satisfied with the town water supply quality with 22% being dissatisfied.

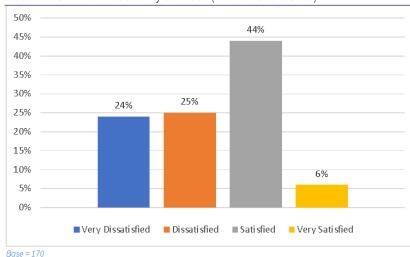
Satisfaction with the town sewerage services.



Overall, ninety-four (94%) were satisfied with the town sewerage services and only 6% were not.

Base = 135

Satisfaction with biosecurity services (i.e. noxious weeds).

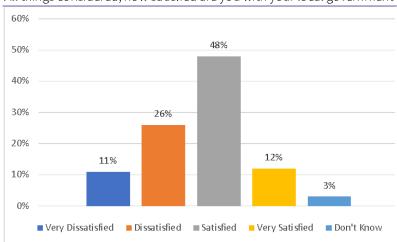


Half of residents showed satisfaction with biosecurity services (50%) although almost the same proportion (49%) were dissatisfied.

Duse - 170

OVERALL SATISFACTION LEVEL

All things considered, how satisfied are you with your local government (i.e. council)?

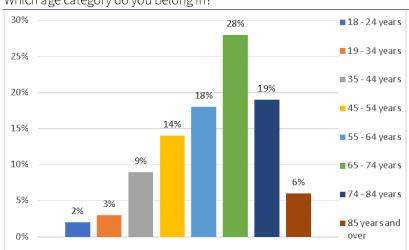


The majority of residents (60%) were satisfied with their local government (48% satisfied and 12% very satisfied). Thirty-seven per cent (37%) were dissatisfied.

Base = 218

DEMOGRAPHICS

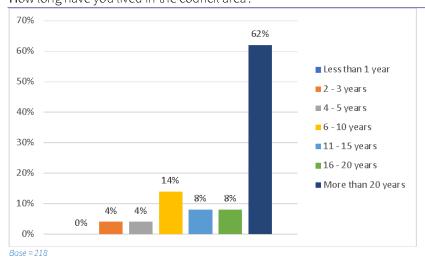
Which age category do you belong in?



Most of the surveyed population were aged over 55 years, with the most common age group being 65-74 years showing an older community profile than most regional NSW local government areas.

Base = 217

How long have you lived in the council area?

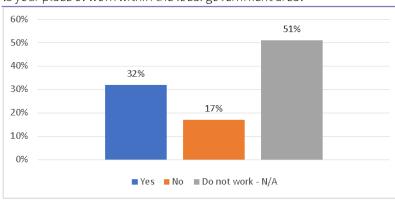


Most of the community (78%) have lived in the council area for more than 10 years, with the highest category having lived in the Shire for more than 20 years (62%). Only 8% lived in their council area for years 5 and less.

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Is your place of work within the local government area?



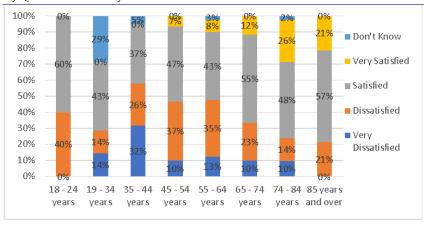
Majority of the respondents stated they did not work. Thirty-two percent did work within the local government area and 17% did not.

Base = 218

DEMOGRAPHIC BREAKDOWNS

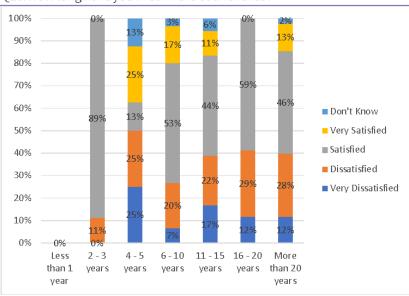
ALL THINGS CONSIDERED, HOW SATISFIED ARE YOU WITH YOUR LOCAL GOVERNMENT (I.E. COUNCIL)?

By Q23. How old are you?



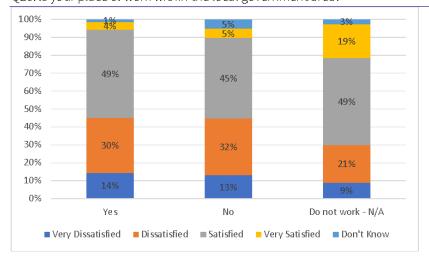
The most satisfied residents were people over the age of 65 with satisfaction rates with local government of up to 74%. While the dissatisfied were mostly in the bracket 64 and below.

Q25. How long have you lived in the council area?



People who lived in the area between 2 to 3 years, and more than 20 years in the area, were most satisfied with council overall. Residents who had lived between 4-5 years were most dissatisfied (50%).

Q26. Is your place of work within the local government area?



The residents who do not work were most satisfied with Council (68%). Both those who did and did not work in the local government area had similar satisfaction results (50% to 53% satisfaction).

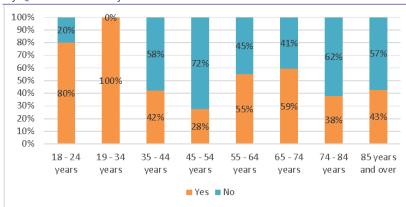
Q7. BREAKDOWN BY
DEMOGRAPHICS: DO YOU

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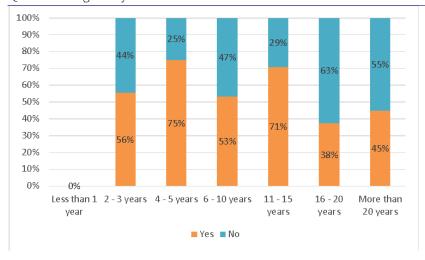
SUPPORT A SPECIAL RATE VARIATION INCREASE TO FUND LOCAL ROAD WORKS INCLUDING ROAD MAINTENANCE, REPAIR, GRAVEL RE-SHEETING AND RESEALING?

By Q23. How old are you?



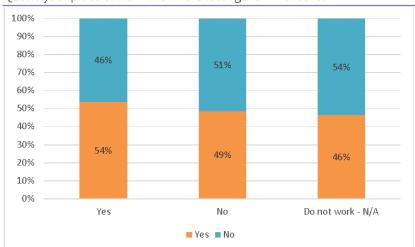
Age brackets 18-34 and 55-74 supported the special rate variation while the rest opposed it.

Q25. How long have you lived in the council area?



The majority of those living in the area for 16 or more years opposed the road maintenance variation while the majority of those living in the area for less than 16 years supported the variation.

Q26. Is your place of work within the local government area?



Work status did not appear to have a substantial effect on residents' opposition or support for a rate increase.

Upper Lachlan Shire Council	Q3 Development and building application services.
• •	Very Dissatisfied (1)
Start of Block: GENERAL MUNICIPAL SERVICES	O Dissatisfied (2)
Q1 GENERAL MUNICIPAL SERVICES heading	Satisfied (3)
Q2 INTRO and Operator ID	Very Satisfied (4) Don't Know (5)
1 (Operator id) (1)	(y)
2 (Operator id) (2)	Q4 Tourism promotion and community events.
3 (Operator id) (3)	Very Dissatisfied (1)
4 (Operator id) (4)	Oissatisfied (2)
5 (Operatorid) (5)	Satisfied (3)
○ 6 (Operator id) (6)	Very Satisfied (4)
7 (Operator id) (7)	O Don't Know (5)

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Q5 The quality and maintenance of town main streets.	
O Very Dissatisfied (1)	Q8 The quality and maintenance of footpaths.
O Dissatisfied (2)	Very Dissatisfied (1)
Satisfied (3)	O Dissatisfied (2)
○ Very Satisfied (4)	Satisfied (3)
O Don't Know (5)	Very Satisfied (4)
	Don't Know (5)
Q6 The quality and maintenance of sealed roads.	
O Very Dissatisfied (1)	Q9 The quality and maintenance of parks, gardens, playgrounds and sports grounds.
O Dissatisfied (2)	Very Dissatisfied (1)
Satisfied (3)	O Dissatisfied (2)
O Very Satisfied (4)	Satisfied (3)
O Don't Know (5)	O Very Satisfied (4)
	Don't Know (5)
Q7 The quality and maintenance of unsealed (gravel) roads.	
O Very Dissatisfied (1)	
O Dissatisfied (2)	
Satisfied (3)	
O Very Satisfied (4)	
O Don't Know (5)	
26 Page	© Piazza Research Ptv Ltd 2019

Q10 Library services.	Q15 Do you support Council constructing a new Community and Civic
O Very Dissatisfied (1)	Centre building in Crookwell replacing the existing council offices?
O Dissatisfied (2)	O Yes (1)
Satisfied (3)	○ No (2)
○ Very Satisfied (4)	End of Block: SUPPORT POR COUNCIL'S PROPOSITIONS
O Don't Know (5)	Start of Block: COUNCIL MANAGEMENT Q16 COUNCIL MANAGEMENT
End of Block: GENERAL MUNICIPAL SERVICES	
Start of Block: SUPPORT POR COUNCIL'S PROPOSITIONS	Q17 Can you please tell me how satisfied or dissatisfied you are with the
Q11 SUPPORT POR COUNCIL'S PROPOSITIONS	following council management issues?
Q12 The next questions are about your support for council propositions.	Q18 The quality of the services that the council provides for the rates you pay.
Q13 Do you support a special rate variation increase to your rates to fund constructing a new Heated Indoor Swimming Pool and Hydrotherapy Centre in Crookwell?	Very Dissatisfied (1) Dissatisfied (2)
○ Yes (1)	Satisfied (3)
○ No (2)	Very Satisfied (4)
	O Don't Know (5)
Q14 Do you support a special rate variation increase to your rates to fund unsealed road network improvement works including road repair and gravel resheeting of roads?	
O Yes (1)	
○ No (2)	
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Q19 The degree to which the council is heritage-conscious.	Q21 The degree to which the council adequately assists in creating employment opportunities in the local community.
O Very Dissatisfied (1)	Very Dissatisfied (1)
Obsatisfied (2)	O Dissatisfied (2)
Satisfied (3)	Satisfied (3)
○ Very Satisfied (4)	O Very Satisfied (4)
O Don't Know (5)	O Don't Know (5)
	End of Block: COUNCIL MANAGEMENT
Q20 The degree to which the council encourages community participation and open government.	Start of Block: PERCEPTIONS OF LIFE IN AREA/ATMOSPHERE
O Very Dissatisfied (1)	Q22 PERCEPTIONS OF LIFE IN AREA/ATMOSPHERE
O Dissatisfied (2)	
Satisfied (3)	Q23 The next questions are about your perception of the quality of life in your area.
Very Satisfied (4)	
O Don't Know (5)	Q24 How satisfied are you with the quality of life where you live?
	O Very Dissatisfied (1)
	O Dissatisfied (2)
	Satisfied (3)
	O Very Satisfied (4)
	O Don't Know (5)

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Q25 How satisfied are you with the degree to which art, community and culture are fostered and encouraged by your council?	Q28 How satisfied were you wit service/communication?	th the council's custom	er
O Very Dissatisfied (1)	O Very Dissatisfied (1))	
O Dissatisfied (2)	O Dissatisfied (2)		
Satisfied (3)	Satisfied (3)		
O Very Satisfied (4)	O Very Satisfied (4)		
O Don't Know (5)	O Don't Know (5)		
End of Block: PERCEPTIONS OF LIFE IN AREA/ATMOSPHERE			
Start of Block: COUNCIL COMMUNICATION	Q29 In the last 12 months, have following social media?	e you accessed, read o	r listened to any of the
Q26 COUNCIL COMMUNICATION	Tollowing social media?	Yes (1)	No (2)
	Council's website (1)		
Q27 Have you been in communication with the council in the last 12 months? (i.e. contacted by the council, or you contacted the council)	Council's Facebook page (2)		
○ Yes (1) ○ No (2)	Council's weekly e- newsletter (4)		
Unsure (3)	The Voice quarterly newsletter (5)		
	Council Information Page (Crookwell Gazette) (6)		
	Council's Weekly Mayoral Column? (7)		
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Council's website (1) Council's Facebook			Don't know (6)	Very satisfied (5)	Satisfied (4)	Dissatisfied (2)	Very Dissatisfied (1)	
Facebook page (2) Council's weekly w	iment issues. (i how the Cour	Q33 I am going to read out some statements about environment you please tell me how satisfied or dissatisfied you are with how deal with these issues?						
weekty e-newsletter (d) The Voice quarterly newsletter (S) Council Information Page (Crockwell Gazette) (G) Council's Weekly Mayoral Column? (f) All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and community activities? All What is your preferred method to receive information about Council and counci	ection).	Q34 Waste removal and recycling services (e.g. waste collection						acebook
The Voice quarterly newsletter (5) Council (5) Council (6) Council (6) Council (6) Council (6) Council's (7) Council's Weekly Mayoral (7) Column? (7) All What is your preferred method to receive information about Council and community activities? Electronically (1) Hard Copy (2) Dissatisfied (2) Satisfied (3) Very Dissatisfied (1) Dissatisfied (3) Very Satisfied (4) Don't Know (5)								weekly e- newsletter
Council formation Page Crookwell Gazette) (6) Council's Weekly Mayoral Column? (7) Column? (7) Column water supply quality. Weekly Mayoral Column? (7) Column water supply quality. Satisfied (2) Satisfied (3) Column water supply activities? Column about Council and community activities? Column about Council and Column water supply quality. Satisfied (3) Council and Column water supply quality. Dissatisfied (4) Column water supply quality. Very Dissatisfied (2) Column water supply quality. Dissatisfied (4) Column water supply quality. Dissatisfied (4) Column water supply quality. Dissatisfied (4) Column water supply quality.								The Voice quarterly newsletter
Council's Weekly Mayoral Column? (7) What is your preferred method to receive information about Council and ommunity activities? Electronically (1) Hard Copy (2) Q35 The town water supply quality. Very Dissatisfied (1) Dissatisfied (2) Satisfied (3) Very Satisfied (4) Don't Know (5)								Council Iformation Page Crookwell Gazette)
Satisfied (3) Satisfied (3) What is your preferred method to receive information about Council and ommunity activities? Very Satisfied (4) Electronically (1) Don't Know (5)								Council's Weekly Mayoral Column?
What is your preferred method to receive information about Council and community activities? Very Satisfied (4)		O Dissatisfied (2)						
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— Don't Know (5) — Hard Copy (2)		O Very Satisfied (4)	ui ailu	about Court	e il iloittiatioi i	ileti lod to receiv	ctivities?	ommunity ac
		O Don't Know (5)					ectronically (1)	○ Ele
End of Block: COUNCIL COMMUNICATION							ard Copy (2)	О На
					N	MMUNICATIO	k: COUNCIL CO	nd of Block
Start of Block: PERCEPTIONS OF ENVIRONMENTAL MANAGEMENT			NT	MANAGEME	ONMENTAL I	NS OF ENVIRO	k: PERCEPTIO	tart of Bloci

Q36 The town sewerage services.	Q39 All things considered, how satisfied are you with your local government (i.e. council)?
Very Dissatisfied (1)	Very Dissatisfied (1)
O Dissatisfied (2)	O Dissatisfied (2)
Satisfied (3)	Satisfied (3)
O Very Satisfied (4)	Very Satisfied (4)
O Don't Know (5)	O Don't Know (5)
OZ Picecourity consisce (i.e. posicy weeds)	End of Block: OVERALL SATISFACTION LEVEL
Q37 Biosecurity services (i.e. noxious weeds).	Start of Block: DEMOGRAPHICS
Very Dissatisfied (1)	Q40 DEMOGRAPHICS
Oissatisfied (2)	
Satisfied (3)	Q41 Which age category do you belong in?
Overy Satisfied (4)	18 - 24 years (1)
O Don't Know (5)	19 - 34 years (2)
End of Block: PERCEPTIONS OF ENVIRONMENTAL MANAGEMENT	35 - 44 years (3)
Start of Block: OVERALL SATISFACTION LEVEL	45 - 54 years (4)
Q38 OVERALL SATISFACTION LEVEL	55 - 64 years (5)
	65 - 74 years (6)
	74 - 84 years (7)
	85 years and over (8)
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Less than 1 year (1) 2 - 3 years (2) 4 - 5 years (3) 6 - 10 years (4) 11 - 15 years (5) 44- 20 years (6) More than 20 years (7) Q43 Is your place of work within the local government area? Yes (1) No (2) Do not work - N/A (3) ———————————————————————————————————	Q42 How long have you lived in the council area?	
O to twork - N/A (3) O not work - N/A (3) 11 - 15 years (5) O 16 - 20 years (6) O not work - N/A (3) Q44 OK. THAT WAS THE LAST QUESTION. Thanks so much for your help with this survey. Upper Lachlan Shire Council will be using your responses to help improve services for the community. Thanks again fing your time. Goodbye. (END CALL)		
O 11 - 15 years (5) Q44 OK. THAT WAS THE LAST QUESTION. Thanks so much for you help with this survey. Upper Lachlan Shire Council will be using your responses to help improve services for the community. Thanks again f your time. Goodbye. (END CALL)		
	11 - 15 years (5) 16 - 20 years (6)	Q44 OK. THAT WAS THE LAST QUESTION. Thanks so much for your help with this survey. Upper Lachlan Shire Council will be using your responses to help improve services for the community. Thanks again for your time. Goodbye. (END CALL)

Ordinary Meeting of Council held on 18 April 2019

This report was produced by Piazza Research Pty Ltd Ph (02)6282 4963, for the Upper Lachlan Shire Council. Lead Consultants: Grant Piazza, Darab Fateh

Project reference number: #ULSC060219

13 GENERAL MANAGER

The following items are submitted for consideration -

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General Manager - 18 April 2019

ITEM 13.1 Code of Meeting Practice Review

FILE REFERENCE 119/140

AUTHOR General Manager

ISSUE

Providing details regarding the review and adoption of the Code of Meeting Practice.

RECOMMENDATION That -

1. In accordance with Section 362, of the Local Government Act 1993, Council adopts the Upper Lachlan Shire Council Code of Meeting Practice.

BACKGROUND

Amendments made to the Local Government Act 1993 in August 2016 by the Local Government Amendment (Governance and Planning) Act 2016 (the Phase 1 amendments) provide for a model Code of Meeting Practice to be prescribed by the Regulation.

The model Code of Meeting Practice has been prescribed under the Local Government (General) Regulation 2005 (the Regulation) and the existing meetings provisions of the Regulation have been repealed.

REPORT

In accordance with Section 361 (1), of the Local Government Act 1993, before adopting a code of meeting practice, a council must prepare a draft code.

A Councillor and Senior Staff workshop was held on Wednesday, 20 February 2018 facilitated by the Office of Local Government's Council Engagement Manager, Elizabeth Dixon and the Manager of Governance, John Davies. They provided an overview as to why changes had been made and took Councillors and Senior Staff through the non-mandatory provisions. Councillors then made alterations to non-mandatory provisions the model Code of Meeting Practice.

At the Council Meeting held on Thursday, 21 February 2019 Council then resolved to publicly advertise the Upper Lachlan Shire Council Code of Meeting Practice.

As required under Section 361 (2) and (3), of the Local Government Act 1993, Council gave public notice of the draft code for 28 days, which closed on Thursday, 22 March 2019, of its intention to adopt the reviewed Upper Lachlan Shire Council Code of Meeting Practice.

General Manager CODE OF MEETING PRACTICE REVIEW cont'd

Upper Lachlan Shire Council advertised its objective to adopt the Upper Lachlan Shire Council Code of Meeting Practice and in accordance with Section 361 (5), of the Local Government Act 1993, Council publicly exhibited the draft code. A copy the advertised Upper Lachlan Shire Council Code of Meeting Practice is attached for Councillors information.

Council requested that persons wishing to make a formal submission to Council regarding the intention to adopt the Upper Lachlan Shire Council Code of Meeting Practice, do so within the statutory 28 days from the publication of the notice on Friday, 22 February 2019, that is, by 4.00pm on Thursday, 21 March 2019.

Nine (9) submissions were received within the formal submission timeframe. The nine submissions are all seeking to amend the draft Upper Lachlan Shire Council Code of Meeting Practice to delete or alter the section titled **Pre-meeting briefing sessions** CI 3.33 'Pre-meeting briefing sessions are to be held in absence of the pubic'. Copies of the nine submissions received are attached for Councillors consideration, with personal details excised out in accordance with the Privacy and Personal Information Protection Act 1998.

With respect to the issue of pre-meeting briefings, please note, at the Council Meeting held on 21 June 2018 under resolution no. 175/18 it was resolved that "The General Manager instigate Pre Meeting Briefing Sessions (Workshop or Briefing) prior to Council Meetings or when required on matters deemed necessary by the General Manager to ensure that Councillors are fully conversant with relevant information." Council already has adopted resolution no. 175/18 to conduct pre-meeting briefings.

It is now appropriate that Council formally consider resolving the adoption of the Upper Lachlan Shire Council Code of Meeting Practice under Section 362, of the Local Government Act 1993.

POLICY IMPACT

Adoption of a Code of Meeting Practice is a requirement of the Office of Local Government.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

. In accordance with Section 362, of the Local Government Act 1993, Council adopts the Upper Lachlan Shire Council Code of Meeting Practice.

ATTACHMENTS

1.	Ċ	Code of Meeting Practice for Local Councils in NSW 2018 -	Attachment
		Adopted 21 February 2019	
2.	Ċ	Public Submissions - Council Briefing Meetings	Attachment

MODELCODE OF MEETING PRACTICE

for Local Councils in NSW

2018



MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

2018

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This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2005 (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

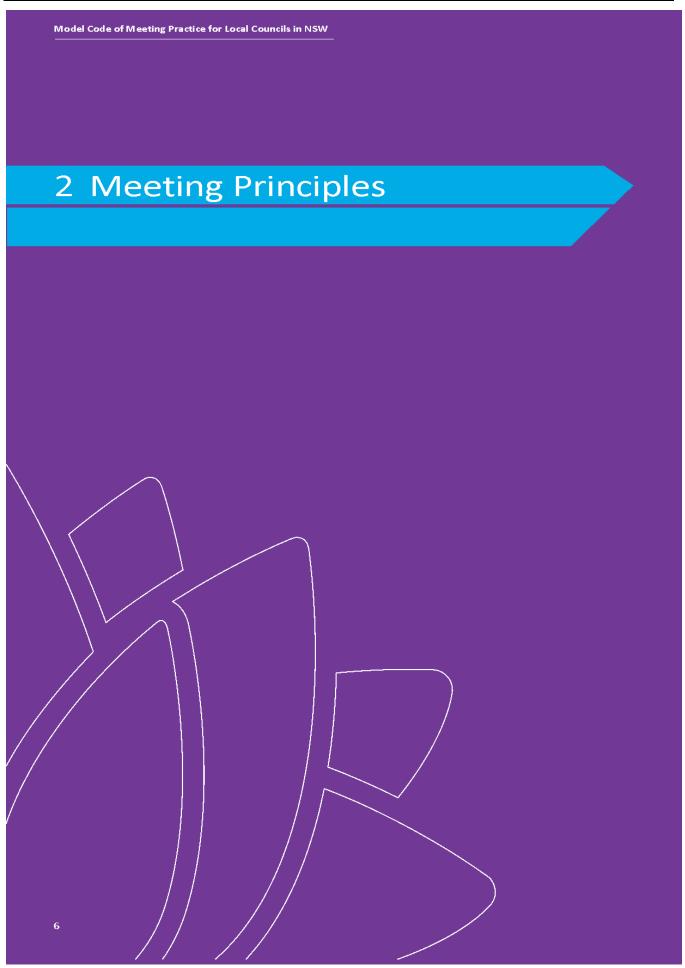
A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.

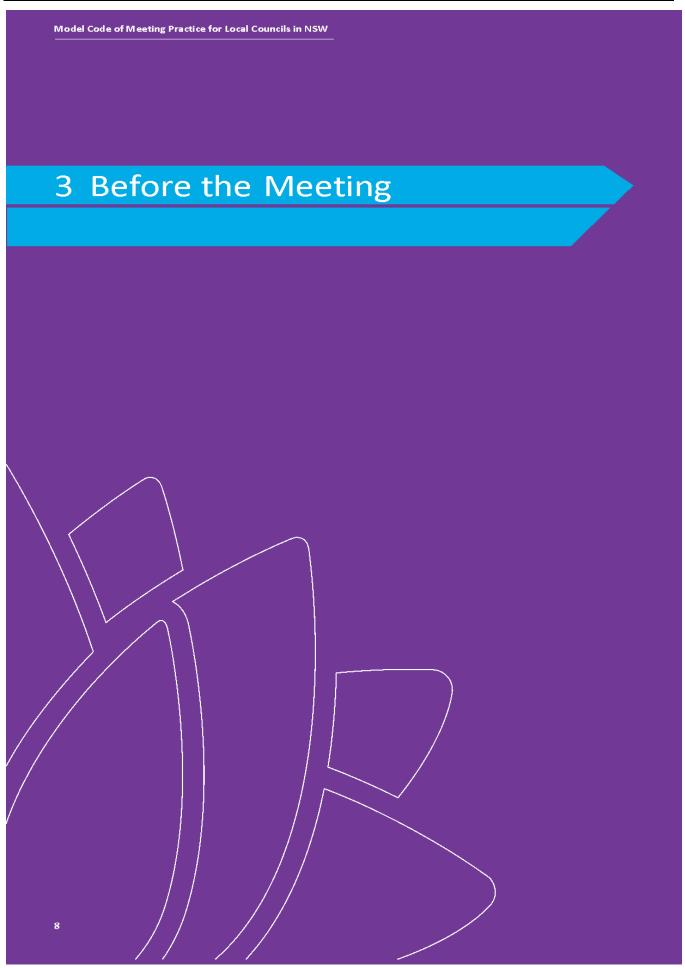
In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".



2.1 Council and committee meetings should be:

Transparent:	Decisions are made in a way that is open and accountable.
Informed:	Decisions are made based on relevant, quality information.
Inclusive:	Decisions respect the diverse needs and interests of the local community.
Principled:	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted:	The community has confidence that councillors and staff actethically and make decisions in the interests of the whole community.
Respectful:	Councillors, staff and meeting attendees treat each other with respect.
Effective:	Meetings are well organised, effectively run and skilfully chaired.
Orderly:	Councillors, staff and meeting attendees behavein away that contributes to the orderly conduct of the meeting.



Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the following occasions: **On the**

third Thursday of each month (excluding January) commencing at 6.00pm (unless otherwise resolved by Council).

3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use $\underline{\text{either}}$ clause 3.1 or 3.2

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

3.3 If the mayor receives a request inwriting, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 36 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

9

Notice to councillors of extraordinary meetings

3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted Ten(10) business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the councilhas legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

- A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
 - (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
 - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when

the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A) (a) of the Act.

322 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

323 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

11

Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A) (b) of the Act.

3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

326 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 328 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
 - (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 329 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 330 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.35 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.36 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.



- A.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.
- 4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received no later than two (2) days before the date on which the public forum is to beheld, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may apply to speak on no more than one (1) item of business on the agenda of the council meeting.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must givereasons in writing for a decision to refuse an application.
- 4.7 No more than **two (2)** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

- If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than one (1) day before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed **three**(3) minutes to address the council. This time is to be strictly enforced by the chairperson.

- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14.

 Answers by the speaker, to each question are to be limited to **two (2)** minutes.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to two (2) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by councilstaff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdrawand unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council.

Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.



Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.
 - Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.
- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 53 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such and apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1) (d) of the Act.

5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

58 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

5.9 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
 - (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
 - (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor,

- cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Entitlement of the public to attend council meetings

5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.16 reflects section 10(1) of the Act.

- 5.16 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
 - (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.18 reflects section 10(2) of the Act.

5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for [council to specify the period of time the recording is to be retained on the website]. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Webcasting of meetings

5.19 All meetings of the council and committees of the council are to be webcast on the council's website.

Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.

Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting.

- 5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.21 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

Attendance of the general manager and other staff at meetings

5.23 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.23 reflects section 376(1) of the Act.

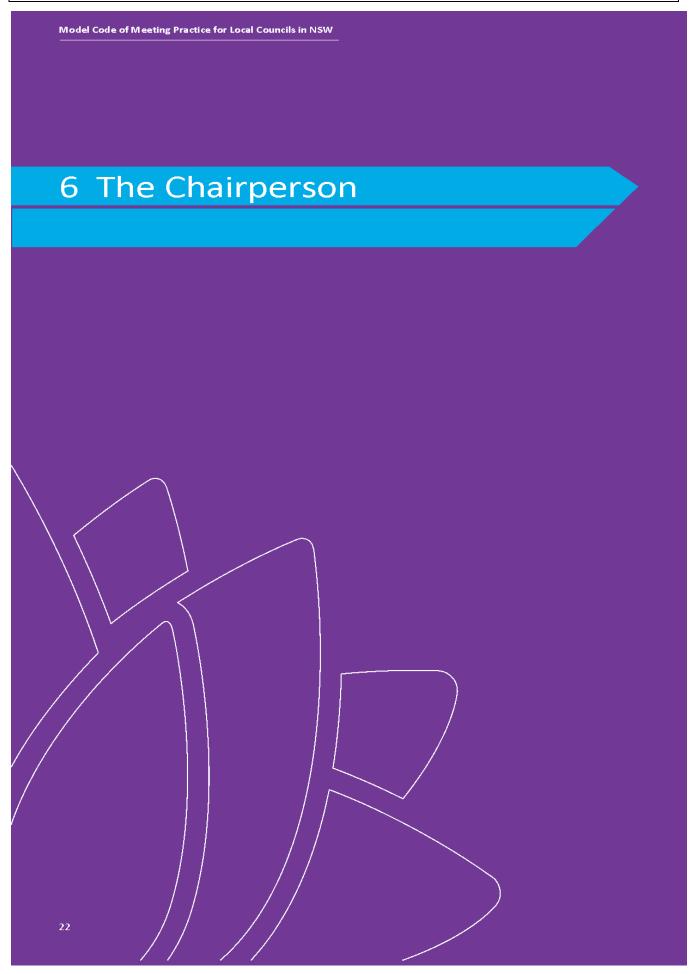
5.24 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.24 reflects section 376(2) of the Act.

5.25 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.25 reflects section 376(3) of the Act.

5.26 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.



The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

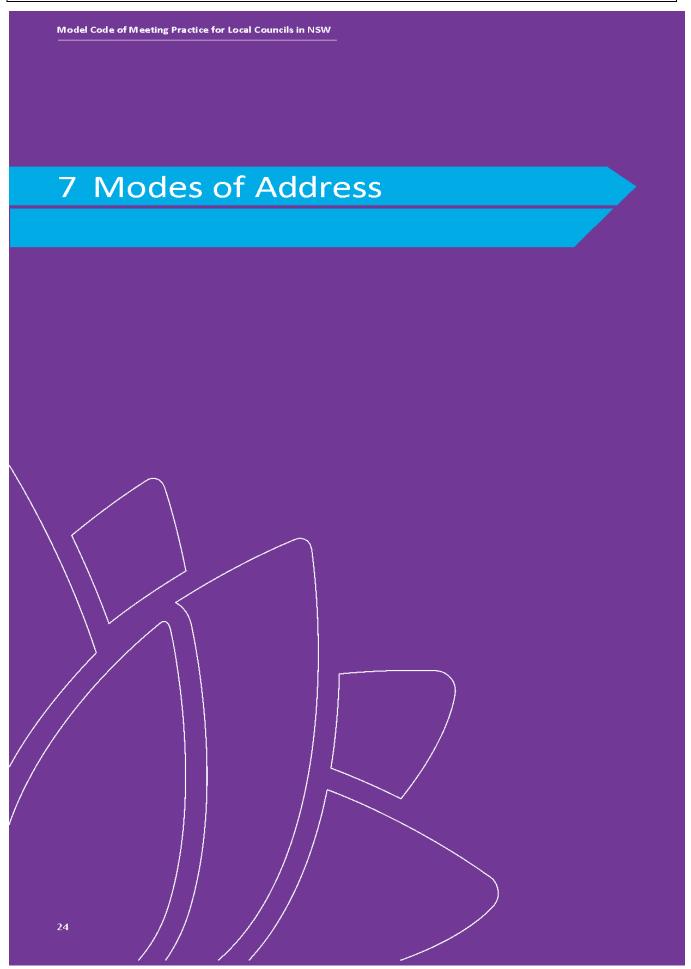
Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
 - (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

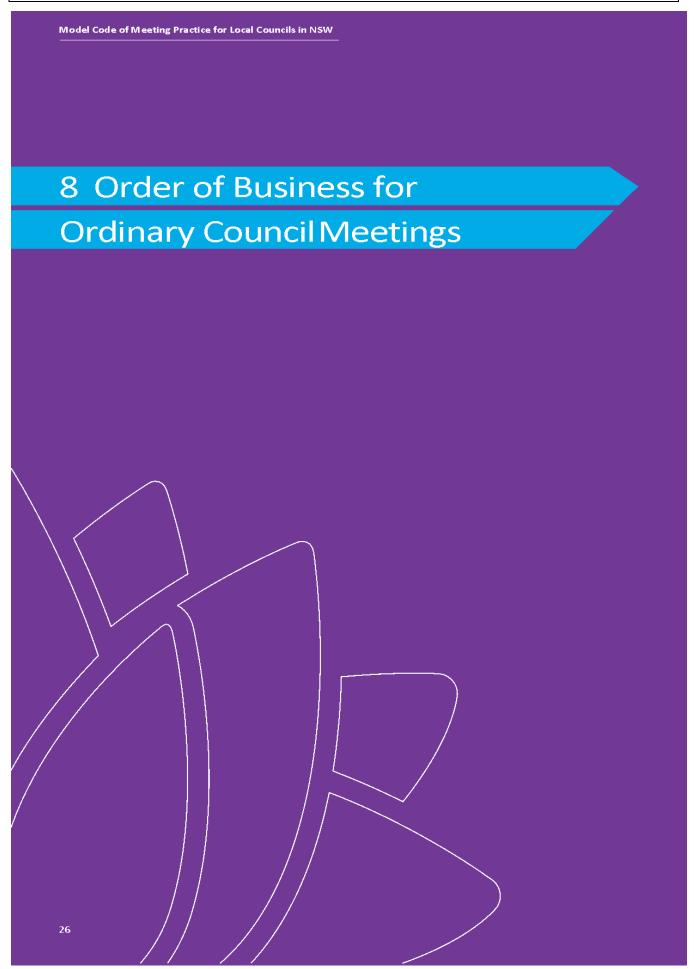
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairpersonis to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
 - (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawnslip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

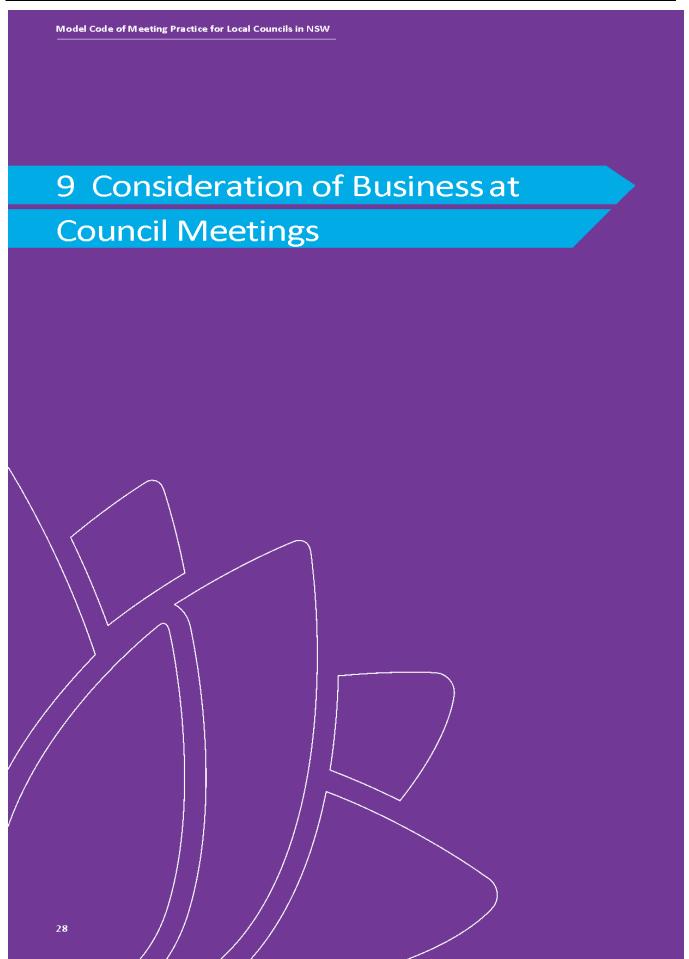
- 6.9 When the chairperson rises or speaks during a meeting of the council:
 - (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.



- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].



- &1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The order of business as fixed under 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause8.3 may speak to the motion before it is put.



Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
 - (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
 - (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
 - (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that

- it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute 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 recommendation if adopted.

Staff reports

9.11 Arecommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

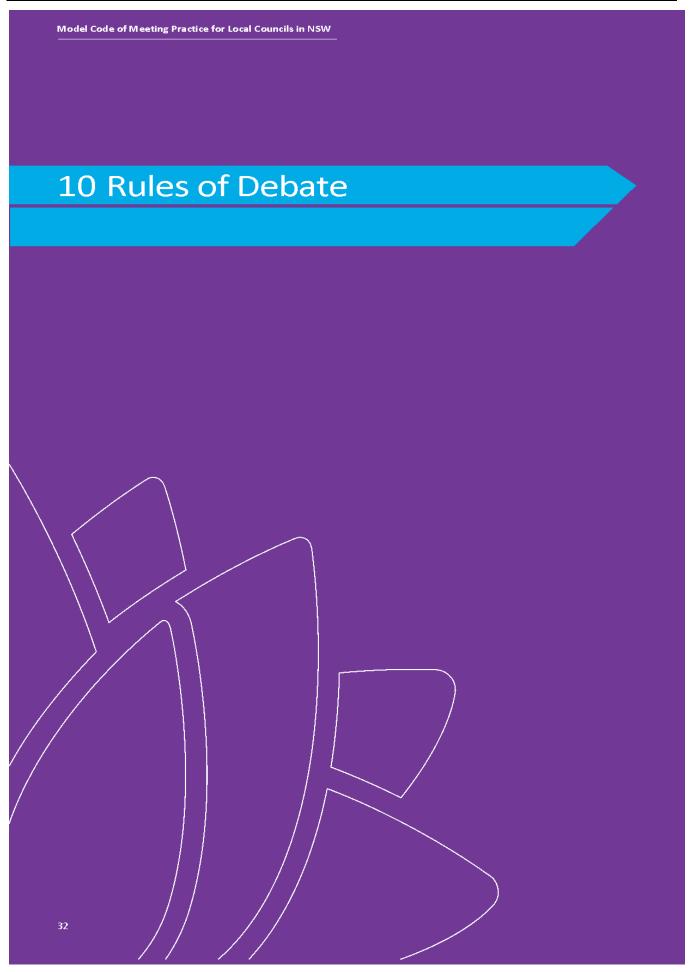
- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda.

 Council employees are only obliged to

- answer a question put to them through the general manager at the direction of the general manager.
- 2.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.



Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
 - (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council..

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 0.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/ or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the 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.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillorwho moved the original motion.

Foreshadowed motions

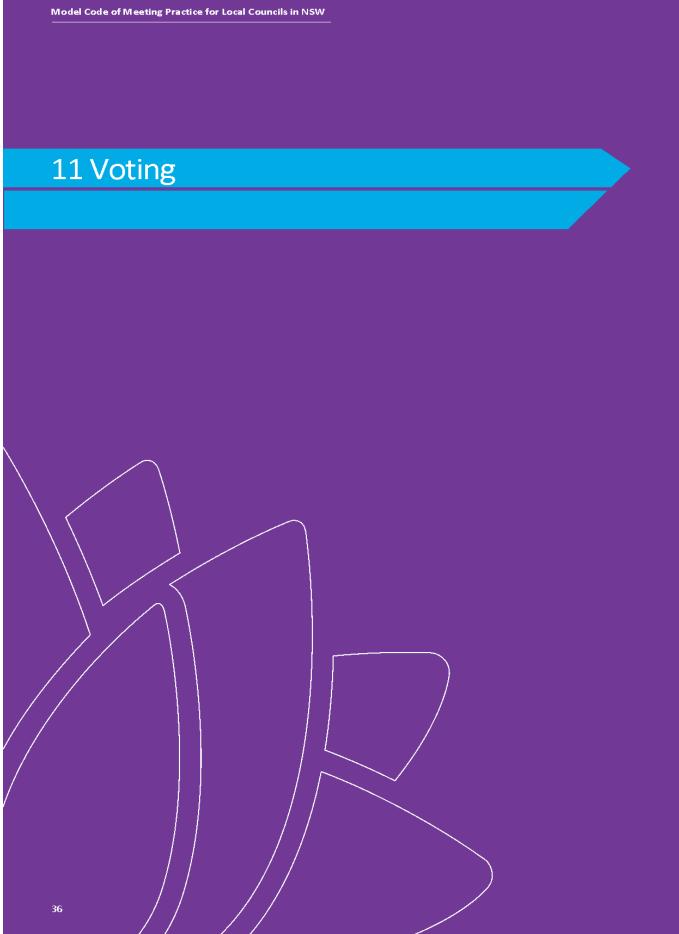
- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motionlapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 1022 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion oramendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
 - (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.



Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

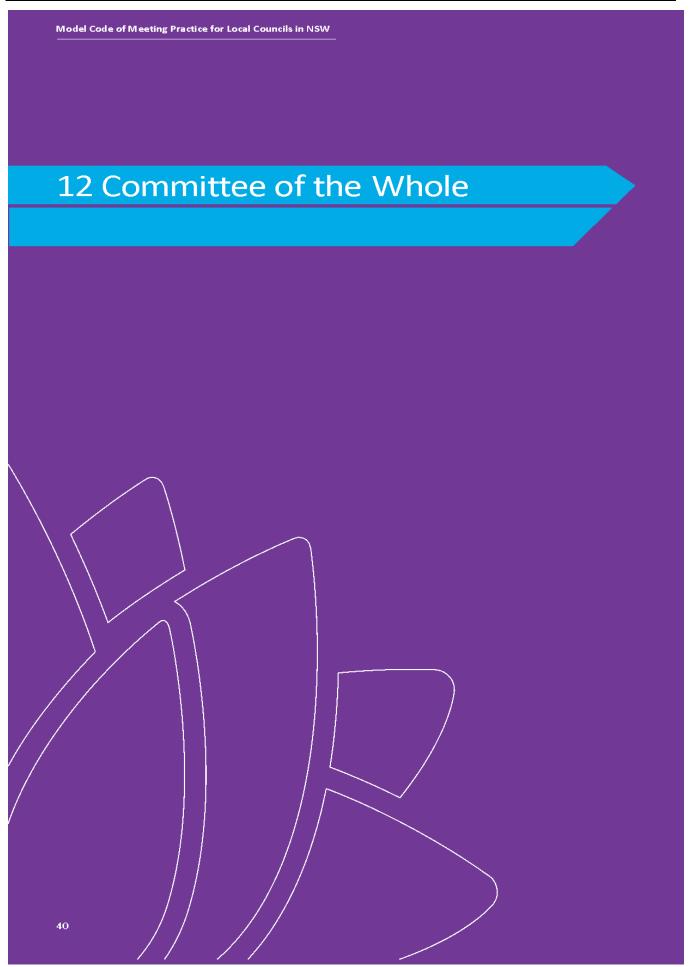
- 11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion
- 11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

- 11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.9 Clauses 11.7–11.8 apply also to meetings that are closed to the public.

Note: Clauses 11.7–11.9 reflect section 375A of the Act.

Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.



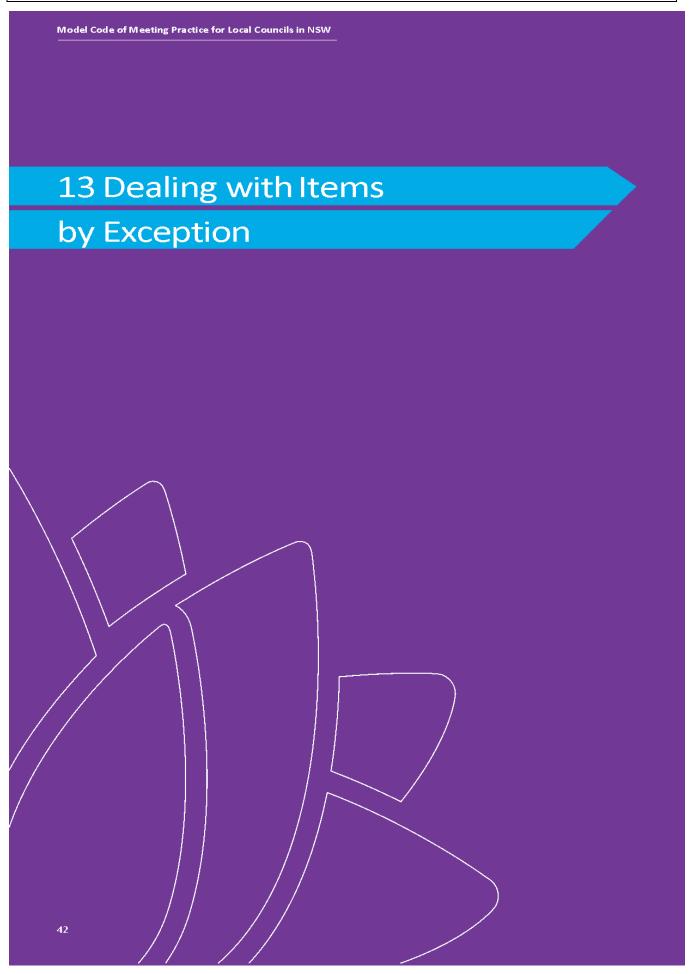
12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

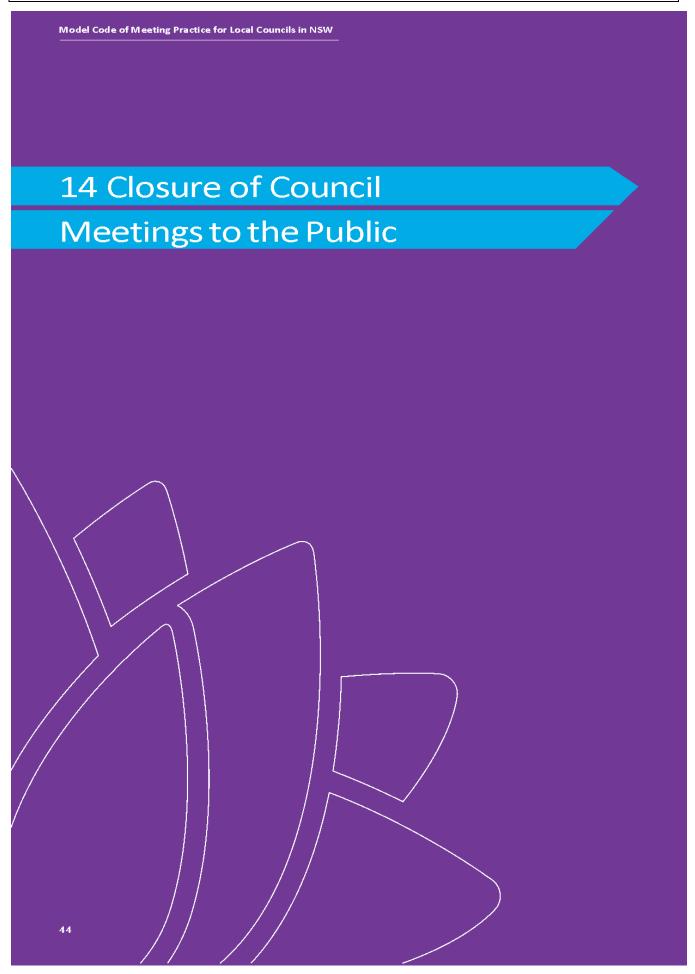
12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.



- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause
 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.



Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or rate payer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confera commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 4.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
 - (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
 - (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
 - (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

> Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
 - (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by two (2) working days before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **two (2)** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the

- persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 4.15 The general manager (or their delegate) is to determine the order of speakers.
- Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers to make representations in such order as determined by the chairperson.
- 4.17 Each speaker will be allowed **three**(3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Model Code of Meeting Practice for Local Councils in NSW

Expulsion of noncouncillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the firstmentioned person from that place and, if necessary restrain that person from reentering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

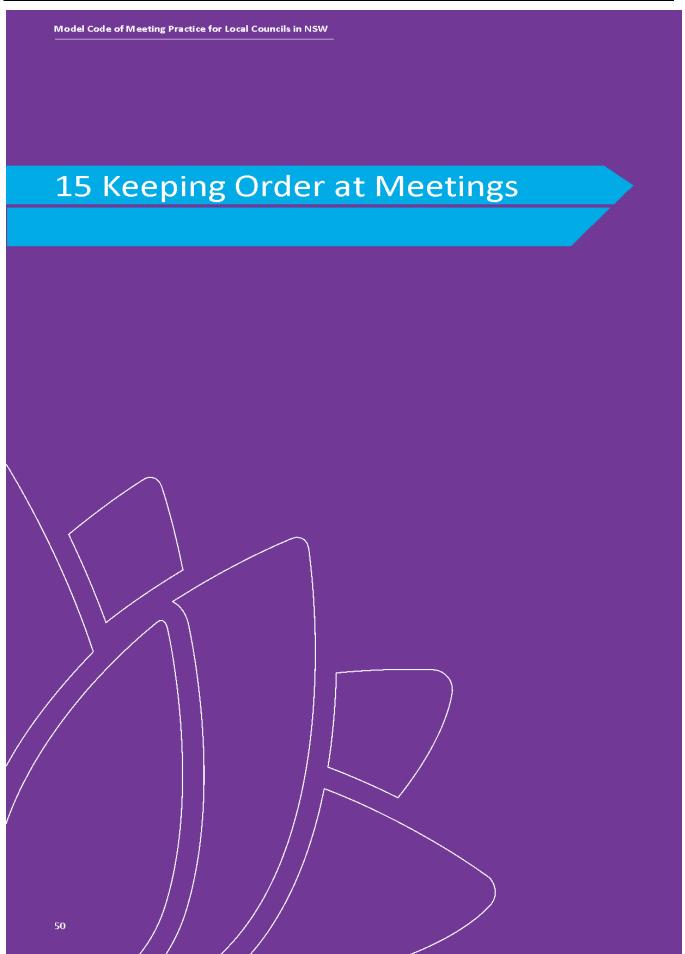
- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
 - (a) the relevant provision of section 10A(2) of the Act,

- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident orratepayer or a trade secret) an explanation of the way in which discussion of the matterinan open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.



Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
 - (a) contravenes the Act or any regulation in force under the Act or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

- (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.
- 15.12 The chairperson may require a councillor:
 - (a) to apologise without reservation for an act of disorder referred to in clauses
 15.11(a) or (b), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for an act of disorder referred to in clauses 1 5.11 (d) and (e).

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

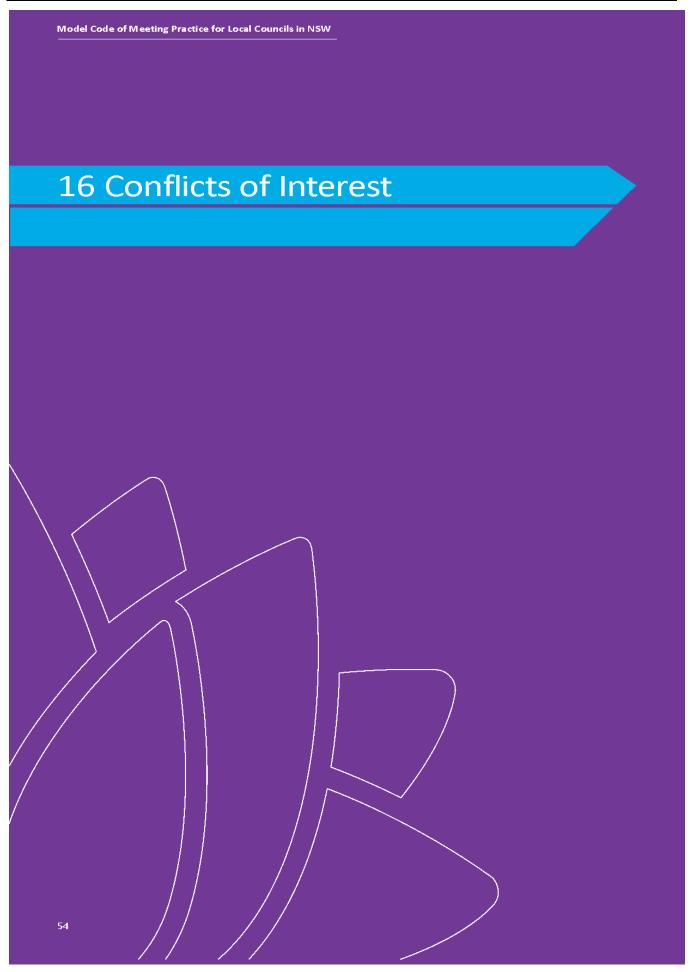
- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 Clause 15.14, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2) (a) of the Act.
- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

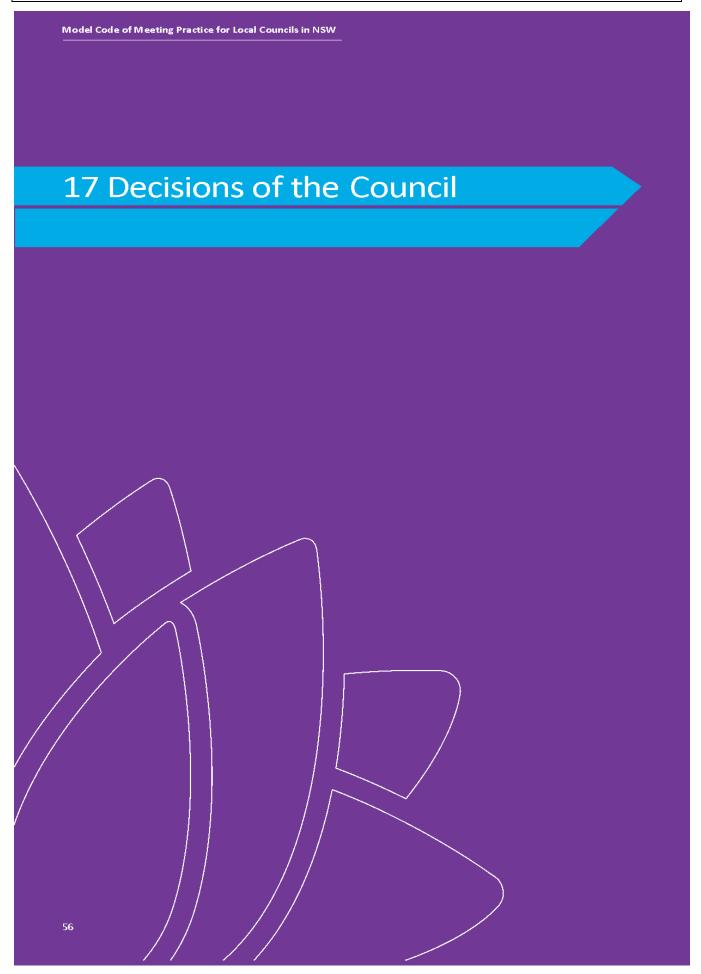
Use of mobile phones and the unauthorised recording of meetings

- 15.20 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.21 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.



16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.



Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

> Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three
(3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

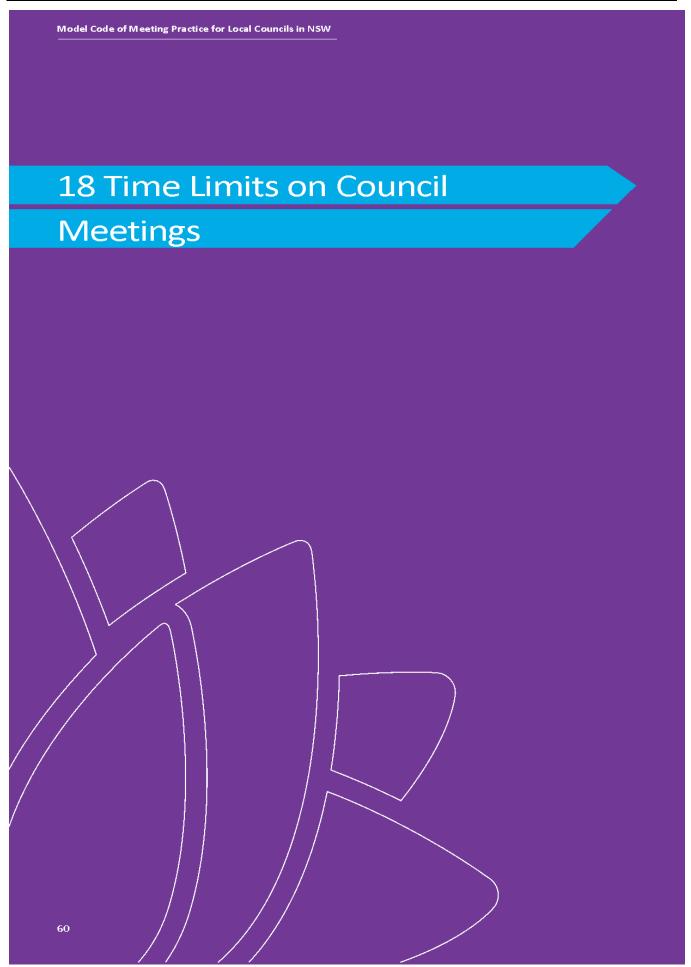
- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than close of business on the Monday following the Council Meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

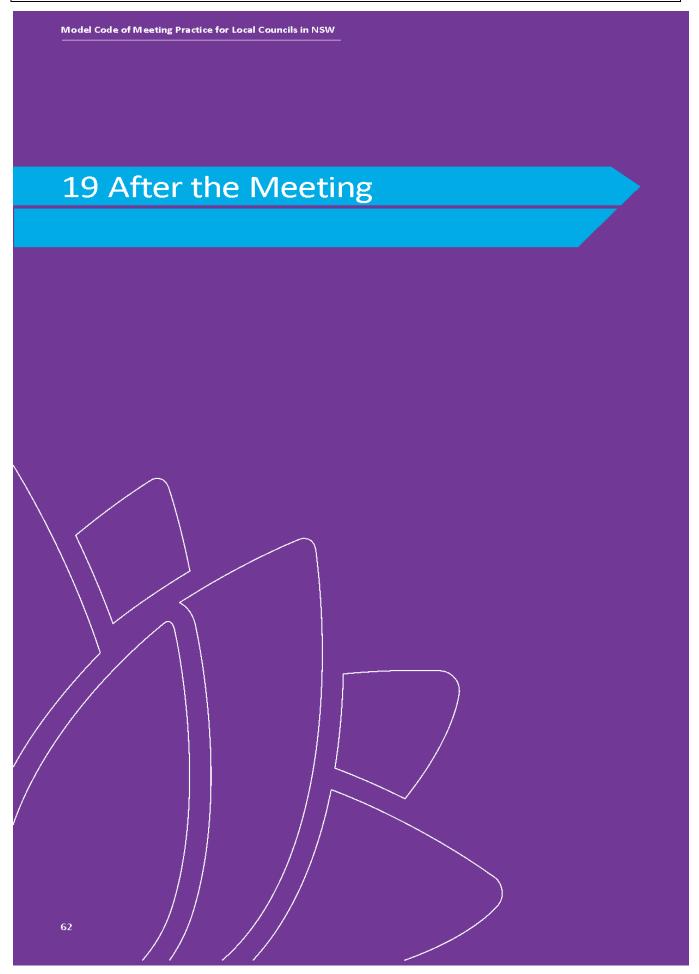
- 17.12 Subject to clause 17.7, in cases of urgency, a motion to after or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
 - (a) a notice of motion signed by three councillors is submitted to the chairperson, and
 - (b) a motion to have the motion considered at the meeting is passed, and
 - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
 - (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.



- 18.1 Meetings of the council and committees of the council are to conclude no later than 9.00pm.
- 18.2 If the business of the meeting is unfinished at 9.00pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 9.00pm, and the council does not resolve to extend the meeting, the chairperson must either:
 - (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
 - (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.



Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
 - (a) details of each motion moved at a council meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment was passed or lost, and
 - (d) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting. 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, givereasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

9.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.



Application of this Part

20.1 This Part only applies to committees of the council whose members are all

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
 - (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
 - (a) the time, date and place of the meeting, and

- (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called inan emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
 - (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
 - (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

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Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
 - (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

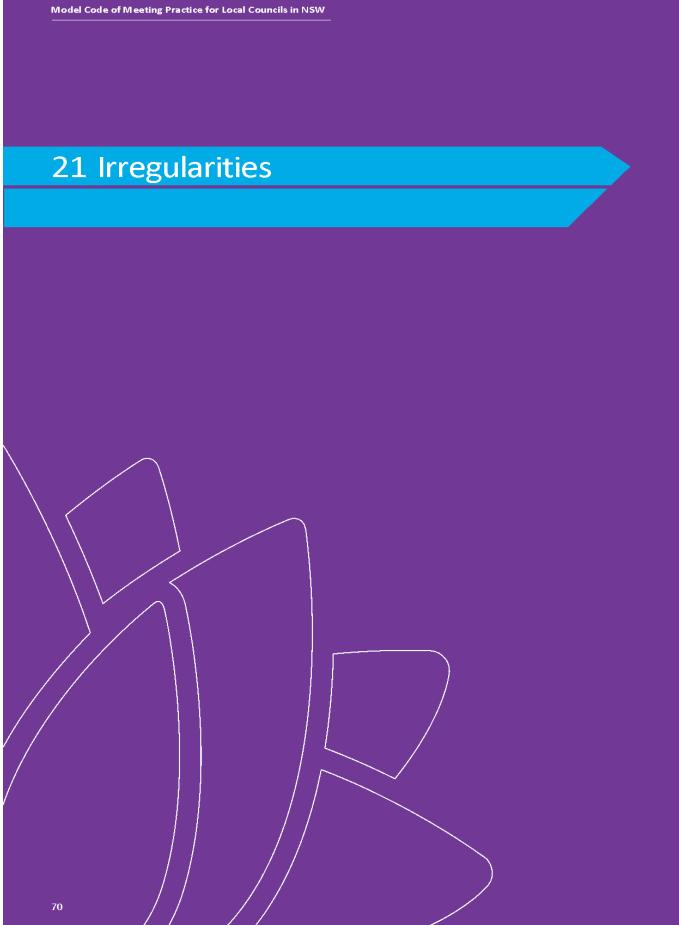
20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

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- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
 - (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.



the Act	means the Local Government Act 1993
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and
	in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act

Model Code of Meeting Practice for Local Councils in NSW

quorum	means the minimum number of councillors or committee members
	necessary to conduct a meeting
the Regulation	means the Local Government (General) Regulation 2005
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June



John Bell

From:

Greg Long kg jil@bigpond.com

Sent: To: Saturday, 2 March 2019 10:31 AM Upper Lachlan Shire Council

Subject:

General Manager - Code of Meeting Practice

Attention: General Manager Upper Lachlan Council

Code of Meeting Practice

Dear Mr Bell,

I would like to voice my objection to Council adopting the Pre-meeting briefing sessions 3.33 'Pre-meeting briefing sessions are to be held in absence of the pubic'.

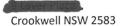
It is in my view that for council to be transparent, then it is imperative that this recommendation is not adopted and that the pre meeting briefing meeting is held with public also in attendance.

Thank you,



This email has been scanned by the Symantec Email Security.cloud service. For more information please visit http://www.symanteccloud.com

Crookwell 2583 Managerial Stoff a Councilloss
The issue of Councilloss
discussions" being cloud to the spublic
concerns me greatly. Many older tatefragess
rely heavily on others outside management UPPER LACHLAN SHIRE COUNCIL CROOKWELL OFFICE 05 MAR 2019 File No:



March 10, 2019

Mr John Bell The General Manager Upper Lachlan Shire Council Spring Street Crookwell NSW 2583

Dear Sir,

Submission re: Model Code for Meeting Practice for Local Councils in NSW 2018

I am concerned about the item on page 13 of the Model Code pertaining to Pre-meeting briefing sessions "to be held in the absence of the public".

I believe that decisions made by Councillors should be transparent and ratepayers should be aware of the information given to councillors and the discussion that takes place at the pre-briefing sessions.

Ratepayers should have the right to attend pre-briefing sessions if they wish just as they have the right to attend council meetings and listen to the debate among councillors which gives better insight into why decisions are made.

When pre-briefing sessions are held, councillors' opinions would be formed and there is not as much information to be gathered at the ensuing council meeting where motions are passed (or otherwise) with very little discussion.

Yours faithfully,





March 18, 2019

The General Manager Upper Lachlan Shire Council Spring Street Crookwell NSW 2583

Dear Mr Bell,

Re: Model Code for Meeting Practice for Local Councils in NSW 2018

According to the business papers of the February Council meeting, the Model Code for Meeting Practice contains both mandatory provisions and non-mandatory provisions (printed in red in the document).

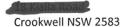
We would like to register an objection to Clause 3.33 relating to pre-briefing sessions being closed to the public and ask that this clause be removed from the Meeting Code of Practice for Upper Lachlan Council.

Since pre-briefing sessions began, there appears to be less discussion and debate at the monthly council meetings. Issues are put forward and dealt with without much debate; this debate would give members of the public some idea of how the decision came about – not just the cut and dried motion.

Residents are entitled to transparency from councillors. Sensitive matters are already catered for in the Confidential Session prior to conclusion of each council meeting.

Yours faithfully,





March 17th, 2019

Mr John Bell General Manager Upper Lachlan Shire Council Spring Street Crookwell NSW 2583

Dear Mr Bell,

Re: Model Code for Meeting Practice for Local Councils in NSW 2018

I read the article in the Crookwell Gazette in February regarding discussions and debate "taking place behind closed doors".

I then read the advertisement in the Crookwell Gazette advising Council's intention to adopt the revised Code of Meeting Practice and the document could be viewed on Council's website. I eventually found it under Policies, Governance 1. It was interesting to see that the non-mandatory sections are not printed in red text in the document on Council's website.

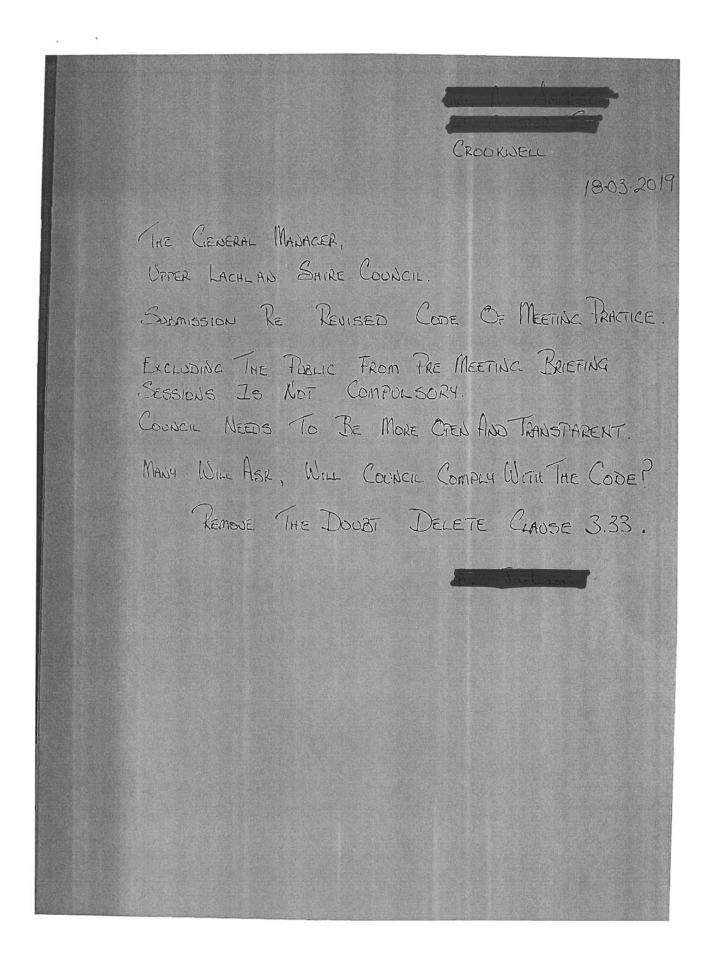
Despite councillors being instructed not to use pre-briefing sessions to make preliminary decisions about items of Council business, opinions would still be formed at the pre-briefing sessions.

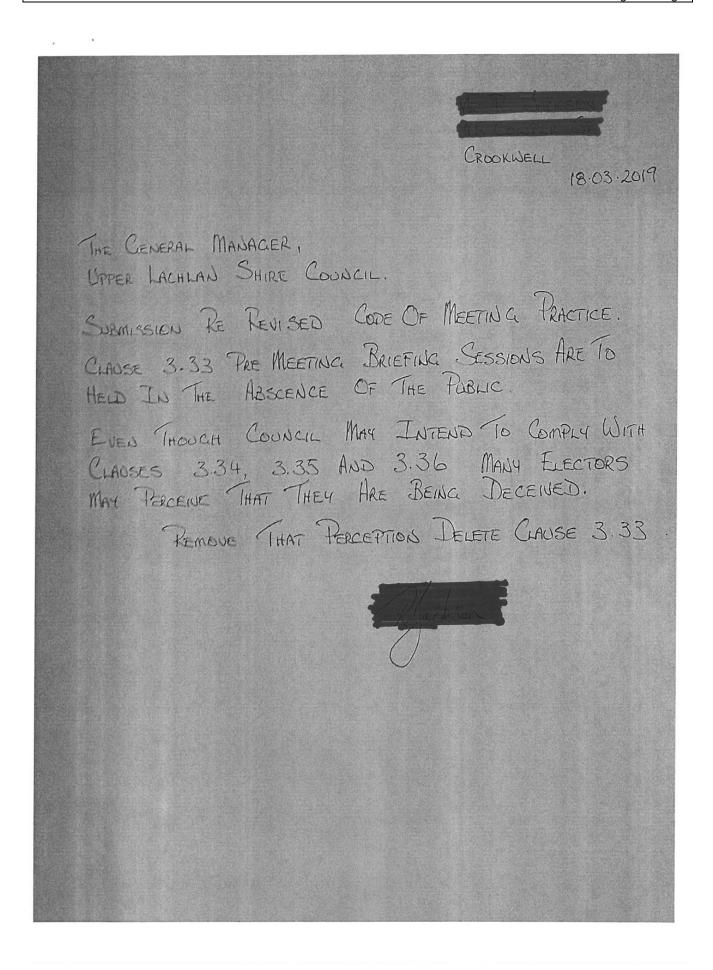
I object to pre-briefing sessions in general – debate should be transparent and should give an idea of why decisions are made by councillors at the monthly meetings.

If the Council meeting can't finish before 9pm unless a pre-briefing session is held, then it is obvious that the residents attending the monthly council meetings are not hearing all the debate that should be openly discussed but has already taken place at the pre-briefing session.

Yours faithfully,







Item: 13.1

17 March 2019

Mr JK Bell General Manager Upper Lachlan Shire Council PO Box 42 Gunning NSW 2581

UPPER LACHLAN SH	HIRE COUNCIL
GUNNING C	
20 MAR	2019
File No:	

Dear Sir

RE: REVISED CODE OF MEETING PRACTICE

I understand that the pre-meeting briefing sessions proposed under clause 3.32 (of the Model Code of Meeting Practice for Local Councils in NSW 2018) can be a useful procedure for councillors to make informed decisions relating to matters contained in the relevant business papers.

However, I am reliably informed that at both such pre-meeting briefing sessions held before the last two council meetings there has been debate on items of business councillors were being briefed on. Consequently, any real debate at the actual council meeting has been stifled. This is in direct contradiction to the guidelines in clause 3.35 where "any debate and decision-making must be left to the formal council...meeting at which the item of business is to be considered."

The inappropriate practice of debate or extended discussion on a briefing topic at a 'briefing session' goes beyond the concept of a briefing for the purpose of explaining any unclear aspects of any particular business matter — which seems to be the spirit in which clause 3.35 was written.

Council can give as many assurances as it wants of a non-recurrence of the above but the experience from the two briefings already held shows that any assurance of conformity with the proposed guidelines within closed briefing sessions will be difficult to be accepted by the community.

To hold such briefing sessions in the absence of the public goes against the ideals expounded in clause 2.1 that "council...meetings should be:...Transparent: decisions are made in a way that is open and accountable...Inclusive: Decisions respect the diverse needs and interests of the local community...Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community."

Anecdotally, I have attended council meetings in the past and have seen some councillors ask questions for which the answers were contained within the business papers. It was obvious that these councillors have not read the business papers as they perhaps should have, which would have saved time in the meetings. Perhaps if all councillors read the briefing papers there may not be a need for briefing sessions.

Under these circumstances I do not support clause 3.33 of the Revised Code of Meeting Practice. I note that clause 3.33 is a non-mandatory element of the proposed Code and I object to it being implemented by the Upper Lachlan Shire Council. If the council was to proceed with pre-meeting briefing sessions they should be open to the public so as to comply with the points I have raised in respect of clause 2.1.

Your sincerely



Crookwell NSW 2583

cc. Cr Ron Cummins

Cr Pam Kensit

Cr Rick Opie



20 March 2019

Mr J K Bell General Manager Upper Lachlan Shire Council PO Box 42 Gunning NSW 2581 (via hand delivery to Crookwell office)

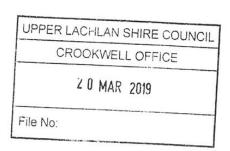
Re: Pre-meeting briefing sessions

I do not believe that the pre-meeting briefing sessions should be held in the absence of the public. The Code is meant to focus on improving transparency and public involvement in council meetings and these pre-meeting briefing sessions would be contrary to this aim.

If councillors need further information or clarification regarding items in the business paper, the public should be entitled to hear these questions as well, as councillors are acting on behalf of the shire residents. This allows the public to understand how and why decisions are made, which will be lost to us in closed pre-meeting briefing sessions.

Rate payers across the shire have the right to participate in public affairs, secrecy only breeds suspicion and this is the last thing this council needs.





General Manager - 18 April 2019

ITEM 13.2 Women in Local Government Framework – Upper Lachlan

Shire Action Plan Review

FILE REFERENCE 119/176

AUTHOR General Manager

ISSUE

Providing details regarding a review of the Women in Local Government Framework – Upper Lachlan Shire Action Plan.

RECOMMENDATION That -

1. Council adopt the reviewed Women in Local Government Framework – Upper Lachlan Shire Action Plan.

BACKGROUND

Providing details regarding a review of the Women in Local Government Framework – Upper Lachlan Shire Action Plan.

REPORT

POLICY:-	
Policy Title:	Women in Local Government
	Framework – Upper Lachlan Shire
	Action Plan
File reference:	F13/148
Date Policy was adopted by Council	18 February 2010
initially:	
Resolution Number:	83/10
Other Review Dates:	15 May 2014
Resolution Number:	136/14
Current Policy adopted by Council:	18 April 2019
Resolution Number:	xxx/19
Next Policy Review Date:	<mark>2024</mark>

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

RESPONSIBILITY:-	

WOMEN IN LOCAL GOVERNMENT FRAMEWORK – UPPER LACHLAN SHIRE ACTION PLAN REVIEW cont'd

Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the	
development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of policy:	General Manager

ACTION PLAN: FOR EMPLOYEES

ACTION	PROPOSED MEANS
Identify skills and abilities of individuals	Annual reviews and assessments.
for training plans.	
Identify career paths within the	Discussions on a personal level
organisation for individuals.	with employees.
Provide appropriate training opportunities	Identify training needs including
both on and off the job.	any opportunities and include in
	training plan.
Encourage participation in group	Supervisor to provide opportunities
meetings/professional bodies.	and relevant time off.
Provide a workplace free of harassment	By Management Executive.
and discriminatory practices.	
Support the development of "family	By Management Executive.
friendly" employment practices.	
Provide support and encouragement for	By Management Executive and
employees to undertake further studies.	through training plans.

ACTION PLAN: FOR COUNCILLORS

ACTION
Encourage women to nominate for election to Council.
Provide information on roles and responsibilities of elected members prior to
election.
Provide information on support for newly elected members.
Structure meetings at convenient times for family/carers.
Provide formal training for elected members.
Ensure all elected members have an understanding and awareness of Equal
Employment Opportunity (EEO) and anti-discrimination legislation.

Statistical Data – as at 18 April 2019.

A. Total number of employees: 155
Total number of women: 49 (32%)

B Employment areas:

1. Finance and Administration Services:

Total Staff : 44

Total Women: 37 (84%)

2. Works and Operations Services:

Indoor: Total Staff : 20

Total Women: 4 (20%)

WOMEN IN LOCAL GOVERNMENT FRAMEWORK - UPPER LACHLAN SHIRE ACTION PLAN REVIEW cont'd

Outdoor: Total Staff: 77

Total Women: 2 (2%)

3. Environmental and Planning Services:

Total Staff: 13

Total Women: 6 (46%)

- C. Management/Supervisor Positions held by Women:
 - 1. Director of Environment and Planning;
 - 2. Strategic Planner;
 - 3. Senior Health and Building Surveyor;
 - 4. Manager of Library Services;
 - 5. Information Systems Coordinator;
 - 6. Senior Records Officer;
 - 7. Taralga Community Service Centre Administration Coordinator;
 - 8. Senior Revenue Officer;
 - 9. Purchasing Officer;
 - 10. Senior Store Person;
 - 11. Coordinator Waste & Recreation;
 - 12. WHS & Environment Officer;
 - 13. Grants/Projects Officer;
 - 14. Media Officer;
 - 15. Executive Assistant Governance;
 - 16. Executive Assistant Infrastructure.
- D. Trainee Positions held by Women:
 - 1. Nil.

Relevant Legislation and Council Policies

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

- Local Government Act, 1993;
- Local Government (General) Regulations 2005;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Environmental Planning and Assessment (EPA) Act 1979;
- Anti Discrimination Act 1977;
- Government Information (Public Access) Act 2009;
- EEO Plan of Management;
- Code of Conduct Policy and Procedure;
- Government Information (Public Access) Policy;
- · Complaints Management Policy;
- Harassment Policy;
- Interaction between Councillors and Staff Policy;

WOMEN IN LOCAL GOVERNMENT FRAMEWORK - UPPER LACHLAN SHIRE ACTION PLAN REVIEW cont'd

- Privacy Policy;
- Volunteers Policy;
- Any other relevant legislation and guidelines as applicable.

Variation:

Council reserves the right to vary or revoke this plan.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the reviewed Women in Local Government Framework – Upper Lachlan Shire Action Plan.

ATTACHMENTS

Nil

General Manager - 18 April 2019

ITEM 13.3 Equal Employment Opportunity Management Plan Review

FILE REFERENCE 119/179

AUTHOR General Manager

ISSUE

Providing details regarding a review of the Upper Lachlan Shire Council Equal Employment Plan.

RECOMMENDATION That -

1. Council adopts the reviewed Equal Employment Opportunity Management Plan.

BACKGROUND

Providing details regarding a review of the Upper Lachlan Shire Council Equal Employment Plan.

REPORT

Upper Lachlan Shire Council has adopted an EEO Management Plan, which contains positive steps to identify and eliminate discriminatory practices and measures which will allow people equality of employment opportunity.

Council's EEO Management Plan strives to eliminate and ensure the absence of discrimination and harassment in employment on the grounds of sex, pregnancy, race or ethno – religious background, marital status, disability, homosexuality, transgender and age.

Councillors and Management believe that prospective employees and contract workers of the Council are entitled to be treated on the basis of their true abilities and merit, and to work in an environment which is free of discrimination and harassment.

Council recognises that anti-discrimination legislation in its various forms has been introduced to protect individuals from unfair attitudes and practices that may exist within that work environment and society generally. Accordingly, Council is committed to achieving Equal Employment Opportunity for all employees as a means of increasing the effectiveness of Council and recognising and utilising the true potential of all its employees.

The EEO Management Plan contains measures to encourage the best use of all the skills and experience of the employees. This results in greater efficiency for Council and greater benefits and job satisfaction for individual staff members. All such measures will be consistent with selection based on the merit principle. This means

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN REVIEW cont'd

that equal skills and equal qualifications result in an equal chance of selection and progress (and therefore, equal access to benefits and opportunities).

In this regard, the Council will be fulfilling its legal obligations under the following acts (as amended from time to time):

- Racial Discrimination Act 1975,
- Sex Discrimination Act 1984,
- Disability Discrimination Act 1992,
- NSW Anti-Discrimination Act 1977 and
- NSW Local Government Act 1993.

All staff members are responsible for upholding the EEO principles outlined in this plan, however specific responsibility lies with section managers and supervisors to prevent discrimination and promote equal opportunity in the workplace.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Equal Employment Opportunity Management Plan.

ATTACHMENTS

1. Equal Employment Opportunity Plan of Management Review | Attachment



EQUAL EMPLOYMENT OPPORTUNITY

PLAN OF MANAGEMENT

Prepared in accordance with s345 of the Local Government Act 1993.

TABLE OF AMENDMENTS AND UPDATES INCLUDED IN PLAN

Date of Cou Resolution	ıncil Reason of Amendmen	t Source of Amendment or Detail
310/05	Proclamation of Upper Lachlan Shire Council	Council Meeting Report on 27 October 2005
329/07	Review/Update of Plan	Council Meeting Report on 25 October 2007
302/08	Review/Update Plan	Council Meeting Report on 16 October 2008
222/11	Review/Update Plan	Council Meeting Report on 16 June 2011
183/14	Review/Update Plan	Council Meeting Report on 19 June 2014
xxx/19	Review/Update Plan	Council Meeting Report on 18 April 2019

Item:	Attachment 1.: Equal Employment Opportunity Plan of Management Review
13.3	

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INTRODUCTION

Upper Lachlan Shire Council is firmly committed to a policy of equal employment opportunity (EEO). In keeping with this policy, Council has developed an EEO Management Plan, which contains positive steps to identify and eliminate discriminatory practices, and measures, which will allow people in EEO group's equality of employment opportunity.

Section 345 of the NSW Local Government Act, 1993 prescribes that "A Council must prepare and implement an equal employment opportunity management plan in order to achieve the objects of this Part".

The EEO Management Plan includes provisions relating to:

- a) The devising of policies and programs by which the objects of this Part are to be achieved;
- b) The communication of those policies and programs to persons within the staff of the Council;
- c) The collection and recording of appropriated information;
- d) The review of personnel practices within the Council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns and conditions of service) with the view to the identification of any discriminatory practices;
- e) The setting of goals and targets, where these may reasonably be determined, against which the success of the plan in achieving the objects of this Part may be assessed:

Item:	Attachment 1.: Equal Employment Opportunity Plan of Management Review
13.3	

- f) The means, other than those referred to in paragraph (e), of the evaluating the policies and programs referred to in paragraph (a);
- g) The revision and amendment of the plan;
- h) The appointment of persons within the Council to implement the provisions referred to in paragraphs (a) (g).

The management plan will contain measures to encourage the best use of all the skills and experience of the employees. This will mean greater efficiency for the council and greater benefits and job satisfaction for individual staff members.

All such measures will be consistent with selection based on the merit principle. These means that equal skills and equal qualifications result in an equal chance of selection and progress (and therefore, equal access to benefits and opportunities).

In this regard, the Council will be fulfilling its legal obligations under the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Disability Discrimination Act 1992, the NSW Anti-Discrimination Act 1977 and the NSW Local Government Act 1993.

The General Manager has the ultimate responsibility for implementing Council's Equal Employment Opportunity Management Plan. The Director of Finance and Administration is designated as Council's EEO Coordinator and will oversee the development, implementation and review of the plan. All staff are responsible for upholding the EEO principles outlined in this policy, however specific responsibility lies with section managers and supervisors to prevent discrimination and promote equal opportunity in the workplace.

It is essential that the EEO Management Plan have the cooperation, support and commitment of staff at all levels in achieving a more productive workplace that is free from discrimination.

DEFINITIONS

Equal Employment Opportunity (EEO) - is the principle, which ensures that all employees and potential employees are treated equitably and fairly, regardless of their race, sex, marital status, age, physical or intellectual impairment or sexual preference.

Discrimination - refers to unequal treatment or opportunities. Discrimination may be direct, indirect or systemic: -

- i) **Direct Discrimination** occurs where people are treated differently because different criteria are applied when it is not necessary for them to be applied.
- ii) **Indirect Discrimination** occurs when policies, rules and practices, which appear neutral or impartial adversely, affect a group or individual, thus reducing opportunities. These rules and practices are discriminatory in effect, as they exclude

Item:	Attachment 1.: Equal Employment Opportunity Plan of Management Review
13.3	

people with suitable skills who don't meet the apparently fair rules or practices. e.g. height requirements for certain jobs, no female toilets at certain worksites.

iii) **Systemic Discrimination** is rules or practices, which result in different patterns of access to different jobs and different access to benefits or services. It is the result of both direct and indirect discrimination.

Merit - means assessing each person's skills and abilities against the needs of the job, and disregarding unlawful personal characteristics, which are relevant to the job, merit recognises experience gained both inside and outside formal employment.

Affirmative Action - Affirmative Action programs are designed to overcome the effects of past discrimination. This discrimination has formed barriers, which exclude target groups from having access to equal employment opportunity. Affirmative action seeks to address the effects of past disadvantages and present future disadvantages. It is the method of achieving equal employment opportunity for target groups. This may involve, for example, the provision of selection tests with sign language interpreter present for applicants with hearing disabilities.

EEO Groups - These groups who have been identified as experiencing high levels of discrimination and disadvantage in the workplace, and for whom EEO strategies are developed to address these disadvantages. EEO Groups as specified in Sec 344 of the NSW Local Government Act, 1993 are: -

- i) Women;
- ii) Members of racial minorities;
- v) People with disabilities.

Sex or Gender Discrimination - Sex Discrimination refers to less favourable treatment on the grounds of a person's sex, or any characteristics of a person's sex. Sex Discrimination also covers discrimination on the grounds of marital status or pregnancy.

Race Discrimination - Race discrimination refers to less favourable treatment on the grounds of a person's race, or characteristics of his/her race.

Aboriginal or Torres Strait Islander - is a person of Aboriginal or Torres Strait Islander descent who identifies as Aboriginal or Islander and is accepted as such by the Aboriginal or Island community.

Physical Impairment - is any defect or disturbance in the structure or functioning of a person's body.

Intellectual Impairment - is any defect or disturbance of the functioning of a person's brain. This may result in learning problems.

Psychiatric Impairment - is any condition which impairs a person's thought processes, perception of reality, emotions or judgement, or which results in disturbed behaviour.

Item:	Attachment 1.: Equal Employment Opportunity Plan of Management Review
13.3	

Sexuality Discrimination - Occurs when someone is treated less favourable than others on the grounds of homosexuality, or their believed homosexuality.

Harassment - Any unwelcome, offensive comment or action concerning a person's race, colour, language, accent, ethnic origin, gender, marital status, pregnancy, disability, political or religious conviction. It is behaviour towards another employee, which is intimidating or embarrassing and adversely affects the work environment.

EEO MANAGEMENT PLAN OVERVIEW

Upper Lachlan Shire Council is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

All employment practices (recruitment, selection, training and development, promotion and transfer, job allocation and all other terms and conditions of service) will be based solely on the merit of the individual against specific job requirements.

Existing and future employees will not be discriminated against in their employment on the grounds of race, colour, national origins, sex, religion, marital status, age, physical and intellectual impairment, political convictions and sexual preferences.

This policy is set out in full in the Equal Employment and Anti-Discrimination Policy within the Upper Lachlan Shire Council Policy Register.

Council will through its Equal Employment Opportunity Management Plan ensure any discriminatory practices are progressively removed from its policies and procedures and will recognise and encourage employees on the basis of the abilities, aptitudes, qualifications and skills through the implementation and monitoring of effective personnel policies and procedures.

The policy also aims to eliminate all forms of workplace harassment, which are illegal.

Council believes the implementation of an EEO policy and program will create a more productive workplace and will result in better services to the community.

Purpose

The purpose of Council's EEO policy is:

- 1) to eliminate and ensure the absence of discrimination in employment on the grounds of race, nationality, gender, marital status, age, physical impairment, intellectual impairment and sexuality; and
- 2) to promote equal employment opportunity for women, members of racial minorities and physical and intellectually impaired persons within Council.

Jurisdiction

Item:	Attachment 1.: Equal Employment Opportunity Plan of Management Review
13.3	

The EEO policy applies to all employees. All employees are obliged to follow nondiscriminatory practice in the workplace, as it is Council, which is legally accountable for discrimination in employment matters as the responsible employer.

Responsibility/Accountability

- 1. All Staff: -
- i) are responsible for upholding the EEO principles outlined in this policy, however, specific responsibility lies with line manager and supervisors to prevent discrimination and promote equal opportunity in the workplace,
- ii) have the right to seek advice from the Anti-Discrimination Board.
- 2. Supervisors/Section Managers: -
- i) are responsible for ensuring that the staff for which they are responsible, uphold the principles covered in this policy,
- ii) are responsible for ensuring equality of employment opportunity is extended to all staff, and that no unlawful discrimination occurs in employment practices.
- 3. The Human Resource Coordinator will: -
- i) work with management and staff to continue to develop and implement EEO policy and programs including guidelines and best practice standards,
- ii) research EEO matters and keep management informed of developments in EEO.
- iii) provide human resources information to allow Council to develop and monitor its EEO program,
- iv) integrate the EEO policy and practices into human resources management practice and Council programs,
- v) advise on grievance handling procedures,
- vi) assist with the development and review of personnel policies and procedures,
- vii) ensure that position descriptions of all staff reflect their EEO responsibilities and accountabilities.
- 4. The General Manager will: -
- i) ensure that Council's EEO policy and program is implemented within Council,
- ii) ensure all staff comply with Council's EEO policy and with legal obligations under relevant legislation,
- iii) ensure that management audits of the EEO program are undertaken on a regular basis to ensure that the EEO policy and program continue to meet their objectives.
- 5. The Directors will:-
- i) ensure that Council's EEO policy and program is implemented within their section,
- ii) ensure that all staff with supervisory responsibilities are aware of employee's rights and obligations under Council's EEO policy and relevant legislation.

Breaches of Policy

Breaches of the Equal Employment Opportunity policy will not be tolerated. Failure to extend equality of employment opportunity to all employees is a serious matter and

Item:	Attachment 1.: Equal Employment Opportunity Plan of Management Review
13.3	

will result in the appropriate disciplinary action. Serious breaches of this policy may result in termination of employment.

EEO PROGRAM ACTIVITIES

EEO Policy Statement

1. Objective

To demonstrate management and organisational commitment to EEO, ensure there is an understanding of EEO principles, and keep staff informed about the EEO Management Plan.

2. Strategies

To ensure there is organisational commitment to EEO and an understanding of EEO principles by all employees.

3. Target Group

All existing and prospective employees of Council, elected Councillors, Committees of Council and Council volunteers.

4. Actions

- 4.1 Review the policy statement to ensure to contains the following:-
- a) a positive commitment by Council to implementing the EEO program and incorporating EEO principles into all Councils operations;
- b) brief explanation about EEO and the positive benefits EEO will bring to Council as an organisation and to all Council staff;
- c) a brief statement about the Anti-Discrimination Act and the responsibility of Council to ensure a discrimination-free workplace;
- d) a brief outline of the EEO Management Plan and proposed activities including;
- e) its aims and summary of objectives;
- f) priority strategies in various areas e.g. recruitment, training, etc;
- g) a clear statement of responsibility of all managers/supervisors in preventing discrimination and promoting EEO;
- h) the Council resolution adopting the EEO Policy and Management Plan.
- i) Endorsement of the General Manager and Mayor.
- 4.2 Gain management and staff commitment.
- 4.3 Seek union/s agreement.
- 4.4 Submit EEO Policy to Council for adoption.
- 4.5 Keep employees involved and updated on EEO issues by distribution through the following channels:-
- a) memo/circular or with pay advice/packets,
- b) notice boards,

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- c) staff newsletter,
- d) include in personnel manual/induction booklets,
- e) include in staff induction and training courses.
- 4.6 Inform local residents in pamphlets, distribute with rate notices/in library, local press, etc.

5. Responsibility:

- General Manager;
- Directors;
- Managers/Supervisors;
- Human Resource Coordinator;
- Media Officer.

6. Performance Evaluation:

- 6.1 Check policy statement to ensure it:-
- a) uses appropriate, non-discriminatory language,
- b) displays a positive commitment,
- c) is translated into languages other than English, if and when appropriate,
- e) remains current.
- 6.2 Ensure policy statement is distributed to all employees.
- 6.3 Review policy statement annually.

7. Performance Standard:

- 7.1 EEO Policy includes specification of responsibility, commitment to EEO current strategies and objectives
- 7.2 Allocation of roles and responsibilities at all levels as well as the incorporation of these responsibilities in position descriptions.
- 7.3 EEO policy publicised and distributed regularly.

8. Performance Target:

8.1 EEO policy publicised and distributed to all staff.

Communication and Awareness Raising

1. Objective

To ensure all management and employees understand EEO principles, their responsibilities in relation to them, and the EEO Management Plan and its implementation.

2. Strategies

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To ensure all management and employees have a thorough understanding of EEO principles and their responsibilities in relation to them.

3. Target Group

All existing and prospective employees.

4. Action

- 4.1 Identify means of internal communication in Council.
- 4.2 Identify barriers to all staff having access to information in Council (including aspects such as literacy, use of visual aids, status/type of job, etc.)
- 4.3 Review all Council literature to ensure it conforms to EEO principles.
- 4.4 Develop EEO awareness for all employees by using a selection of the following:
- a) conducting EEO awareness courses for all staff and elected members,
- b) conduct training for supervisors on harassment and dealing with grievances and implementing EEO in the workplace,
- c) include segments on EEO in:
 - i) employee meetings,
 - ii) induction booklets and procedures,
 - iii) employee training seminars (supervisor training, training of selection panel members.
 - iv) employee handbooks,
 - v) newsletter articles.
- 4.5 Include as an essential requirement in position descriptions that employees have an understanding of EEO principles.
- 4.6 Including statement in job advertisements that Council is an EEO employer.
- 4.7 Incorporating EEO principles in all Council policies and publications.
- 4.8 Inform community as appropriate.
- 4.9 Ensure regular meetings between senior management and those responsible for implementing EEO, and the Consultative Committee, to discuss progress.
- 4.10 Consult with relevant key individuals/groups within Council for their input.
- 4.11 Invite comment and input from Council employees regarding implementation of the EEO plan.
- 4.12 Prepare an EEO Annual Report.

5. Responsibility

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- General Manager;
- Directors:
- Human Resource Coordinator.

6. Performance Evaluation

- 6.1 Check that awareness raising sessions include:-
- a) why EEO is good human resources management;
- b) how EEO relates to the individual worker;
- c) what changes might occur in Council;
- d) information on the elimination of harassment;
- e) persons responsible for EEO in Council;
- f) what an EEO management plan is;
- g) how employees can be involved in the planning and implementation process.
- 6.2 Check that all employees attend EEO awareness raising session/s.
- 6.3 Check that all employees receive material on EEO.
- 6.4 Conduct random sampling of employees in Council to assess understanding of EEO.
- 6.5 Monitor progress to assess understanding of EEO by managers/supervisors and progress of EEO implementation.

7. Performance Standards

- 7.1 Assessment of content/knowledge by conducting evaluations at the conclusion of awareness raising/training sessions.
- 7.2 Monitor training courses by numbers attending and feedback.
- 7.3 Examine cases where harassment by supervisor is given as reason from resignation (from exit interview).
- 7.4 Inclusion of EEO in reports to the public.
- 7.5 Staff Consultative Committee used to discuss EEO issues.
- 7.6 Regular internal reports on EEO achievements are produced and distributed.
- 7.7 Induction programs and information include EEO.
- 7.8 EEO awareness training is provided for senior managers and supervisors.
- 7.9 Implementation of EEO occurs in all areas of organisation.
- 7.10 Regular and timely feedback on EEO performance is provided.

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8. Performance Target

- 8.1 All new employees attend EEO sessions as part of Induction training programs.
- 8.2 Random sampling of employees awareness/understanding of EEO is undertaken on a regular bases through mediums such as selection interviews and exit interviews.
- 8.3 Report on EEO Management Plan is prepared annually by 30 November, within the Annual Report, for submission to Council.

Appointment, Promotion and Transfer

1. Objective

To ensure appointment, promotion and transfer policies and procedures comply with EEO principles and demonstrate fair practice.

2. Strategies

- 2.1 Review appointment, promotion and transfer policies and practices to ensure they conform to EEO principles and demonstrate fair practice.
- 2.2 Ensure that all staff have equal opportunities to relieve/act at higher grades.
- 2.3 Increase the representation of women staff in positions in which they are currently under represented in Council.

3. Target Group

All current and prospective employees.

4. Actions

- 4.1 Review current practices and where necessary amend/establish formal policies and procedures based on EEO principles for promotion, transfer and career mobility. (These actions should contribute to negotiations on award restructuring).
- 4.2 Broad-banding, multi-skilling and job redesign should be examined to ensure they meet the needs of employees and are introduced in a non-discriminatory way.
- 4.3 Review all job evaluation/performance appraisal to ensure that it is non discriminatory in content and administration.
- 4.4 Monitor acting/relief opportunities and examine the participation of EEO target group members.

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- 4.5 Review the current policy and guidelines on acting in higher positions. Policy and guidelines should include:-
- a) the need to ensure that arrangements are based on merit or the developmental needs of employees,
- b) the need to advertise any long term positions and call for expressions of interest,
- c) the needs to develop appropriate acting/relief rosters to ensure equitable access for all appropriate employees for short-term acting/relief opportunities.
- 4.6 Identify developmental opportunities for EEO groups within Council.
- 4.7 Identify and review traditionally female dominated job categories to determine if such positions warrant redesign (broad-banding or multi-skilling).
- 4.8 Identify strategies to increase mobility of women out of job categories that have limited career paths. Job categories to be considered include: administrative/clerical jobs.
- 4.9 Monitor training and staff development to ensure that EEO groups have equal access to skills development and promotional opportunities.

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Responsibility

- General Manager
- Directors
- Managers/Supervisors
- Human Resource Coordinator

5. Performance Evaluation

- 5.1 Check that all relevant specific actions have been completed.
- 5.2 Set specific strategies to ensure problems are addressed and corrected.
- 5.3 Ensure all policies and procedures are examined for EEO commitment and non-discriminatory impact.
- 5.4 Ensure all appointment, promotion and transfer policies and procedures are documented.
- 5.5 Ensure staff may have access, where necessary, to relieve/act in higher-grade positions.

6. Performance Standards

- 6.1 All policies and procedures have a commitment to EEO and have a non-discriminatory impact.
- 6.2 All appointment, promotion and transfer policies and procedures are documented.
- 6.3 Opportunities to relieve in higher-grade positions are equitably shared.
- 6.4 Specific career development activities for EEO Group members are addressed.
- 6.5 EEO programs and measures reinforce and are reinforced by other measured and recognition strategies.

7. Performance Targets

7.1 Immediate and ongoing.

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Training and Development

1. Objective

To increase representation of EEO groups in areas where they are presently under/unrepresented by providing access to training and development opportunities.

2. Strategies

- 2.1 To review training and development policies and practices to ensure they conform to EEO principles.
- 2.2 To ensure EEO groups have equal access to management training programs.
- 2.3 To increase participation in staff training and development opportunities by EEO target group members.

3. Target Group

All current employees.

4. Actions

Training Courses

- 4.1 Examine present provision of training and development opportunities for all staff, and the allocation of resources.
- 4.2 Examine the participation of staff by occupation and across the EEO target groups.
- 4.3 Review formal training policy for all Council staff, including EEO training.
- 4.4 Examine in-house and external training courses, materials, aids, trainers and guest speakers to ensure they are:-
- a) non-discriminatory;
- b) consistent with EEO principles.
- 4.5 Ensure there is an EEO component in all training courses; for example, supervisor/management training, induction programmes.
- 4.6 Ensure that effective EEO awareness courses are available for:
- a) managers and supervisors;
- b) employees responsible for training and development;
- c) speakers at induction programmes;
- d) employees at all levels.

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Employee Needs

- 4.7 Ensure career path planning is available for all employees.
- 4.8 Ensure all employees are aware of training and development courses available.

Selection

4.9 Check that information for selection of participants (for training and development courses) is consistent with EEO principles and promotes EEO awareness.

Eligibility

- 4.10 Ensure eligibility requirements for training courses are appropriate and essential.
- 4.11 Ensure that nomination and screening procedures for training courses do not disadvantage any group of employees.
- 4.12 Provide opportunities for employees to self nominate for appropriate training courses.
- 4.13 Monitor the participation rates of EEO target groups in training programmes.

Redevelopment and Retraining

4.14 Ensure procedures for redevelopment and retraining within Council are administered fairly and do not disadvantage any group or type of employee.

5. Responsibility

- General Manager
- Directors
- Managers/Supervisors
- Human Resource Coordinator

6. Performance Evaluation

- 6.1 Check that all relevant specific actions have been completed.
- 6.2 Set specific strategies to ensure problems are addressed and corrected.
- 6.3 Ensure all new training and development policies and procedures are examined for EEO commitment and non-discriminatory impact.
- 6.4 Ensure all policies and procedures are documented.

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7. Performance Standards

- 7.1 The needs of all EEO group members are addressed in the analysis of training needs.
- 7.2 Training addresses development and future needs.
- 7.3 Specific career development activities for EEO group members.
- 7.4 Places and times of training are accessible for EEO group members.
- 7.5 EEO group members consider their training needs are appropriately addressed.
- 7.6 Proportion of training funds spent on EEO.

8. Performance Targets

8.1 Immediate and ongoing.

Conditions of Employment

1 Objective

To ensure that all conditions of employment conform with EEO principles

2 Strategies

- 2.1 To review conditions of employment policies and practices to ensure they conform with EEO principles
- 2.2 To ensure Council's workplaces project a public image consistent with Council's commitment to EEO.

3 Target Group

All current and prospective employees.

4 Actions

- 4.1 Review current practices and where necessary, establish formal policies and procedures based on EEO principles for all conditions of employment.
- 4.2 Implement a policy on removal of all material of a sexist, racist or otherwise offensive or discriminatory nature form Council premises.

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5 Responsibility

- General Manager
- Directors
- Human Resource Coordinator

6 Performance Evaluation

- 6.1 Check that all relevant actions have been completed.
- 6.2 Set specific strategies to ensure problems are addressed and corrected.
- 6.3 Ensure all existing and new policies and procedures are examined for EEO commitment and non-discriminatory impact.
- 6.4 Ensure all policies and procedures are documented.
- 6.5 Policy on removal of all material of a sexist, racist or otherwise offensive or discriminatory nature from Council premises is implemented.

7 Performance Standards

- 7.1 All policies and procedures have a commitment to EEO and a non-discriminatory impact.
- 7.2 New policies addressing specific strategies e.g. family leave are developed.
- 7.3 Council premises are free from material of a sexist, racist or otherwise offensive or discriminatory nature.

8 Performance Targets

8.1 Immediate and ongoing.

Harassment and Grievance Procedures

1. Objective

To promote and implement an accessible and effective grievance policy and procedures, which will prevent discrimination and harassment of employees through ensuring that all employees know that harassment, is unacceptable and illegal behaviour and that instances of such behaviour may lead to disciplinary and/or legal action.

2. Strategies

2.1 To review current harassment and grievance procedures to ensure they are accessible and effective.

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2.2 To ensure all employees know that harassment is unacceptable and illegal behaviour and that instances of such behaviour may lead to disciplinary and/or legal action.

3. Target Group

All current employees.

4. Actions

- 4.1 Review and issue a Grievance Policy to all employees and publicise widely.
- 4.2 Review and issue Harassment Policy and communicate to all employees.
- 4.3 Develop and conduct a training programme for all identified grievance handlers/supervisors.
- 4.4 Staff involved in high public contact positions be trained in conflict resolution and related skills in order to prevent or remedy offensive behaviours by the public.
- 4.5 Amend statements of duties of employees who have responsibility for dealing with grievances to include this responsibility.

5. Responsibility

- General Manager
- Directors
- Managers/Supervisors
- Human Resource Coordinator

6. Performance Evaluation

- 6.1 Monitor utilisation and success rate of grievance handling system.
- 6.2 Table statistical report on grievances on a guarterly basis to Council.
- 6.3 Develop monitoring forms for use by all identified grievance handlers/supervisors which maintain statistics on types of grievances and monitor the extent of grievances related to harassment.
- 6.4 Document cases where harassment is given as a reason for resignation in exit questionnaires/interviews.
- 6.5 Report outcomes in EEO Annual Report.

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7. Performance Standards

- 7.1 A systematic approach for investigating and addressing causes of EEO complaints.
- 7.2 A preventative approach is adopted for EEO problems through audits, reviews, evaluations etc.
- 7.3 Turnover is recorded and analysed.
- 7.4 Exit interviews are held with all employees who resign from Council.
- 7.5 Absenteeism is recorded and analysed and incidence of stress related illness is assessed.
- 7.6 All employees in positions with high public contact are trained in conflict resolution and related skills.

8. Performance Targets

- 8.1 Exit interviews are held with all employees prior to their leaving Council and results are reported on a quarterly basis to the General Manager.
- 8.2 All supervisors/managers are trained in how to deal with harassment and grievance issues.

Implementation and Evaluation

1. Objective

To ensure successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources.

2. Strategies

- 2.1 To implement the EEO Management Plan successfully.
- 2.2 To revise and amend the EEO Management Plan.
- 2.3 To ensure Councils personnel records system complies with EEO principles.

3. Target Group

Senior management and staff with responsibility for EEO.

4. Actions

4.1 Examine which staff should have particular responsibilities in relation to the effective implementation of the Management Plan.

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- 4.2 Include responsibility for EEO implementation in position statements of all managers and supervisors.
- 4.3 Allocate sufficient staff and other resources to undertake actions outlined in the EEO Management Plan.
- 4.4 Second suitable employees to assist with the implementation of specific aspects of the plan required as necessary.
- 4.5 Review and amend the EEO Management Plan as appropriate.
- 4.6 Regularly report to the Staff Consultative Committee and Council senior management about progress of monitoring mechanisms and other activities undertaken to implement strategies.
- 4.7 Provide for comment for all employees as part of the review process through the Staff Consultative Committee.
- 4.8 Review EEO and Privacy considerations in relation to implementation of a computerised personnel system (including data requirements) and address problems, which might arise.
- 4.9 Develop guidelines to safeguard confidentiality and EEO principles for access to and use of the Personnel Records system.
- 4.10 Review personnel system to ensure data required to monitor the EEO program is included.
- 4.11 Prepare an EEO Annual Report and distribute results.

5. Responsibility

- General Manager
- Directors
- Human Resource Coordinator

6. Performance Evaluation

- 6.1 Report on adequacy of staffing and resources in the EEO Annual Report.
- 6.2 Use any targets/performance indicators set in the EEO Management Plan to test achievement of objectives.
- 6.3 Compare the outcomes in the EEO Annual Report to objectives in the Plan as a measure of success and an indication for amendments/adjustments to the Plan.
- 6.4 Check that each strategy in the Plan has been examined.

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- 6.5 Check amendments adequately address identified failure to meet the Plan's objectives
- 6.6 Review guidelines for access to and the use of the Personnel Records System as part of the annual EEO management plan review.

7. Performance Standards

- 7.1 EEO Annual Report is prepared on an annual basis for presentation to Council and results are distributed.
- 7.2 Data is regularly analysed and feedback from affected parties is used to evaluate and improve EEO strategies.

8. Performance Targets

- 8.1 EEO Annual Report is produced on an annual basis by the 30 November.
- 8.2 EEO Management Plan is reviewed on a regular basis and amended as necessary.

RELEVANT LEGISLATION AND COUNCIL POLICIES

- 1. Racial Discrimination Act 1975:
- 2. Sex Discrimination Act 1984;
- 3. Disability Discrimination Act 1992;
- 4. NSW Anti-Discrimination Act 1977
- 5. Anti Discrimination Act 1977;
- 6. Environmental Planning and Assessment (EPA) Act 1979;
- 7. Fair Work Act 2009;
- 8. Government Information (Public Access) Regulation 2009;
- 9. Government Information (Public Access) Act 2009;
- 10. Government Information (Public Access) Amendment Act 2012;
- 11. Health Records and Information Privacy Act 2002;
- 12. Independent Commission against Corruption Act 1988;
- 13. Industrial Relations Act 1996;
- 14. Local Government Act 1993;
- 15. Local Government (General) Regulations 2005;
- 16. Privacy and Personal Information Protection Act 1998;
- 17. State Records Act 1998;
- 18. Work Health and Safety Act 2011 and Regulations;
- 19. Government Information (Public Access) Policy;
- 20. Privacy Management Plan;
- 21. Records Management Policy.
- 22. Code of Conduct for Councillors, staff and delegates of Council;
- 23. Complaints Policy & Procedures
- 24. Complaints Management Policy;
- 25. Code of Business Practice Policy
- 26. Code of Meeting Practice
- 27. Community Engagement Policy

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- 28. Equal Employment & Anti-Discrimination Policy
- 29. Grievance Policy;
- 30. Disciplinary Policy;
- 31. Employee Assistance Program
- 32. Employment & Retention Policy
- 33. Flexible Working Arrangement Policy & Procedure
- 34. Harassment Policy
- 35. Injury Management and Return to Work Policy
- 36. Interaction between Councillors and Staff Policy
- 37. Performance and Misconduct Policy
- 38. Recruitment & Selection Policy
- 39. Secondary Employment Policy
- 40. Separation & Termination Policy
- 41. Service Recognition Policy
- 42. Leave Policy
- 43. Service Delivery Policy;
- 44. Training Policy
- 45. Volunteer Emergency Services Staff Policy
- 46. Work Experience Policy
- 47. Fraud and Corruption Prevention Policy; and
- 48. Any other relevant legislation and guidelines as applicable.

VARIATION

Council reserves the right to vary or revoke this policy/plan.

General Manager - 18 April 2019

ITEM 13.4 Equal Employment Opportunity & Anti-Discrimination Policy

Review

FILE REFERENCE 119/188

AUTHOR General Manager

ISSUE

Providing details regarding a review of Council's Equal Employment Opportunity & Anti-Discrimination Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Equal Employment Opportunity & Anti-Discrimination Policy.

BACKGROUND

Review of the Equal Employment Opportunity & Anti-Discrimination Policy.

REPORT

The reviewed Upper Lachlan Shire Council Equal Employment Opportunity & Anti-Discrimination Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil.

RECOMMENDATION That -

 Council adopts the reviewed Equal Employment Opportunity & Anti-Discrimination Policy.

ATTACHMENTS

1. <u>↓</u>	Equal Employment Opportunity and Anti-Discrimination Policy -		
	Review 2024		

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13.4	Review 2024

POLICY:	
POLICY:-	
Policy Title:	Equal Employment Opportunity & Anti-
	Discrimination Policy
File reference:	F10/618-09
Date Policy was adopted by Council	27 October 2005
initially:	
Resolution Number:	311/05
Other Review Dates:	
Resolution Number:	
Current Policy adopted by Council:	18 April 2019
Resolution Number:	xx/19
Next Policy Review Date:	2024

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

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

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13.4	Review 2024

1. PURPOSE

This document reaffirms Upper Lachlan Shire Council's strong commitment to a continuing policy of Equal Employment Opportunity (EEO) by providing a workplace free from discrimination, harassment and victimisation.

Objectives:

- a) To eliminate and ensure the absence of discrimination and harassment in employment on the grounds of sex, pregnancy, race or ethno-religious background, marital status, disability, homosexuality, transgender and age by compliance with the NSW Industrial Relations Act 1996.
- b) To promote equal employment opportunity for all by compliance with the Equal Employment Opportunity for Women in the Workplace Act 1999 (Cwth).
- c) To comply with legislative provisions.

2. SCOPE

This policy applies to everyone working within Upper Lachlan Shire Council including Councillors, managers, supervisors, full time, part-time and casual workers, temporary workers, contract workers (including those employed via an agency), volunteers and, in addition, those people seeking employment with Council.

This policy outlines Council's commitment to EEO principles and to the upholding of laws relating to EEO and anti-discrimination. The policy relates to all employees of Council with particular attention to Council's obligations to meet the needs of members of EEO target groups affected by past or continuing disadvantage or discrimination in employment.

These target groups include but not limited to women, Aboriginal people, Torres Strait Islanders, members of racial, ethnic or ethno-religious minority groups, and people with a disability.

In broad terms it is the responsibility of *all* employees to ensure that proper standards of conduct are upheld in the workplace. Managers and staff in supervisory positions are also required to take all reasonable steps to ensure that the work environment is free from discrimination and harassment.

Equal Employment Opportunity is an outcome, not just a process.

The Mayor, Councillors and Management believe that prospective employees, employees and contract workers of the Council are entitled to be treated on the basis of their true abilities and merit, and to work in an environment which is free of discrimination and harassment.

Council recognises that anti-discrimination legislation in its various forms has been introduced to protect individuals from unfair attitudes and practices that may exist within that work environment and society generally. Accordingly, Council is committed to achieving Equal Employment Opportunity for all employees as a means of increasing the effectiveness of Council and recognising and utilising the true potential of all its employees.

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Therefore, persons are entitled to access employment, promotion, training, transfers and the benefits of employment on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, work performance and aptitudes.

Council will act to eliminate and ensure the absence of discrimination in its employment on the grounds of race, gender, marital status, age, sexuality, carer's responsibilities, physical and intellectual impairment. Furthermore, Council will promote within its workforce equal employment opportunity for women, members of racial minorities and physically handicapped persons.

3. DEFINITIONS

Discrimination

Discrimination means treating someone unfairly because they belong to a particular group of people. The *Anti-Discrimination Act 1977* (NSW) passed by the NSW Parliament makes the types of discrimination listed below unlawful:

- Sex discrimination
- Pregnancy discrimination
- Race discrimination
- Age discrimination
- Marital status discrimination
- Homosexual discrimination
- Disability discrimination
- Transgender (transsexual) discrimination
- > Carer's responsibilities discrimination
- Discrimination because of who you are related to, or who you associate with
- Harassment
- > Sexual harassment
- Infectious diseases
- Victimisation
- Vilification

Unlawful discrimination refers to discrimination on any of the grounds specified by either the NSW Local Government Act 1993, the NSW Anti-Discrimination Act 1977 and subsequent amendments, the Commonwealth Sex Discrimination Act 1984, the Racial Discrimination Act 1975 or the Disability Discrimination Act 1992. Discrimination may be deemed to have occurred through a workplace practice, procedure, policy, system, rule or requirement, by either words or actions, which unfairly treat individuals or groups of a particular category of people.

Direct discrimination is treating someone unfairly or unequally, through either words or actions, based on personal characteristics (actual or presumed) of a particular group or category of people to which they belong as outlined in the anti-discrimination legislation.

Indirect discrimination is where the application of a workplace practice, procedure, policy, system, rule or requirement that is the same for everyone has an unequal or disproportionate effect or result on particular groups of people as outlined in the antidiscrimination legislation.

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Equal Employment Opportunity

Equal Employment Opportunity is based on the merit principle and is a right to fair and unbiased conduct, practices and decisions in all employment related activities.

Harassment

Unlawful harassment can be based on any of the prohibited grounds of discrimination. Harassment is any form of unwelcome behaviour or language, including of a sexual nature that has the effect of offending, intimidating or humiliating a person, including a job applicant, another employee, or customer, or any other visitor to our workplace. Harassment can often be the result of behaviour that is not intended to offend or harm however the fact that it is unintentional does not mean that it is not unlawful.

There are many **types of harassment**. These can range from **direct** forms, such as abuse, threats, name calling and sexual advances; to **less direct** forms, such as where a hostile work environment is created but no direct attacks are made on an individual.

Racial Harassment

Racial harassment can be non-verbal, verbal or physical. It can consist of derogatory remarks, racially explicit statements, graffiti, jokes or any action of a racist nature which is directed at an individual or group from a different ethnic background and which results in the individual(s) feeling threatened or compromised.

Sexual Harassment

A person sexually harasses another person if the person:

- makes an unwelcome sexual advance towards the other person; or
- > makes an unwelcome request for sexual favours to the other person; or
- engages in other unwelcome conduct of a sexual nature in relation to the person harassed, or
- engages in repeated sexual or other invitations when the person invited has refused similar invitations before, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Sexual harassment is unwelcome, uninvited conduct that is offensive from the view of the person harassed, regardless of any "lack of intent" on the part of the offender. It can involve any physical, visual, verbal or non-verbal conduct of a sexual nature and can be experienced by both women and men.

Sexual harassment may include conduct that occurs in the workplace or in connection with the workplace, for example, at a Council sponsored party or at a work-related function outside of work hours.

Victimisation

Victimisation includes threatening, harassing or punishing a person in any way because they have objected about the discriminatory manner in which they have been treated. It also applies to anyone who has made a complaint, or intends making a complaint, or who gives evidence about a complaint under the Act.

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4. ROLES AND RESPONSIBILITIES

Managers and Supervisors

It is part of the role of managers and supervisors to ensure that discrimination and harassment do not occur in the workplace. Managers and supervisors must ensure that they do not engage in such behaviour themselves.

When managers observe harassment or discrimination happening in the workplace, they should take steps to stop it and warn the person involved of the consequences if the offending behaviour continues.

Managers and supervisors are also responsible for ensuring that all staff are aware that harassment and discrimination will not be tolerated in the workplace and that complaints will be dealt with in accordance with Council's Grievance Handling Procedures.

Employees

All employees and Councillors are legally obliged to ensure that they do not harass or discriminate against other employees, volunteers, contractors, managers, supervisors or customers of Upper Lachlan Shire Council. Employees must also ensure that they do not encourage harassment or discrimination.

If an employee feels they are being harassed, if they are able, they should tell the person to stop, that their behaviour is unacceptable and that they must not do it again. If an employee is too frightened or embarrassed to say anything, this does not mean their complaint will not be taken seriously.

If an employee becomes aware that a colleague is being harassed or discriminated against, they can assist him or her in a number of ways. The employee can offer to act as a witness if they decide to make a complaint. If they feel able, an employee can support their colleague in saying "no" to the harasser.

If the behaviour does not cease, employees should inform their manager or supervisor. Alternatively, employees may wish to speak to the Director, Manager, or the Human Resources Coordinator.

Friendships at Work

It is not sexual harassment to develop friendships or relationships with other people at work. Mutually acceptable friendships, which develop between people who meet at work, do not constitute sexual harassment. A person's private life is his/her own business however behaviour that may be acceptable privately or socially may be inappropriate in a work environment.

Variation

Council reserves the right to vary or revoke this policy.

5. RELATED POLICIES

- Bribes, Gifts and Benefits Policy;
- Code of Business Practice;
- Code of Conduct for Local Councils in NSW;

- Complaints Management Policy;
- Disciplinary Policy;
- Drug and Alcohol Policy;
- Employment and Retention Policy;
- Employee Assistance Program (EAP) Policy;
- Equal Employment Opportunity (EEO) Management Plan;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Grievance Policy;
- Harassment Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Interaction between Councillors and Staff Policy;
- Internet and Email Policy;
- Mobile Phone Policy;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Public Interest Disclosures Policy:
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Statement of Ethical Principles;
- Trauma Management Policy;
- Volunteers Policy; and
- Work Health and Safety Policy;

6. RELATED PROCEDURES

- Code of Conduct Procedures
- Grievance Handling Procedures
- Recruitment and Selection Procedures

7. LEGAL PARAMETERS

The following legislation effects the operation of this Policy:

- Anti Discrimination Act 1977;
- Crimes Act 1900;
- Disability Discrimination Act 1992 (Cwth);
- Disability Inclusion Act 2014;
- Environmental Planning and Assessment Act 1979:
- Equal Employment Opportunity Act 1987 (Cwth);
- > Equal Employment Opportunity for Women in the Workplace Act 1999 (Cwth);
- Fair Work Act 2009 (Cwth);
- Government Information (Public Access) Act 2009;
- Independent Commission against Corruption Act 1988;
- Industrial Relations Act 1996;
- Local Government Act 1993:
- Local Government (General) Regulations 2005;

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- Local Government (State) Award 2017;
- Privacy and Personal Information Protection Act 1998;
- Public Interest Disclosures Act 1994;
- Racial Discrimination Act 1975 (Cwth);
- Sex Discrimination Act 1984(Cwth);
- > State Records Act 1998;
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017;
- Workplace Gender Equality Act 2012 (Cwth).

General Manager - 18 April 2019

ITEM 13.5 Councillor Training and Development Plan Policy Review

FILE REFERENCE 119/190

AUTHOR General Manager

ISSUE

Providing details regarding a review of the Councillor Training and Development Plan Policy.

RECOMMENDATION That -

1. Council adopt the reviewed Councillor Training and Development Plan Policy.

BACKGROUND

Providing details regarding a review of the Councillor Training and Development Plan Policy.

REPORT

The reviewed Upper Lachlan Shire Council Councillor Training and Development Plan Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the reviewed Councillor Training and Development Plan Policy.

ATTACHMENTS

1. Councillor Training and Development Policy - Review 2022 Attachment

POLICY:-	
Policy Title:	Councillor Training and Development Plan Policy
File reference:	F13/618-04
Date Policy was adopted by Council initially:	25 November 2007
Resolution Number:	366/07
Other Review Dates:	20 November 2008, 19 November 2009, 19 May 2011, 20 March 2014
Resolution Numbers:	343/08, 477/09, 183/11, 67/14
Current Policy adopted by Council:	18 April 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2022

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

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

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COUNCILLOR TRAINING AND DEVELOPMENT PLAN POLICY

Amendments made to the Local Government Act 1993 (the Act) by the Local Government Amendment (Governance and Planning) Act 2016 in August 2016 saw the inclusion in the prescribed role of councillors under section 232 of a responsibility "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".

Councils' induction and professional development programs are to consist of three elements:

- 1. Pre-election candidate sessions these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged);
- 2. Induction program this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff;
- 3. Professional development program this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.

Policy Objectives

Upper Lachlan Shire Council will develop and adopt a training and development plan each year so as to ensure that activities available to all Councillors contribute to the achievement of the strategic and good governance objectives of Council.

In preparing its training and development plan the Upper Lachlan Shire Council will use a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives.

Particular emphasis will be given in the training plan to the training needs of new Councillors joining Council following a general or by-election.

This policy and plan is in addition to the Office of Local Government's Councillor Information Seminars, which all Councillors are required to attend following a local government general election.

Policy Aims

The aims of this policy are to:

- 1. Ensure Councillors have equal access to training and educational opportunities; and
- 2. Ensure Councillors have the opportunity to maintain their knowledge and skill base to contemporary standards and expectations.

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Methodology

Council will collect information regarding the training and development needs of Councillors and will plan for the delivery of training by utilising the following methodology:

- 1. Survey/questionnaire;
- 2. Interviews; and
- 3. Workshops.

The General Manager is to ensure an induction program is delivered for newly elected and returning Councillors and a specialised supplementary induction program for the Mayor within six months of their election.

The General Manager is to ensure an ongoing professional development program is delivered for the Mayor and each Councillor over the term of the Council for the purposes of assisting them to acquire and maintain the skills necessary to perform their role.

The content of the ongoing professional development program to be delivered to the Mayor and Councillors is to be determined in consultation with the Mayor and each Councillor and is to have regard to the specific skills required by the Mayor, each individual Councillor and the governing body as a whole to perform their roles.

Mayors and Councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or ongoing professional development program.

Specific Training Needs

Council recognises that some of the training needs of Councillors will be specific to their legislative and governance roles and functions such as:

- 1. Role and Responsibilities of Councillors;
- 2. Relationship between Councillors, the General Manager and Staff;
- 3. Meeting Procedures;
- 4. Conflict of Interest;
- 5. Code of Conduct:
- 6. Good Governance:
- 7. Strategic Management; and
- 8. Planning Legislation.

The list included above may be altered to include specific areas of training and development deemed to be appropriate as situations arise, e.g. media training, heritage training etc.

Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.

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Delivery Methods

It is recognised that a range of delivery methods will be required to support the training needs of Councillors, including:

- 1. Workshops, seminars and informal (briefing) sessions conducted by Council with appropriate guest speakers and trainers;
- Attendance at workshops, seminars and conferences offered by organisations such as Local Government Learning Solutions (Local Government NSW), Australian Local Government Association, Local Government Managers Australia and other private providers that provide an opportunity for Councillors to gain new skills, network with other Councillors and staff from within and outside of NSW;
- 3. Purchase of training booklets and discussion papers that could be distributed to Councillors for information; and
- 4. On-line training delivery.

Upper Lachlan Shire Council's training plan will include agreed delivery methods to respond to the needs of Councillors identified during the development of the annual Councillor Training and Development Plan.

Implementation

- 1. Training and professional development opportunities will be made available to all Councillors on a continual basis throughout their term of office.
- 2. Preliminary induction training will take place as soon as practicable following the declaration of the polls, and prior to the first meeting. Depending on the timing and specific circumstances of the election, the full induction training may be completed within two months of the polls being declared.
- 3. The Code of Conduct and Code of Meeting Practice training will be delivered prior to the first meeting of the new Council.
- 4. The Mayor and General Manager will determine the most appropriate method of training delivery, whether in-house or by external agency.
- 5. Council's annual budget will need to reflect the level of Councillor professional development as required by this training plan.
- 6. Reimbursement for expenses relating to a Councillor's attendance at training will be determined in accordance with Council's adopted Payment of Expenses and Provision of Facilities Policy.

Procedure

Training and educational opportunities for Councillors will be classified as:

- Imperative
- Desirable
- Developmental

Imperative Training

- 1. Training or educational opportunities considered vital to the role of Councillor.
- 2. This training should be attended by all Councillors.

- 3. It relates to legislative and governance roles and functions and includes, but is not limited to:
 - Roles and responsibilities of Councillors (including induction programs for new Councillors);
 - Relationship between Councillors, the General Manager and staff;
 - The Code of Conduct;
 - Pecuniary and Conflicts of Interests;
 - Code of Meeting Practice.

Desirable Training

- 1. This training is considered important and therefore in the best interests of a Councillor to attend.
- 2. It relates to the maintenance of good governance and includes, but is not limited to, community issues, environmental issues and social and economic challenges, such as:
 - Financial skills;
 - Planning legislation:
 - Strategic management;
 - Performance management of senior staff;
 - Community leadership;
 - Handling difficult people;
 - Media skills.

Development Training

- 1. This training is discretionary but Councillors are encouraged to accept this training or educational opportunity.
- 2. It relates to further developing the skills or professional expertise of Councillors, and includes, but is not limited to:
 - Attendance at Local Government NSW workshops, whether public, inhouse or regional;
 - Seminars and informal sessions conducted by Council with appropriate guest speakers and trainers;
 - Distribution of training booklets or discussion papers for information;
 - Online training;
 - Mentoring.

Notification to Councillors

Any appropriate training or educational opportunities will be notified to Councillors through the Executive Assistant on behalf of the General Manager.

Every effort will be made to provide Councillors with as much notice as possible of training and educational opportunities.

Councillors are encouraged to notify the Mayor or General Manager if they become aware of any training or educational opportunity that they wish to attend.

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Attendance requirements

The minimum requirements for Councillors' attendance will be all training courses classified as "Imperative".

Councillors will not be expected to attend training or educational opportunities which they have attended in the preceding 12 months.

Responsible Officer

The General Manager is responsible for ensuring that the opportunities for induction, ongoing training and professional development are implemented in accordance with this policy.

Reporting obligations

Details of the total cost of training and provision of skill development for Councillors are required by legislation to be included in the Annual Report.

Council will publish the following information in the Annual Report:

- The name of the Mayor and each individual Councillor that completed Council's induction program (where an induction program has been delivered during the relevant year);
- The name of the Mayor and each Councillor who participated in any ongoing professional development program during the year;
- The number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program; and
- The total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.

This database will be used to identify gaps in the Councillors' training requirements and will be used to assist in determining the most appropriate method of delivery for formal training.

Annual Budget Allocation

A budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

Council will need to determine the size of its budget allocation, which may change annually, depending on the nature of issues for which training and development activities may be required to be offered. For example, when a new Council is elected there will be specific issues required to be addressed such as induction training for all new Councillors.

Relevant Legislation and Council Policies

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

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- Local Government Act, 1993;
- Local Government (General) Regulations 2005;
- Local Government Amendment (Governance and Planning) Act 2016
- Division of Local Government, NSW Premier and Cabinet Councillor Development Strategy;
- Division of Local Government, NSW Premier and Cabinet Councillor Induction and Professional Development Guide;
- Code of Conduct Policy and Procedure;
- Code of Business Practice;
- Payment of Expenses and Provision of Facilities Policy.

Variation

Council reserves the right to vary or revoke this policy.

General Manager - 18 April 2019

ITEM 13.6 Harassment Policy Review

FILE REFERENCE 119/193

AUTHOR General Manager

ISSUE

Providing details regarding a review of Council's Harassment Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Harassment Policy.

BACKGROUND

Review of the Harassment Policy.

REPORT

The reviewed Upper Lachlan Shire Council Harassment Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Harassment Policy.

ATTACHMENTS

1. Harassment Policy - Review 2022 Attachment

POLICY:-	
Policy Title:	Harassment Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	25 August 2005
Resolution Number:	254/05
Other Review Dates:	21 May 2009, 18 October 2012, 21 April 2016
Resolution Number:	175/09, 345/12, 95/16
Current Policy adopted by Council:	18 April 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2022

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

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

PURPOSE

To ensure that all employees of the Upper Lachlan Shire Council enjoy good working relationships and that the workplace is free of any form of harassment. Further, in the event that harassment should occur, mechanisms do exist to deal with the problem at the earliest stage and in the most effective manner.

1. POLICY STATEMENT

The Upper Lachlan Shire Council considers sexual, racial and other forms of harassment, bullying or workplace violence as an unacceptable form of behaviour which will not be tolerated under any circumstances.

Council has a legal obligation to ensure that harassment or bullying does not occur in the workplace. As well as the legal implications of harassment, it has negative implications on the workplace, including loss of productivity and morale.

Council is also committed to ensuring that Council workplaces present a positive public image and that material which is unlawfully discriminating and likely to cause offence is not displayed in the workplace.

2. APPLICATION

This policy applies to Councillors, Council employees, volunteers, contractors, suppliers and service providers and covers situations in the definition of "harassment" set out below.

This policy covers harassment, bullying and workplace violence of Councillors, employees and of clients/users of Council services.

3. **DEFINITIONS**

3.1 Workplace Bullying

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional, that may be considered to be work place bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments;
- unjustified criticism or complaints;
- deliberately excluding someone from workplace activities;
- withholding information that is vital for effective workplace performance;
- setting unreasonable time lines or constantly changing deadlines;
- setting tasks that are unreasonably below or beyond a person's skill level:
- denying access to supervision, consultation, or resources to the detriment of the worker;
- spreading misinformation or malicious rumours; and
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

3.2 Harassment

This is any unwelcome, offensive comment or action concerning a person's race, colour, language, accent, ethnic origin, gender, marital status, pregnancy, disability, and political or religious conviction. It is behaviour towards another employee or individual which is intimidating or embarrassing and adversely affects the work environment.

Behaviour which may constitute harassment includes staring, leering, touching or unwanted familiarity, taunts, insults, jokes or gestures.

Clause 3.6 of the Code of Conduct Policy states that "You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of sex, pregnancy, breastfeeding, race, age, marital or domestic status, homosexuality, disability, transgender status, infectious disease, carer's responsibilities or political, religious or other affiliation."

3.3 Offensive Display Material

This is material that is of a sexist, racial or otherwise offensive or discriminatory nature. Material could include graphics such as pictures, posters, cartoons, picture calendars, graffiti or writing such as poems, quotes or jokes. Examples of such material could be calendars or posters of almost nude females or males or material which portrays a stereotypical view of a person of another race.

3.4 Workplace Violence

Work related violence involves incidents in which a person is abused, threatened or assaulted in circumstances relating to their work. This definition covers a broad range of actions and behaviours that can create a risk to the health and safety of employees. It included behaviour often described as acting out, challenging behaviour and behaviours of concern.

Work related violence can cause physical and/or psychological injuries.

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Employees can be exposed to work-related violence from a range of sources, including fellow workers, clients, customers and members of the public.

Examples of work-related violence include

- Biting, spitting, scratching, hitting, kicking, slapping, punching;
- Pushing, shoving, tripping, grabbing, wrestling;
- Throwing objects;
- Verbal threats:
- Threatening someone with a weapon, armed robbery; and
- Sexual assault.

If workplace bullying behaviour involves violence, for example, physical assault or the threat of physical assault it should be reported to the Police by the General Manager or Director immediately.

3.5 Work Place Conflict

Differences of opinion and disagreements are generally not considered to be workplace bullying. People can have differences and disagreements in the workplace without engaging in repeated, unreasonable behaviour that creates a risk to health and safety.

4. GENERAL PRINCIPLES

General principles are:

- (a) All complaints concerning harassment, bullying or workplace violence will be handled with utmost confidentiality. Only people directly involved will have access to information about the complaint;
- (b) All procedures will be impartial. No assumptions will be made and no action will be taken until all relevant information has been collected, investigated and considered:
- (c) Council is committed to ensuring that no repercussions or victimisation will occur against anyone who makes a complaint concerning harassment or bullying;
- (d) Seeking redress of a trivial or vexatious issue through the provisions of this policy will not be tolerated;
- (e) Complaints of harassment or bullying will be dealt with in a timely manner;
- (f) The outcome of proven complaints may include revision of workplace procedures, but the identity of the persons involved in the original complaint will not be disclosed.

5. RIGHTS

5.1 Clients and Users

All clients and users of Council services have the right:

- to be treated with respect and not to be harassed or bullied in a Council workplace while conducting business with, or receiving a service from Council;
- (b) to make a complaint to a representative of the Council and have it

considered fairly under the provisions of Council's Complaints Management Policy.

5.2 Councillors, Employees and Volunteers

All Councillors, employees and volunteers have the right:

- (a) to be treated with respect and not to be harassed or bullied in Council's workplace;
- (b) to make a complaint to his/her Director, Line Manager/Supervisor, Human Resources Coordinator or a person at an appropriate level within the organisation; and in the case of Councillors, to make a complaint to the Mayor or the General Manager;
- (c) to have their complaint considered fairly;
- (d) to keep notes, copies of written documents or diary record of all incidents and any responses, including date, times, witnesses and other details;
- (e) to seek advice or assistance from a trade union or professional association:
- (f) to seek advice from, or complain to, an external body such as the Anti-Discrimination Board.

5.3 Persons Subject of a Harassment, Bullying or Workplace Violence Complaint

A person who has a harassment or bullying complaint made against them has the right:

- (a) to be informed verbally of the behaviour they are accused of;
- (b) to respond to the allegations made and cite witnesses if appropriate;
- (c) to fair treatment and procedures;
- (d) to be heard by an unbiased person; and
- (e) to Union, legal or professional representation.

6. **RESPONSIBILITIES**

The Council's Code of Conduct Policy applies to Councillors, members of staff of Council and delegates of Council (Council officials). It requires them to act honestly, ethically and responsibly in the performance of their duties.

Contractors working with Council will be required to adhere to the relevant provisions of Council's Code of Conduct during their contract period. Council has made provision in its contracts to reflect this condition.

Community representatives and volunteers working with Council are also required to observe the relevant provisions of Council's Code of Conduct.

6.1 Councillors

All Councillors will ensure that when interacting with their fellow Councillors and Council employees that they will:

(a) treat them fairly and equitably and with respect;

(b) ensure that complainants or witnesses are not victimised in any way.

6.2 General Manager

The General Manager will ensure that:

- (a) all Councillors and employees are aware of the principles and procedures set out in this policy;
- (b) a proper investigation is undertaken of all complaints referred by Councillors or Managers.

6.3 Directors, Managers and Supervisors

Directors, Managers and Supervisors will ensure that:

- (a) all employees and volunteers are aware of the principles and procedures set out in this policy;
- (b) all employees and volunteers are:
 - (i) treated fairly and equitably and with respect;
 - (ii) not subject to harassment, bullying or acts of workplace violence;
- (c) complainants or witnesses are not victimised in any way;
- (d) any workplace under their control does not display sexist, racist or otherwise offensive material and that any such display is removed.

6.4 Employees and Volunteers

All employees and volunteers will ensure that:

- (a) their fellow employees and volunteers are:
 - (i) treated fairly and equitably and with respect;
 - (ii) not subject to harassment, bullying or acts of workplace violence;
- (b) complainants or witnesses are not victimised in any way; and
- (c) they do not display sexist, racist or otherwise offensive material in their workplace and that if directed by a director, manager or supervisor to remove such material that they do so immediately.

6.5 Contractors

The Human Resources Coordinator will:

(a) provide advice and assistance and where necessary, investigate the harassment, bullying or an act of workplace violence complaint and discuss the matter with the contractor.

7. COMPLAINT PROCEDURES

Complaints about the conduct of Councillors, members of staff of council, members of council committees and delegates of council should be addressed in writing to the General Manager.

Complaints about the conduct of the General Manager should be addressed in writing to the Mayor.

7.1 Complaint handling procedures – staff, delegate and council committee member conduct (excluding the General Manager)

- (a) the General Manager is responsible for making enquiries, or causing enquiries to be made, into complaints alleging breach of the code of conduct regarding members of staff of council, delegates of council and/or members of council committees (other than councillors), and will determine such matters.
- (b) where the General Manager has determined not to enquire into the matter, the General Manager will give the complainant the reason/s in writing, and those reasons may include, but are not limited to, the fact that the complaint is trivial, frivolous, vexatious or not made in good faith.
- (c) enquiries made into staff conduct that might give rise to disciplinary action must occur in accordance with the relevant industrial instrument and make provision for procedural fairness including the right of an employee to be represented by their union.
- (d) sanctions for staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.
- (e) sanctions for delegates and/or members of council committees depend on the severity, scale and importance of the breach and may include:
 - i) censure;
 - ii) requiring the person to apologise to any person adversely affected by the breach;
 - iii) counselling;
 - iv) prosecution for any breach of the law;
 - v) removing or restricting the person's delegation;
 - vi) removing the person from membership of the relevant council committee; and
 - vii) revising any of council's policies, procedures and/or the code of conduct.

7.2 Complaint handling procedures – Councillor conduct

- (a) The General Manager is responsible for assessing complaints, made under Part 4 of the Code of Conduct Procedures, alleging breaches of the Code of Conduct by Councillors, in order to determine whether to refer the matter to the Conduct Review Committee/Reviewer.
- (b) The General Manager must determine either to:
 - i) take no further action and give the complainant the reason/s in writing as provided for in Part 5 of the Code of Conduct Procedures, and those reasons may include, but are not limited to, the fact that the complaint is trivial, frivolous, vexatious or not made in good faith, or
 - ii) resolve the complaint by use of alternative and appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation and give the complainant advice on the resolution of the matter in writing, or

- iii) discontinue the assessment in the circumstances where it becomes evident that the matter should be referred to another body or person, and refer the matter to that body or person as well as advising the complainant in writing, or
- iv) refer the matter to the Conduct Review Committee/Reviewer.

7.3 Complaint handling procedures – General Manager conduct

- (a) The Mayor is responsible for assessing complaints, made under Part 4 of the Code of Conduct Procedures, alleging breaches of the Code of Conduct by the General Manager, in order to determine whether to refer the matter to the Conduct Review Committee/Reviewer.
- (b) The Mayor must determine either to:
 - take no further action and give the complainant the reason/s in writing and those reasons may include, but are not limited to, the fact that the complaint is trivial, frivolous, vexatious or not made in good faith, or
 - ii) resolve the complaint by use of alternative and appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation and give the complainant advice on the resolution of the matter in writing, or
 - iii) discontinue the assessment in the circumstances where it becomes evident that the matter should be referred to another body or person, and refer the matter to that body or person as well as advising the complainant in writing, or
 - iv) refer the matter to the Conduct Review Committee/Reviewer.

7.4 Conduct Review Committee/Reviewer

- (a) Council must resolve to appoint persons independent of council to comprise the members of a Conduct Review Committee and/or to act as Sole Conduct Reviewers.
- (b) The members of the Conduct Review Committee and/or the persons acting as Sole Conduct Reviewers should be appropriately qualified persons of high standing in the community. These persons do not need to be residents of the local government area of the council that has appointed them.
- (c) The Conduct Review Committee, members of such committee and Sole Conduct Reviewers may act in that role for more than one council.
- (d) The General Manager, or in the case of complaints about the General Manager, the Mayor, will undertake the following functions in relation to the conduct review committee/reviewer:
 - i) provide procedural advice when requested;
 - ii) ensure adequate resources are provided, including providing secretariat support;
 - iii) attend meetings of the Conduct Review Committee if so requested by the committee, and then in an advisory capacity only;
 - iv) provide advice about Council processes if requested to do so but not so as to take part in the decision making process;

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- v) if attending the Conduct Review Committee meeting to provide advice, must not be present at, or in sight of, the meeting when a decision is taken.
- (e) Where a matter is to be considered by the Conduct Review Committee/Reviewer, then in each case, the General Manager, or Mayor in the case of complaints about the General Manager, acting in their capacity as advisor, will either convene a Conduct Review Committee and select its members from those appointed by Council or alternatively select a Sole Conduct Reviewer from those appointed by Council.
- (f) The Conduct Review Committee/Reviewer will operate in accordance with Part 6 of the Code of Conduct Procedures.
- (g) The Code of Conduct Procedures are the minimum requirements for the operation of Conduct Review Committees/Reviewers. Council may supplement the guidelines, but any additional provisions should not be inconsistent with the guidelines.
- (h) The Conduct Review Committee/Reviewer is responsible for making enquiries into complaints made under the Code of Conduct Procedures alleging breaches of the code of conduct by Councillors and/or the General Manager and must determine either to:
 - i) not make enquiries into the complaint and give the complainant the reason/s in writing as provided in this policy, and those reasons may include, but are not limited to, the fact that the complaint is trivial, frivolous, vexatious or not made in good faith, or
 - ii) resolve the complaint by use of alternative and appropriate strategies such as, but not limited to, mediation, making recommendations to the General Manager, informal discussion or negotiation and give the complainant advice on the resolution of the matter in writing, or
 - iii) make enquiries into the complaint, or
 - iv) engage another appropriately qualified person to make enquiries into the complaint, or
 - v) not make enquiries or discontinue making enquiries where it becomes evident that the matter should be referred to another body or person, and refer the matter to that body or person as well as advising the complainant in writing. Despite any other provision of this Code, this will constitute finalisation of such matters and no further action is required.
- (i) Where the Conduct Review Committee/Reviewer conducts enquiries or causes enquiries to be conducted, the Conduct Review Committee/Reviewer must make findings on whether, in its view, the conduct referred to it comprises a breach of the code of conduct.
- (j) Where the Conduct Review Committee/Reviewer makes findings, the Conduct Review Committee/Reviewer may recommend that Council take any actions provided for in this code of conduct that it considers reasonable in the circumstances.
- (k) Were the Conduct Review Committee/Reviewer makes findings, the Conduct Review Committee/Reviewer will report its findings, and the

reasons for those findings, in writing to the Council, the complainant and the person subject of the complaint.

(I) Conduct Review Committee/Reviewer will report its findings and any recommendations to Council only when it has completed its deliberations.

7.5 Managing Workplace Violence

No two workplace environments are exactly the same. A combination of many factors will determine the need for protecting workers against violence. Looking at these factors (Hazards) Council must consult with workers most likely to be affected.

These factors will be assessed in line with Council WH&S Risk Management procedures.

(a) During an Incident

During an incident a range of actions may be taken, where appropriate, including:

- Do not put yourself in danger;
- Set off duress alarms;
- Call the Police (where necessary);
- Implement emergency response process;
- Seek support from other staff;
- Ask the aggressor to leave using calm verbal and non-verbal communication;
- Retreat to a safe location.

Physical assault, robbery, sexual assault and threats to harm should be immediately referred to the Police by the General Manager or Director.

When a matter has been referred to the Police, an incident investigation should still occur to assess whether risk control measures are effective and whether the response procedures worked the way they were supposed to.

(b) Immediately after an Incident

How an incident will be dealt with will depend on the nature and severity of the incident. Steps to help assist Workers manage and recover from a workplace violence incident are listed below:

(**Note** be aware that even seemingly minor incidents can cause emotional and/or psychological distress, which may not be immediately evident.)

- Ensure everyone is safe;
- Provide first aid treatment for inured people and or arrange for medical treatment for injuries where necessary;
- Secure the incident scene until cleared by regulatory authority or Council's senior management;
- Report the incident to senior management and the Police if

13.6

- necessary;
- Record details of the incident, complete Council's Incident Reporting form:
- Provide a; debriefing for affected workers;
- Allow workers time to recover this may range from a few hours off work to much longer periods. Do not force workers to "get over it" and continue work. (Doing so may place them at risk of further injury because they cannot concentrate on their tasks.);
- Offer professional counselling in line with Council's Employee Assistance Program Policy; and
- Acknowledge the incident and take steps to prevent a repeat occurrence. This includes investigating the causes of the incident and investigating why your prevention measures if any did not work.

8. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Council's EAP may be used for matters relating to bullying, harassment or workplace violence. The EAP can provide support to all employees, managers and supervisors with counselling, skills development, support and mediation services. For further information refer to Council's EAP Policy.

9. DISPLAY OF OFFENSIVE MATERIAL

All material of a sexist, racist or otherwise offensive or discriminatory nature shall not be displayed in any Council workplace

10. NONCOMPLIANCE WITH THIS POLICY

10.1 Councillors

Councillors found to have been guilty of harassment, bullying or acts of workplace violence may be subject to:

- (a) Counselling;
- (b) A vote of censure by Council; and/or
- (c) Criminal prosecution.

10.2 Employees

Employees found to have been guilty of harassment, bullying or acts of workplace violence may be subject to one or more of the following actions:

- (a) Disciplinary action;
- (b) Counselling;
- (c) Suspension;
- (d) Dismissal;
- (e) Criminal prosecution.

10.3 Volunteers

Volunteers are subject to Council policies. Volunteers found to be guilty of harassment, bullying or acts of workplace violence may be subject to one or

more of the following actions:

- (a) Counselling;
- (b) Dismissal;

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(c) Criminal prosecution.

10.4 Contractors

Contractors found to be guilty of harassment, bullying or acts of workplace violence may be subjected to one or more of the following actions:

- (a) Directed to leave the workplace;
- (b) The contract may be terminated;
- (c) Criminal prosecution.

10.5 Clients and Users

Clients and service users who harass, bully or commit acts of workplace violence on Council employees will be advised that such behaviour is not acceptable.

<u>Note:</u> In the event of workplace violence it will be reported to the police (refer to section 7.5. Should the behaviour persist, it should be reported to the relevant director or line manager/supervisor and the client/user should be advised that being a client or user of a Council service does not confer the right to harass or bully Council employees.

11 VARIATION

Council reserves the right to vary or revoke this policy.

12. RELEVANT LEGISLATION

The following legislation effects the operation of this Policy:

- Anti Discrimination Act 1977;
- Crimes Act 1900;
- Disability Discrimination Act 1992 (Cwth);
- Disability Inclusion Act 2014;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987 (Cwth);
- Equal Employment Opportunity for Women in the Workplace Act 1999 (Cwth):
- Fair Work Act 2009 (Cwth);
- Government Information (Public Access) Act 2009;
- Independent Commission against Corruption Act 1988;
- Industrial Relations Act 1996;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2017;
- Privacy and Personal Information Protection Act 1998;
- Public Interest Disclosures Act 1994;

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- Racial Discrimination Act 1975 (Cwth);
- Sex Discrimination Act 1984(Cwth);
- State Records Act 1998;

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- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017;
- Workplace Gender Equality Act 2012 (Cwth).

Related Council Policies and Procedures

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

- Bribes, Gifts and Benefits Policy;
- Code of Business Practice:
- Code of Conduct for Local Councils in NSW;
- Complaints Management Policy;
- Disciplinary Policy;
- Drug and Alcohol Policy;
- Employment and Retention Policy;
- Employee Assistance Program (EAP) Policy;
- Equal Employment Opportunity (EEO) Management Plan;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Grievance Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Interaction between Councillors and Staff Policy;
- Internet and Email Policy;
- Mobile Phone Policy;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Public Interest Disclosures Policy:
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Smoking in the Workplace Policy:
- Staff Training Policy;
- Statement of Ethical Principles;
- Trauma Management Policy:
- Volunteers Policy; and
- Work Health and Safety Policy.

Related Procedures

- Code of Conduct Procedures for Local Councils in NSW;
- Grievance Handling Procedures;
- Recruitment and Selection Procedures;
- WHS Risk Management Procedure.

General Manager - 18 April 2019

ITEM 13.7 Disclosure of Interests at Meeting Policy and Procedure

FILE REFERENCE 119/205

AUTHOR General Manager

ISSUE

Providing details regarding a review of the Disclosure of Interests at Meetings Policy and Procedure.

RECOMMENDATION That -

 Council adopt the reviewed of the Disclosure of Interests at Meetings Policy and Procedure.

BACKGROUND

Providing details regarding a review of the Disclosure of Interests at Meetings Policy and Procedure.

REPORT

The reviewed Upper Lachlan Shire Council Disclosure of Interests at Meetings Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

 Council adopt the reviewed of the Disclosure of Interests at Meetings Policy and Procedure.

ATTACHMENTS

1. <u>↓</u>	Disclosures of Interest at Meetings Policy and Procedure -	Attachment
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POLICY:-		
Policy Title:	Disclosure of Interests At Meetings	
	Policy and Procedure	
File reference:	F11/611	
Date Policy was adopted by Council		
initially:	24 November 2005	
Resolution Number:	339/05	
Other Review Dates:	16 October 2008, 19 May 2011, 19	
	July 2012, 16 April 2015	
Resolution Number:	308/08, 181/11, 240/12, 88/15	
Current Policy adopted by Council:	18 April 2019	
Resolution Number:	xxx/19	
Next Policy Review Date:	<mark>2023</mark>	

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was	
developed:	24 November 2005
Procedure/guideline reference	
number:	F11/611

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

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OBJECTIVES

This policy has been produced to guide Councillors and staff as to the disclosure of pecuniary and non-pecuniary interests in accordance with Chapter 14 of the *Local Government Act 1993* and Council's Code of Conduct.

POLICY STATEMENT

Pecuniary Interests

Pecuniary interests must be disclosed in accordance with Chapter 14 of the *Local Government Act 1993* and Council's Code of Conduct.

A Councillor or other member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable. Specifically, Part 4 of the Code of Conduct requires that Councillors or members of a Committee Meeting disclose the interest to the meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter.

Non-Pecuniary Interests

Under Council's Code of Conduct, Councillors and staff must also disclose non-pecuniary interests.

If a person has a non-pecuniary interest in a Council Meeting or Committee Meeting, the person must inform the meeting of the interest as soon as possible. Depending on the nature of the interest, it may be appropriate for the person not to take part in the consideration, discussion and/or vote on the matter (see below for options).

Note: Disclosure of Pecuniary and Non-Pecuniary Interests also applies at meetings of external bodies/committees to which Council has appointed a person. When disclosing a Pecuniary or Non-Pecuniary Interest at a Council or Committee Meeting, the person should also complete the attached form and submit it to the General Manager or his representative.

DISCLOSING INTERESTS AT MEETINGS PROCEDURE

Pecuniary Interests

Section 439 AA (1) of the Local Government Act (Part 4 Clause 4.1 of the Code of Conduct) defines a Pecuniary Interest as:

An interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

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Section 439 AA (4) continues that: A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in a code of conduct as not being required to be disclosed.

Pecuniary Interests must be disclosed in accordance with Part 4 of the Code of Conduct.

A Councillor or member who is present at a meeting and has a pecuniary interest in any matter that is being considered must disclose the interest to the meeting as soon as practicable. That person must leave the room and remain out of sight of the Council Meeting or Committee Meeting at any time during which the matter is being considered, discussed or voted on.

The Office of Local Government has indicated that it is the intent of Part 4 of the Code of Conduct that the nature of the interest is required to be disclosed.

Non-Pecuniary Interests

Part 5 of the Code of Conduct defines a Non-Pecuniary Interest as:

Private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of the Code of Conduct. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

If you have disclosed a non-pecuniary conflict of interest you have a broad range of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature of your interest and the significance of the issue being dealt with. You must deal with a non-pecuniary conflict of interest in at least one of these ways as follows:

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, Council officials should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (for example, participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another Officer).
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the relevant provisions of the Part 4 of the Code of Conduct apply (particularly if you have a significant nonpecuniary conflict of interest).

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• Include an independent person in the process to provide assurance of probity (for example, for tendering or recruitment selection panels).

Note: Please refer to Part 4 of the Code of Conduct for further details concerning Pecuniary Interests.

Please refer to the Part 5 of the Code of Conduct for further details concerning Non-Pecuniary Interests.

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 Code of Conduct and the Office of Local Government and,
- Non-pecuniary regulated by Code of Conduct, ICAC, Ombudsman, Office 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.

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IDENTIFYING PROBLEMS

1st Do I have private interest affected by a matter I am officially involved in?

2nd Is my official role one of influence or perceived influence over the matter?

3rd Does 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) 48301000	council@upperlachlan.nsw.gov.au	www.upperlachlan.nsw. gov.au
ICAC	(02) 82815999 Toll Free 1800 463909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	(02) 44284100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	(02) 92861000 Toll Free 1800 451524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au

VARIATION

Council reserves the right to vary or revoke this policy.

Other Related Documents

Local Government Act 1993;

Local Government (General) Regulation 2005;

Government Information (Public Access) Act 2009;

NSW State Records Act 1998;

Privacy and Personal Information Protection Act 1998;

Code of Conduct for Local Councils in NSW;

Code of Business Practice;

Code of Meeting Practice;

Delegations of Authority Policy

Interaction between Councillors and Staff Policy;

Privacy Policy;

Privacy Management Plan;

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Procedures for the Administration of the Code of Conduct for Local Councils in NSW;

Section 355 Committee Policy; Section 355 Committee Code of Meeting Practice; and Statement of Ethical Principles. Item: Attachment 1.: Disclosures of Interest at Meetings Policy and Procedure - 13.7 Review 2023



Councillors Disclosure of a

PECUNIARY Interest

Pursuant to Chapter 14 of the NSW Local Government Act 1993 (As Amended)

To the General Manager	
l,	Declare a Conflict of Interest,
being a PECUNIARY Interest.	
COUNCIL MEE	TINGS
Name of Meeting:	
Date of Meeting:	
Page Number:	Item Number:
Subject:	
Reason for Interest:	
OTHER THAN COUNC	CIL MEETINGS
Reason for Interest:	
Signature	Date
J	

Item: Attachment 1.: Disclosures of Interest at Meetings Policy and Procedure - 13.7 Review 2023



Councillors Disclosure of a Non-PECUNIARY Interest

Pursuant to Chapter 14 of the NSW Local Government Act 1993 (As Amended)

To the General Manager:		
I,	_, Declare a Conflict of Interest,	
being a NON-PECUNIARY Interest of a		
Significant nature Non Significant nature		
COUNCIL MEET	INGS	
Name of Meeting:		
Date of Meeting:		
Page Number:	_Item Number:	
Subject:		
Reason for Interest		
As a result of my non-pecuniary interest, my be as follows:	involvement in the meeting will	
Option A – Make a declaration, stay in and vote.	the Chamber, participate in the	debate
Option B – Make a declaration, stay in but not vote.	the Chamber, participate in the	debate
Option C – Make a declaration, stay in but leave the Chamber for the vote.	the Chamber, participate in the	debate

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-	${f D}$ – Make a declaration, stay in the Chamber, not participate in the but vote.
-	${f E}$ - Make a declaration, stay in the Chamber, not participate in the and not vote.
	${f F}$ – Make a declaration, do not participate in the debate, leave the er upon making the declaration, and do not return until the matter is d.
Signature	Date

General Manager - 18 April 2019

ITEM 13.8 Designated Persons Disclosing Interests - Returns Policy

FILE REFERENCE 119/206

AUTHOR General Manager

ISSUE

Providing details in relation to a review of the Designated Persons Disclosing Interests – Returns Policy.

RECOMMENDATION That -

 Council adopts the reviewed Designated Persons Disclosing Interests – Returns Policy.

BACKGROUND

Providing details in relation to a review of the Designated Persons Disclosing Interests – Returns Policy.

REPORT

The reviewed Upper Lachlan Shire Council Designated Persons Disclosing Interests – Returns Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

 Council adopts the reviewed Designated Persons Disclosing Interests – Returns Policy.

ATTACHMENTS

1. Designated Person Disclosing Interests/Returns - Review 2023 Attachment

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POLICY:-	
Policy Title:	Designated Persons Disclosing Interests – Returns Policy
File reference:	F10/618
Date Policy was adopted by Council initially:	23 March 2006
Resolution Number:	81/06
Other Review Dates:	16 October 2008, 15 July 2010, 19 July 2012, 19 March 2015
Resolution Number:	307/08, 277/10, 246/12, 61/15
Current Policy adopted by Council:	18 April 2019
Resolution Number:	xxx/19
Next Policy Review Date:	2023

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

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

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OBJECTIVE:

To nominate designated persons in accordance with Part 4 of the Code of Conduct.

For the purposes of Part 4 of the Code of Conduct of the Local Government Act "designated persons" are:

- The General Manager;
- Other senior staff of the Council:
- A person (other than a member of the senior staff of the Council) who is a
 member of staff of the council or a delegate of the council and who holds a
 position identified by the Council as the position of a designated person
 because it involves the exercise of functions (such as regulatory functions or
 contractual functions) that, in their exercise, could give rise to a conflict between
 the person's duty as a member of staff or delegate and the person's private
 interest;
- A person (other than a member of the senior staff of the Council) who is a member of a committee of the council identified by the Council as a committee whose members are designated persons because the functions of the committee involve the exercise of the Council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

Therefore, in accordance with Part 4 of the Code of Conduct, the following persons are to be "designated persons" for the purposes of that section of the Act:

- General Manager
- Director of Finance and Administration
- Manager of Finance and Administration
- Manager of Library Services
- Tourism Manager
- Senior Records Officer
- Rates Officers
- Administration Coordinator
- Human Resources Coordinator
- Director of Environment and Planning
- Manager of Environment and Planning
- Strategic Planner
- Senior Health & Building Surveyor
- Building Surveyor
- Manager of Biosecurity and Regulatory Services
- Senior Biosecurity Officer
- Biosecurity Officers
- Ranger
- Director of Infrastructure
- Manager of Infrastructure Delivery

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- Manager of Assets and Design
- Coordinator Asset Planning & Programming
- Coordinator Assets and Risk
- Road Safety, Traffic and Assets Officer
- Overseer Maintenance
- Overseer Construction
- Senior Storeperson
- Storeperson
- Design Engineer
- WHS Coordinator
- Purchasing Officer
- Coordinator RMCC

A Councillor or Designated Person must make and lodge with the General Manager a return in the form set out in schedule 2 to the Code of Conduct, disclosing the Councillor's or Designated Person's interests as specified in schedule 1 to the Code of Conduct within 3 months after:

- a) Becoming a Councillor or Designated Person, and
- b) 30 June of each year, and
- c) The Councillor or Designated Person becoming aware of an interest they are required to disclose under schedule 1 to the Code of Conduct that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Related Policies and Relevant Legislation/Guidelines

The Policy should be read in conjunction with:

- Code of Conduct for Local Councils in NSW;
- Code of Conduct Procedures for Local Councils in NSW;
- Government Information (Public Access) Act 2009
- Local Government Act 1993
- Local Government (General Regulation) 2005
- Privacy and Personal Information Protection Act 1998

Variation:

Council reserves the right to vary or revoke this policy.

General Manager - 18 April 2019

ITEM 13.9 Legal Proceedings Reporting Policy Review

FILE REFERENCE 119/212

AUTHOR General Manager

ISSUE

Providing details regarding a review of the Legal Proceedings Reporting Policy.

RECOMMENDATION That -

1. Council adopt the reviewed Legal Proceedings Reporting Policy.

BACKGROUND

Providing details regarding a review of the Legal Proceedings Reporting Policy.

REPORT

The reviewed Upper Lachlan Shire Council Legal Proceedings Reporting Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopt the reviewed Legal Proceedings Reporting Policy.

ATTACHMENTS

1. Legal Proceedings Reporting Policy - Review 2023 | Attachment

POLICY:-		
Policy Title:	Logal Proceedings Poporting Policy	
Policy Title:	Legal Proceedings Reporting Policy	
File reference:	F10/618	
Date Policy was adopted by Council initially:	27 September 2007	
Resolution Number:	292/07,	
Other Review Dates:	15 October 2009, 17 May 2012, 19 March 2015	
Resolution Number:	436/09, 154/12, 58/15	
Current Policy adopted by Council:	18 April 2019	
Resolution Number:	xxx/19	
Next Policy Review Date:	2023	

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

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

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LEGAL PROCEEDINGS REPORTING POLICY

OBJECTIVE

To meet the legislative requirements of Clause 413A, Local Government (General) Regulation 2005 and to ensure that the Council are informed on legal matters in a timely manner.

POLICY

Directors are to ensure that there is effective and timely escalation of communicating legal matters to the General Manager, Mayor and Councillors by ensuring:

- i. That Managers escalate acknowledgement of receipt of a fine, penalty or costs to the Director in a timely manner;
- ii. That Managers report to the Director any matter that has a high potential to evolve into legal action against Council in a timely manner; and
- iii. That the information received is provided to Councillors by at least the next available Council meeting.

DEFINITIONS

Nil

LEGISLATIVE OBLIGATIONS AND APPLICABLE STANDARD:

Clause 413A Local Government (General) Regulation 2005.

CONTENT:

In accordance with clause 413A of the Local Government (General) Regulation 2005, if a court or tribunal orders a council to pay any fine or other penalty, or to pay costs in relation to any legal proceedings, it is the duty of the General Manager to ensure that the following information is made available to each Councillor as soon as practicable after the order is made:

- i. The date on which the order was made;
- ii. The amount of the fine, penalty or costs; and
- iii. The act or omission giving rise to the fine or penalty (subject to materiality i.e. as a minimum, fines or penalties of \$5,000 or more), or the nature of the legal proceedings giving rise to the costs, as the case may be:
 - On receipt of a notice being issued by a Government agency against Council;
 - Any matter that may potentially lead to legal action being taken against Council; and

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• If an appeal against a Council decision is lodged in the Land Environment Court.

On an annual basis, as part of the Annual Report, Councillors will be provided with an update on the status of Councils outstanding legal matters, to ensure the Council is kept informed of its potential financial exposure to penalties or the like for a failure to comply with legal and financial obligations.

Within three (3) days of receiving a fine or penalty, Managers in all sections are required to provide information by phone, confirm by email and report in person where relevant, to the Director responsible for their division.

In absence of their Director, the Acting Director or Manager is to inform the General Manager directly. The Manager must then provide a report to the next available Council meeting containing the following information:

- i. The date on which the order was made;
- ii. The amount of the fine, penalty or costs; and
- iii. The act or omission giving rise to the fine or penalty (subject to materiality i.e. as a minimum, fines or penalties of \$5,000 or more), or the nature of the legal proceedings giving rise to the costs, such as the case may be.

Managers are required to inform their Director of matters with potential to escalate to legal action such as a threat of a claim against Council's Public Liability, for example a trip incident on a footpath.

Notification to the Director can be made by phone, email or file note and shall be confirmed by email or file note as soon as possible.

The Director will then ascertain the critical detail of the matter and inform the General Manager within 24 hours of being notified by the Manager. The General Manager will then report to Council as required.

Where there is an incident with a higher potential to escalate to legal action the notification process will be more urgent with notification to the General Manager as soon as possible.

The General Manager will then report to the Mayor within two (2) hours of being notified of the incident and will provide advice to all Councillors by memo within one (1) working day.

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RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Code of Conduct for Local Councils in NSW;
- Code of Conduct Procedures.

VARIATION

Council reserves the right to vary or revoke this policy.

General Manager - 18 April 2019

ITEM 13.10 Petitions - Administration Policy Review

FILE REFERENCE 119/214

AUTHOR General Manager

ISSUE

Providing details regarding a review of the Petitions – Administration Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Petitions – Administration Policy.

BACKGROUND

Providing details regarding a review of the Petitions – Administration Policy.

REPORT

The reviewed Upper Lachlan Shire Council Legal Proceedings Reporting Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopts the reviewed Petitions – Administration Policy.

ATTACHMENTS

1. Petitions - Administration Policy - Review 2023 Attachment

Item:	Attachment 1.: Petitions -	Administration Po	olicy - Review 2023
13.10			•

POLICY:-	
	Petitions – Administration Policy
Policy Title:	·
File reference:	F10/618
Date Policy was adopted by Council	
initially:	28 April 2005
,	
Resolution Number:	105/05
1 toociation 1 tainison.	100,00
Other Review Dates:	16 July 2009, 17 May 2012, 19 March
Cirici Neview Bales.	2015
	2010
Resolution Number:	272/09, 155/12, 59/15
resolution number.	272/09, 195/12, 59/13
Current Policy adopted by Council:	18 April 2019
Current Folicy adopted by Couricii.	10 April 2019
Decalution Number	xxx/19
Resolution Number:	XXX/19
Next Deliev Deview Deter	2022
Next Policy Review Date:	<mark>2023</mark>
	_
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was	N/A
developed;	
Procedure/guideline reference	N/A
number:	
RESPONSIBILITY:-	
	General Manager
Draft Policy Developed by:	
Committee/s (if any) consulted in the	N/A

Item:	Attachment 1.: Petitions - Administration Policy -	Review 2023
13.10	·	

Objective:

The aim of this policy is to define the responsibilities of staff and the procedures applicable for the placement of petitions by members of the public within Council owned or Council controlled premises.

Policy:

That Upper Lachlan Shire Council staff members are directed not to allow the placement of petitions from any members of the public within Council owned or Council controlled premises without first gaining the permission of the General Manager.

Petitions from the various Federal and State members dealing with issues that affect the Upper Lachlan Shire Council community may be placed within Council owned or Council controlled premises after authorisation from the General Manager.

Petitions from members of the public dealing with local issues that affect the Upper Lachlan Shire Council community will be placed before an Ordinary Council Meeting to seek authorisation from the full Council before being placed within Council owned or Council controlled premises.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Government Information (Public Access) Act (GIPA) 2009;
- NSW State Records Act 1998;
- Environmental Planning and Assessment Act 1979;
- Code of Business Practice;
- Code of Conduct for Local Councils in NSW;
- Code of Conduct Procedures.
- Service Delivery Policy.

Variation:

Council reserves the right to vary or revoke this policy.

General Manager - 18 April 2019

ITEM 13.11 Interaction Between Councillors and Staff Policy

FILE REFERENCE 119/217

AUTHOR General Manager

ISSUE

Providing details of a review of the Interaction Between Councillors & Staff Policy.

RECOMMENDATION That -

1. Council adopt the reviewed Interaction Between Councillors & Staff Policy.

BACKGROUND

Providing details of a review of the Interaction Between Councillors & Staff Policy.

REPORT

The reviewed Upper Lachlan Shire Council Interaction Between Councillors & Staff Policy is attached to this report for Councillors consideration.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopt the reviewed Interaction Between Councillors & Staff Policy.

ATTACHMENTS

1. Interaction between Councillors & Staff Policy - Review 2023 | Attachment

POLICY:-	
Policy Title:	Interaction between Councillors and Staff
File reference:	F10/618
Date Policy was adopted by Council initially:	25 August 2005
Resolution Number:	254/05
Other Review Dates:	16 October 2008, 17 February 2011, 19 July 2012, 19 March 2015
Resolution Number:	306/08, 66/11, 242/12, 60/15
Current Policy adopted by Council:	19 March 2015
Resolution Number:	xxx/19
Next Policy Review Date:	2023

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

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

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POLICY STATEMENT

In the Upper Lachlan Shire Council, as in all Councils, there is a complex web of relationships between Councillors and Council employees. These contacts are necessary and essential to the smooth functioning of Council, as they allow Councillors access to information and employees.

The policy is designed to provide clear guidelines that help Councillors and employees to understand fully their respective roles and how they should operate, in order to perform their job effectively and maintain a respectful and harmonious relationship.

This policy will:

- (a) provide a clear definition of the respective roles of elected members and Council employees;
- (b) provide communication channels to ensure the speedy provision of accurate information to Councillors;
- (c) provide a documented process on how Councillors can access Council records:
- ensure Councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of the Council;
- (e) provide a clear and consistent framework for the reporting of, and appropriate application of sanctions for, breaches of this policy.

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POLICY STATEMENT

In the Upper Lachlan Shire Council, as in all Councils, there is a complex web of relationships between Councillors and Council employees. These contacts are necessary and essential to the smooth functioning of Council, as they allow Councillors access to information and employees.

The policy is designed to provide clear guidelines that help Councillors and employees to understand fully their respective roles and how they should operate, in order to perform their job effectively and maintain a respectful and harmonious relationship.

1. APPLICATION

This policy applies to Councillors and Council employees. It complements Council's Code of Conduct for local Councils in NSW.

Upper Lachlan Shire Council is committed to:

- Cooperation and collaboration between council staff and its elected members;
- Ongoing professional development of elected members; and
- Clear distinction between enquiries of civic and personal nature.

This policy:

- Outlines Councillors' rights to information necessary for the exercising of civic office functions;
- Provides a clear definition of the respective roles of elected members and Council employees;
- Provides communication channels to ensure the speedy provision of accurate information to Councillors;
- Provides a process on how Councillors can access council records and information;
- Provides direction on Councillor right of access to council buildings;
- Provides direction on Councillor interaction with Council officers for not only obtaining information but in general situations; and
- Provides a clear and consistent framework through which breaches of this policy will be managed and reported in alignment with the Council's Code of Conduct and Procedures.

This policy covers interaction between Councillors and Council employees in formal and workplace situations. Where relevant, it should be considered in conjunction with Council's *Harassment Policy*.

This policy does not cover fraud or corruption complaints, which are covered under Council's *Fraud and Corruption Prevention Policy* and *Public Interest Disclosures Policy*.

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2. ROLES AND RESPONSIBILITIES

Chapters 9 and 11 of the *Local Government Act 1993* set out the statutory roles and duties of Councillors and the General Manager. The Councillors are the governing body of the corporation and they have the responsibility of directing and controlling the affairs of the Council in accordance with the Act. Chapter 9 includes the following provisions:

2.1 The Governing Body (s.222)

The elected representatives, called "councillors", comprise the governing body of the Council.

2.2 The Role of the Governing Body (s.223)

The role of the governing body is to direct and control the affairs of the Council in accordance with this Act.

2.3 The Role of the Mayor (s.226)

The role of the Mayor is:

- (a) to exercise, in case of necessity, the policy-making functions of the governing body of the Council between meetings of the Council (e.g. urgent demolition orders, authority to financially assist the community by the allocation of resources during natural disasters, commencement of urgent legal action);
- (b) to exercise such other functions of the Council as the Council determines (e.g. determining the appropriateness of holding a special event such as a fun run, approval of the General Manager's leave, etc.)
- (c) to preside at meetings of the Council; and
- (d) to carry out the civic and ceremonial functions of the Mayoral office.

2.4 The Role of a Councillor as a Member of Council (s.232(1))

The role of a Councillor is:

- (a) to provide a civic leadership role in the development of the of the integrated planning and reporting framework;
- (b) to direct and control the affairs of the Council in accordance with the Act;
- (c) to participate in the optimum allocation of the Council's resources for the benefit of the local government area (e.g. providing input into deciding priorities for construction and maintenance work);
- (d) to play a key role in the creation and review of Council's policies and objectives and criteria relating to the exercise of the Council's regulatory functions; and
- (e) to review the performance of Council and its delivery of services, the delivery program and revenue policies.

2.5 The Role of a Councillor as an Elected Person (s.232(2))

The role of a Councillor as an elected person is:

- (a) to represent the collective interests of the residents and ratepayers;
- (b) to provide leadership and guidance to the community;
- (c) to facilitate communication between the local community and Council; and
- (d) to uphold and represent accurately the policies and decisions of the Council to the community.

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2.6 The Role of the General Manager (s.335(1))

The General Manager is generally responsible for the efficient and the effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

2.7 The Functions of the General Manager (s.335(2))

The General Manager has the following particular functions:

- (a) to prepare, in consultation with the Mayor and the Councillors, the Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report;
- (b) to manage the Council on a day-to-day basis;
- (c) to exercise such of the functions of the Council as are delegated by Council to the General Manager;
- (d) to appoint staff in accordance with an organisational structure and resources approved by Council;
- (e) to direct and dismiss staff; and
- (f) to implement Council's Workforce Management Strategy.

3. PROTOCOLS FOR INTERACTIONS

All participants in Local Government are encouraged to facilitate a respectful and harmonious relationship between Councillors and Council employees. In particular, the following protocols must be observed:

COUNCILLOR ACCESS TO INFORMATION

Open Access Information

Section 6 (1) of the Government Information (Public Access) Act 2009 provides that the Council must make government information that is open access information publicly available. Open access information is made available through Council's website or it may be viewed by appointment during office hours. Appointments can be made through the Executive Assistant.

The General Manager and the Public Officer are responsible for ensuring that members of the public and Councillors can gain access to the documents that are publicly available.

Rights of Access to Information

- a) The General Manager must provide Councillors with information sufficient to enable them to carry out their civic office functions.
- b) A Councillor may request the General Manager to provide them with access to a document or other record of council relating to a matter which is, or is to be, or has been, under consideration of the Council.
- c) Councillors are entitled to access all files, records or other documents where that document is identified as Open Access under GIPA or to a matter currently before the council.

- 13.11
- d) Councillors can request access to other documents of the council by a GIPA application.
- Information provided to a particular Councillor in the performance of their civic e) duties must also be available to any other Councillors who request it.
- Councillors who have a personal (as distinct from civic) interest in a document of f) council have the same rights of access as any member of the public. Councillors can request access to other documents of the council by making an application under GIPA.
- A Councillor's representations seeking information on behalf of members of the g) community (including their own private affairs as members of the community) are to be dealt with as if they were an enquiry by the person they are representing, and will be dealt with in accordance with the Council's - Access to Council Information - Under the Provisions of the GIPA Act 2009.

Refusal of Access to Documents

- Where the General Manager and/or Public Officer determine to refuse access to a) a document sought by a Councillor, they must act reasonably. In reaching this decision, they must take into account whether or not the document sought is required for the Councillor to perform civic duty. The General Manager or the Public Officer must then give the option of applying for the documents under the Government Information (Public Access) Act 2009 (GIPA Act) and if access is still refused must state the reasons for the decision (as specified under the provisions of GIPA Act)
- b) Councillors will not under any circumstances be provided with access to staff personnel records.

Responsibility / Accountability

- Councillors must not release personal information about a third party except in a) accordance with the provisions of the Privacy and Personal Information Act. Information can be obtained in Council's Privacy Management Plan and the Public Officer can also advise on this.
- b) In regards to information obtained in the capacity as a Council official, Councillors must:
 - i. Only access Council information needed for Council business;
 - ii. Not use that Council information for private purposes;
 - iii. Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from information to which they have by virtue of their office or position with Council; and
 - iv. Only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation. The Public Officer can advise on this.

Use and Security of Confidential Information

- a) Councillors must maintain integrity and security of confidential documents or information in their possession, or for which they are responsible.
- b) In addition to their general obligations relating to the use of Council Information, Councillors must:
 - i. Protect confidential information;
 - ii. Only release confidential information if they have the authority to do so;
 - iii. Only use confidential information for the purpose it is intended to be used;
 - iv. Not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or any other person;
 - v. Not use confidential information with the intention to cause harm or detriment to the council or any other person or body; and
 - vi. Not disclose any information discussed during confidential session of a Council Meeting.

Right of Review

If a Councillor is concerned about any refusal to provide information, he/she should firstly raise the matter with the General Manager (or the Mayor if it was the General Manager who refused to provide the information) and refer to the Code of Conduct Policy.

For refusal of access Under the *Government Information (Public Access) Act 2009* (GIPA Act) a Councillor may ask for an internal review or an external review by the Information Commissioner. For more information go to www.oic.nsw.gov.au

Records of Applications for Access to Information

The Public Officer will keep a record of all requests by Councillors for access to information (other than those listed in Section 18 of the GIPA Act - Open Access Information).

COUNCILLOR INTERACTIONS WITH STAFF

Access to staff during council and committee meetings

Interaction between Councillors and Staff at Council meetings and Committee meetings is regulated by:

- Section 360 of the Local Government Act, 1993;
- Part 10, Divisions 1 to 4 of the Local Government (General) Regulation, 2005;
- Code Of Conduct for Local Councils in NSW;
- Code Of Conduct Procedures; and
- Code of Meeting Practice.

In essence, in Council Meetings, Councillors can ask questions of other Councillors by going through the Chairperson, ask questions of Council staff by going through the

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General Manager, and bring forward Notices of Motion, Questions on Notice and Matters of Urgency where relevant notice has been given and procedure followed.

As defined by Council's Code of Meeting Practice, at a Council Meeting, Councillors may put a question through the General Manager to a member of staff to clarify any matter before the meeting. To allow proper attention and to prepare complete answers, the majority of questions may be on notice in order that the question can be properly referenced. The Code does not allow discussion on any reply or refusal to reply by a member of staff in response to a question.

Access to staff outside of meetings

Council's Code of Conduct requires all contact between Councillors and staff on official business of Council be made through the General Manager or in accordance with arrangements approved by the General Manager.

Councillors may interact with Council staff in the following ways:

- As a general rule, the General Manager, Directors, Managers and select Supervisors/Coordinators are highly accessible to Councillors on formal meeting days and Councillors should not hesitate to contact them if they feel it necessary;
- Councillors requiring advice may contact the General Manager, relevant Director, Manager or select Supervisors/Coordinators;
- Councillors must put their requests for information or advice in writing (email is acceptable) to be answered by the General Manager, the appropriate Director, Manager, or select Supervisors/Coordinators. These written requests then form part of Council records and will be filed and stored appropriately in Council's TRIM records management system;
- For all straightforward Councillor support and routine matters (e.g. dates of meeting, training, equipment, payment of expenses, etc), Councillors should contact the Executive Assistant;
- Information Technology (IT) Helpdesk enquiries may be made by contacting the Information Services Coordinator; and
- A Director, Manager or Supervisor/Coordinator has the discretion to refer any request for information to the General Manager. The Officer must indicate to the Councillor their reasons for the referral.

Appropriate Interactions

In prescribing the following appropriate interactions, Council requires behaviours which support Council's values and create:

- ✓ A supportive workplace;
- ✓ A safe and trusting workplace; and
- ✓ A cooperative and collaborative team approach.

The following interactions are considered appropriate under this policy:

Attachment 1.: Interaction between Councillors & Staff Policy - Review 2023 Item: 13.11

For Councillors:

- a) Councillors accessing staff and Council records through the provisions of this policy:
- Councillors promoting a positive supportive workplace in all dealings with staff; b)
- Councillors behaving courteously at all times when dealing with staff; c)
- Councillors ensuring that decisions and advice received from staff are accurately d) recorded and such records retained;
- Councillors who have, in their private capacity, a development application before e) Council, meeting with Environment and Planning staff in relation to their application, such meetings having been approved and arranged according to the provisions of this policy:
- Councillors contacting Council's Executive Assistants for CRM standard works f) requests (for example: notification of pot holes in roads, footpath obstructions, noise complaints, tree issues etc) in the same manner as a private individual.

For Staff

- a) Staff behaving courteously at all times when providing advice or information to Councillors:
- Staff promoting a positive supportive workplace in all dealings with other staff; b)
- Staff ensuring that decisions and advice provided to Councillors are accurately c) recorded and such records retained:
- Staff making available to all Councillors, upon request, information that has been d) provided to one or more Councillors;
- Staff approaching Councillors in relation to the Councillors' private business with e) Council according to standard operational procedures which are used for all customers with the same business.
- f) In making recommendations or providing advice to Council, employees are not required to follow any directions given by Councillors or Council as to the nature of that advice or those recommendations.
- In all formal settings, employees will address Councillors as Councillor (last g) name) and the Mayor as either Mayor (last name) or Mr (Madam) Mayor.

Inappropriate interactions

This section relates to Clause 7.6 of the Council's Code of Conduct for Local Councils in NSW.

You must not engage in any of the following inappropriate interactions:

For Councillors

- a) Councillors approaching staff and staff organisations to discuss individual staff matters and not broader industrial policy issues;
- Councillors who have lodged an application with Council, discussing the matter b) with council staff in staff-only areas of the council;
- Councillors being overbearing or threatening to council staff; c)
- Councillors making personal attacks on council staff in a public forum; d)
- Councillors directing or pressuring council staff in the performance of their work, e) or recommendations they should make;

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f) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by Council associated with current or proposed legal proceedings unless permitted to do so by Council's General Manager or, in the case of the Mayor, exercising their power under section 226 of the Act.

For Staff

- a) Council staff approaching Councillors to discuss individual staff matters and not broader industrial policy issues;
- b) Council staff refusing to give information that is available to other councillors to a particular councillor;
- c) Council staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community;
- d) Council staff meeting with developers <u>ALONE</u> and outside office hours to discuss planning applications or proposals.

Council's Code of Conduct for Local Councils in NSW Clause 6.14 further states that: "You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the Local Government Act 1993."

Further, Council's Code of Conduct for Local Councils in NSW Clause 6.15 also notes that: "You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body."

Councillor Access to Council Premises

As elected members of the Council, Councillors are entitled to have access to the Council Chambers, Meeting Rooms, Mayor's Office (for the Mayor) and public areas of the Council's buildings.

Councillors who are not in pursuit of their civic duties have the same rights of access to Council buildings and premises as any other member of the public.

As with members of the public, a Councillor has no right to enter staff-only areas without authorisation of the General Manager, a Director, a Manager or by resolution of Council.

This section should be read in conjunction with the Council's Code of Conduct for Local Councils in NSW.

4. NON-COMPLIANCE WITH THIS POLICY

The Council will investigate an alleged breach of this policy in accordance with the provisions of Code of Conduct for Local Councils in NSW.

Councillors

- (a) An alleged breach of this policy by a Councillor other than the Mayor may be reported to the Council by the Mayor;
- (b) An alleged breach by the Mayor may be reported to the Council by the General Manager;
- (c) If the Council finds the breach substantiated, it may, in its discretion, take such action in relation to the Councillor concerned as is permitted by legislation. Without limiting this provision, the Council may require the Councillor to apologise to the elected member, employee or to the organisation as a whole in such a manner as it directs.

Employees

(a) An alleged breach of this policy by an employee may result in disciplinary procedures and/or dismissal.

5. REVIEW

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

6. RELATED LEGISLATION AND POLICY

- Biodiversity Conservation Act 2016
- Code of Business Practice;
- Code of Conduct for Local Councils in NSW
- Code of Conduct Procedures
- Code of Meeting Practice
- Companion Animals Act 1998
- Companion Animals Regulation 2008
- Environmental Planning and Assessment (EPA) Act 1979
- Environmental Planning and Assessment Regulation 2000
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009
- Government Information (Public Access) Policy
- Government Information (Public Access) Regulation 2009
- Harassment Policy
- Health Records and Information Privacy Act 2002
- Impounding Act 1993
- Local Government Act, 1993
- Local Government (General) Regulation 2005
- Privacy and Personal Information Protection Act 1998
- Privacy Policy;
- Public Interest Disclosures Act 1994
- Public Interest Disclosures Policy
- Roads Act 1993
- Statement of Ethical Principles
- State Records Act 1998

General Manager - 18 April 2019

ITEM 13.12 My Communities Sponsorship report

FILE REFERENCE 119/225

AUTHOR General Manager

ISSUE

Providing details regarding the NSW Government "My Communities Project Program".

RECOMMENDATION That -

- 1. Council approve the sponsoring of the following projects:
 - Gunning District Association Inclusive Play Equipment for Endeavour Park, Gunning.
 - Crookwell Lions Club Inclusive Play Equipment for Coleman Park, Crookwell.
 - Gunning Youth Skatepark lighting Gunning.
 - Collector Community Association CycleHub in Collector.

BACKGROUND

My Communities Project is a NSW Government Program inviting ideas from community members, over the age of 16, for projects seeking \$20,000 to \$200,000 to strengthen and enhance their local area.

REPORT

The My Community Project will enable individuals to put forward ideas for projects in their area, and a public vote will show which projects have the most community support to receive funding. Successful projects will receive funding between \$20,000 and \$200,000.

People can nominate projects together with the support of a local organisation as the project sponsor. Local councils can sponsor projects.

Some examples of projects that could be funded include playgrounds, community transport services, public gardens, upgrades to local sporting or community facilities, public art, cultural festivals, programs for youth and health initiatives.

The fund is open from 2 April to 15 May 2019 with a public vote taking place to decide which projects are funded in each NSW electorate from 15 July to 15 August 2019. Successful projects will be announced in September 2019 and must be completed within a 12 month period after signing of the deed.

General Manager MY COMMUNITIES SPONSORSHIP REPORT cont'd

Applicants need to live in the NSW state electorate where the project is to be delivered and have a sponsor who will support the delivery of the project.

Project sponsors must:

- Have an ABN/ACN or be registered under the Associations Incorporation Act 2009;
- Have a minimum of \$5M public liability insurance cover;
- Be an incorporated, not-for-profit organisation or other organisation with a public purpose;
- Carry out activities in the NSW state electorate where the project is located.

Council have been approached by people within the local community to support their ideas. Council has been requested to sponsor the following projects:

- Gunning District Association Inclusive Play Equipment for Endeavour Park Gunning.
- Crookwell Lions Club Inclusive Play Equipment for Coleman Park Crookwell.
- Gunning Youth Skatepark lighting Gunning.
- Collector Community Association CycleHub repair station, picnic tables etc in Collector.

POLICY IMPACT

Nil

OPTIONS

- 1. That Council sponsor all or one/some of the following applications:
 - Gunning District Association Inclusive Play Equipment for Endeavour Park Gunning.
 - Crookwell Lions Club Inclusive Play Equipment for Coleman Park Crookwell.
 - Gunning Youth Skatepark lighting Gunning.
 - Collector Community Association CycleHub repair station, picnic tables etc in Collector.
- 2. That Council sponsor none of the applications.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

- 1. Council approve the sponsoring of the following projects:
 - Gunning District Association Inclusive Play Equipment for Endeavour Park, Gunning.
 - Crookwell Lions Club Inclusive Play Equipment for Coleman Park, Crookwell.

General Manager MY COMMUNITIES SPONSORSHIP REPORT cont'd

- Gunning Youth Skatepark lighting Gunning.
- Collector Community Association CycleHub in Collector.

ATTACHMENTS

1. <u>↓</u>	My-Community-Project-Fact-Sheet-for-Applicants-Accessible	Attachment
2.₫	Inclusive Play Equipment for Endeavour Park Playground	Attachment
	Gunning	
3.₫	Inclusive Adventure Playground in Coleman Park Proposal	Attachment
4. <u>↓</u>	Gunning Skatepark Lighting Proposal	Attachment
5. <u>↓</u>	Collector Community Association - CycleHub Project	Attachment
	Submission	



Fact sheet for applicants

My Community Project is a NSW Government program, made possible by the NSW Generations Fund, inviting ideas from the community for projects to strengthen and enhance their local area. A public vote will be used to decide which projects are funded in each NSW electorate.

2019 key dates

2 April — 15 May Applications open

15 July — 15 AugustPublic vote on eligible projects

September

Successful projects announced

Note: This fact sheet is designed to assist potential applicants for My Community Project. Please refer to the My Community Project 2019 Program Guidelines for full terms and conditions, available at nsw.gov.au/mcpresources



How does it work?

Step 1: Choose a project

Come up with an idea for a project that will benefit your community. For example, it could be new playground equipment, sports facilities, paths or ramps to improve access, a community garden or an event. You can seek between \$20,000 and \$200,000 for your project.

Step 2: Find a project sponsor to partner with

Reach out to an organisation who will be able to run the project if your project is successful. For example, it could be your local council, school, charity, Aboriginal Land Council, or cultural or sports club. They will receive the funding and be responsible for delivering your project. The sponsor can also be an organisation you work for.

Step 3: Submit your application

Once you have confirmed support from your project sponsor, you can submit your application together with your project sponsor.

Applications open on **2 April 2019** and close at **2pm on 15 May 2019**.

You and your sponsor will be contacted by email before voting starts to let you know if your project will be published for voting.

Step 4: Encourage your community to vote

Now it's over to the vote in your electorate to decide! Voting goes live on **15 July 2019** and is open to everyone 16 years or over in NSW. You might like to consider how to encourage people to vote for your project, such as through your sponsor's regular newsletter (but note that paid advertising is not allowed). Voting closes on **15 August 2019**.

Step 5: Find out if your project was successful

Successful projects will be announced in **September 2019**. If you are successful, your project sponsor will receive the funding and be required to complete the project within 12 months.

13.12

Am I eligible to submit a project idea?

Anyone aged 16 years or over can submit a project.

To submit a project, you are required to:

- ✓ be over 16 years of age as of 15 May 2019
- live in the NSW state electorate where the project is to be delivered
- have a project sponsor who has agreed to support the delivery of your project.

What is a project sponsor?

A project sponsor is an organisation that will support your project and agree to deliver it if it is successful. See *Who can be my sponsor?* for more information.

Is my project eligible?

To be eligible for funding, your project must:

- ✓ align with at least one of the six program categories
- ✓ seek funding between \$20,000 and \$200,000 (including GST, if your sponsor is required to pay it)
- be open, accessible and available to the wider community
- ✓ be completed within 12 months of the date of signing the funding agreement
- have any other required funding sources confirmed, if additional funding is required to complete the project
- ✓ be within your NSW state electorate
- ✓ be a legal activity
- be considered a viable project (i.e. it is costeffective and provides value for money, and the people involved have the ability to support the delivery of the project).

What are some examples of projects that could be funded?

Projects that could fall within these program categories include playgrounds, community mobility services, public gardens, upgrades to local sporting facilities, upgrades to local halls, public art, cultural festivals, programs for youth, and healthy lifestyle initiatives.

What are the program categories?

Your project must benefit the community by supporting one of the six categories of My Community Project. While your project may support more than one, you will need to decide which category is the best fit for your project.

The categories are:

Accessible communities:

Make everyday life more inclusive to all community members.

Cultural communities:

Add to the cultural and artistic life of the community.

Healthy communities:

Support the community's physical and mental wellbeing.

Liveable communities:

Improve local amenity and environment.

Revitalising communities:

Foster stronger community bonds, and encourage social engagement and participation in public programs.

Safe communities:

Promote a safe and secure community where people can participate and enjoy the benefits of community life.

Who can be my project sponsor?

Your project sponsor must be an incorporated, not-for-profit or other organisation that has a public benefit.

All sponsors must hold an Australian Business Number (ABN) and/or an Australian Company Number (ACN) or be registered under the *Associations Incorporation Act 2009*. Your sponsor must also have a minimum of \$5 million public liability insurance cover.

Examples of sponsor organisations include:

- · charitable organisations
- cooperatives
- · incorporated associations
- local councils
- Aboriginal Land Councils
- schools, TAFEs and universities.

Your sponsor cannot be an individual, a group of individuals, an unincorporated organisation or an organisation that acts to make a profit.

How do I submit my application?

You can submit your application online at nsw.gov.au/mycommunityproject/apply from 2 April 2019.

You will need to have a SmartyGrants account to submit your application. If you have an existing SmartyGrants account, you can use it to apply for My Community Project. An account is free and you need a valid email address. You can find out information about the grant system at www.smartygrants.com.au

This application has two parts:

Part 1 - completed by you

This is where you provide an overview of the proposed project, including intended benefits to the local community, funds requested, a brief project plan and project sponsor details, along with a project title, summary, description and photo/image that will be posted on the My Community Project website to promote your idea to voters.

Once your part is submitted, your sponsor will be sent a link to complete Part 2. Make sure you allow plenty of time for them to do this – aim to submit by **Friday 3 May** so they have at least one week.

Part 2 - completed by your project sponsor

This is where your sponsor provides us with information about the costs and steps that will be involved to deliver your project. They also need to obtain quotes and landowner consent, so it is important you allow enough time for them to do this.

The final application must be submitted by **2pm**, **Wednesday 15 May 2019**. The application will only be accepted if both parts are submitted. Late submissions will not be accepted.

Why should I provide a project image?

A single image will be displayed with your project when it is published on the voting website. Your image is an important visual representation of your project and should showcase your plan and catch the voter's eye. It could a photo or a graphic.

Your image needs to be in a JPEG format. Please choose your image carefully as once your application is submitted you will not have an opportunity to change your submission.

Because of the layout of the voting website, your photo must have an aspect ratio of 4:3. We also recommend that the image is at least 1200 pixels wide and 900 pixels high (suggested file size is 370 KB). You can find online a number of programs and websites to help you resize your image if needed.

If your image does not have the required dimensions, it will be automatically cropped and we cannot guarantee the resulting image will be the best representation of your original image.

Inappropriate images, including ones with text, website addresses, or abusive or restricted material will not be displayed.

If an appropriate image is not provided, we will apply a generic My Community Project program image.

Choosing your project image

- · Use a picture that best reflects your project
- Choose a high-quality image
- Make sure you have the rights to publish any image you choose to upload

Why is the title, project summary and description so important?

This information will be published online and is your chance to tell voters about your project and why they should support it. Your title, summary and description should give voters of the public all the information they need to support your project. Talk to your project sponsor for advice in writing an engaging project description.

On the following page are some example project ideas, with summaries and descriptions.

Example project descriptions

PROJECT CATEGORY: Cultural communities

Multicultural night market

Celebrate and learn about our community's many cultures with a free night market.

This night market will be big on flavour and variety and celebrate our community's diversity. This event will have free entry for up to 4000 attendees, bringing together community members and local businesses.

The night market will include a number of events focused on music, dance, food, visual arts and workshops exploring themes of cultural diversity. The market will also include a concert featuring local musicians and performers, food, craft and cultural stalls, and children's activities.

Benefits:

- · Free-entry event that celebrates diversity
- Increased opportunities to participate in arts and cultural activities
- Fosters stronger community bonds
- Encourages social engagement and participation in public events

PROJECT CATEGORY: Revitalising communities

Rebuilding the stage at the Performing Arts Centre

A new stage in our local Performing Arts Centre will create a safer place for performers so our community can enjoy more local productions.

A new stage is needed at the Performing Arts Centre. The 50-year-old stage has been declared unsafe. The safety of performers and audience members is paramount.

The centre has held three to four productions a year since its inception, with hundreds of community members attending regularly.

The Performing Arts Centre is currently the only stage and theatre available in our shire which gives locals regular opportunities to explore their passions for performing on stage.

Benefits:

- · Increases satisfaction with community facilities
- Promotes a safe and secure community environment
- Encourages social engagement

PROJECT CATEGORY: Accessible communities

All-abilities access path at Town Beach Surf Club

Upgrading the accessibility to Town Beach and ensuring all community members can enjoy it.

We all love Town Beach and everyone should be able to enjoy it. The only access to Town Beach is an uneven, eroded path, making it difficult for families with prams and less mobile members of the community to access and enjoy the beach.

This project will provide a new walking path from the Town Beach car park to the beach. The path will help connect our township to the beach and provide access for all members of the community.

Town Beach Surf Club has agreed to support and manage the building of the new 50-metre wheelchair and pram-accessible path. If the project is successful, the path will be built during winter and open in October.

Benefits:

- · Easier beach access
- Improved tourism opportunities
- Family-friendly
- · Safer access to the beach
- Improved lifestyle

PROJECT CATEGORY: Healthy communities

Youth outreach programs

Building digital connections to help our young people understand mental health and the resources available to support them.

This project is to establish a local campaign to raise awareness of mental health issues in young people. In doing so, this campaign will provide the community with a digital and print directory for young people.

This project will allow youth to access information about mental health and to connect to existing local services. We will hold a community event to launch this campaign with promotional materials.

Young people will learn how to get help for themselves and each other while raising awareness of mental health in the community.

Benefits:

- Improved access to local mental health support services
- Supports community mental wellbeing
- Increased awareness of mental health impacting young people in the community

How do I find a project sponsor?

You will need to find a project sponsor that is the best fit for your project. It will need to be able to provide financial and project management expertise to deliver the project. If your project is successful, your sponsor will enter into a funding agreement with the NSW Government and will be responsible for managing the funds and the project.

The program is unable to connect applicants with sponsors. To find a sponsor, we suggest you do the following:

1. Create a list of potential sponsors

 For example, you might include organisations that have sponsored past events you have attended in your community.

2. Research the potential sponsors on your list

- Look up their websites to find out more about what they do and if they have any upcoming initiatives you can align your project with. This will help when you meet them for the first time and engage them in your project idea.
- Look up their contact details. If you know the organisation well, it is a good idea to seek out a contact within the organisation who has the right decision-making ability, such as the president or secretary.

3. Prepare for the conversation

- Before you meet with your sponsor, have a clear idea of what you want your project to achieve and why you chose them to deliver it.
- Come prepared with a rough estimate of the project cost.

4. Getting the conversation started

- Introduce yourself and your idea to your potential sponsor by letter, email, phone call or in-person meeting.
- Explain what My Community Project is and provide them with a fact sheet or link to the website so they can find out more.
- Explain the project and why you chose them and what you think they will get out of it.
- Be ready to listen and make changes to your project to increase the sponsor's support for your project.
 You will need their support to be able to apply.
- Work with your sponsor to establish a realistic time frame for your project.
- Give them enough time to think about sponsoring your project after you meet with them and for preparing their part of the application. Factor this time in when planning to make your application.
- Follow up with your sponsor to finalise your application.

For more information

e: mycommunityproject@dpc.nsw.gov.au p: 13 77 88

nsw.gov.au/mycommunityproject

Where can I find more information to help develop my project idea? My Community Project 2019 Program Guidelines nsw.gov.au/mcpresources

Premier's Priorities and State Priorities
nsw.gov.au/improving-nsw/premiers-priorities/

Regional priorities

nsw.gov.au/improving-nsw/regional-nsw/ our-regions/

My Community Project website and video nsw.gov.au/mycommunityproject

Gunning District Association C/- 34 Collector Road, GUNNING NSW 2581

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

4 Apr 2019

Dear Mr Bell,

RE: Inclusive Play Equipment for Endeavour Park Playground, Gunning

I write requesting Upper Lachlan Shire Council (ULSC) consider sponsoring Gunning District Association's (GDA) proposal to apply the NSW Government's My Community Project funding.

To apply, applicants partner with a sponsor to complete and submit an application; if ULSC is amenable to being the sponsor, you will need to nominate a ULSC contact person for this purpose.

If the application is successful, ULSC will be required to enter into a funding agreement with the NSW Government. ULSC will also be responsible for delivering the financial and project management functions, including the development of a detailed project plan. To this end, you will find attached a project proposal that includes indicative cost quotations and a proposed schedule.

Your feedback is welcome, especially in regard to further information required by ULSC to consider sponsoring this project. If required, we are happy to make a presentation to Council on this project.

I thank you for reviewing this proposal and look forward to your favourable response.

Kind Regards, Gavin Douglas GDA Secretary

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Endeavour Park Inclusive Playspace Upgrade

Project Proposal - April 2019

Purpose

This document proposes an upgrade to the existing playground at Endeavour Park, Gunning Showground. This is intended for the consideration of Upper Lachlan Shire Council, the Gunning Shire Hall and Showground 355 Committee and grant funding committees.

Objective

This project will see the detailed planning and construction of an upgrade to the existing play facilities at Endeavour Park. New inclusive play equipment will complement existing equipment, the hard edges around the soft fall will be removed and rubber matting will be placed to make the playground more accessible for community members with mobility issues. Existing man-made and tree shade will be used to reduce costs and make the space more inviting. Some landscaping will add informal imagination spaces and sensory focussed natural plants. Additionally, fencing will frame the space and provide a new inviting entrance.

Business and Policy Context

This project is a good fit for the environment within which ULSC operates and is the natural option given ULSC owns and manages the land on which it is proposed. This proposal has also been prepared with thought to previous ULSC decisions and the broader policy context.

ULSC has previously passed two resolutions regarding Inclusive playspaces.

- ☐ Resolution 51/19 states: Council agrees to the placement of an inclusive playground in the [Gunning] showground adjacent to the outdoor gym and skatepark.
- □ 56/19 states: That Council use the NSW "Everyone Can Play" Guidelines to create inclusive play spaces for new and upgraded play spaces, and commit to provide inclusive play spaces in the next review of Council's Disability Inclusion Action Plan"

This proposal follows the best practice themes of the NSW "Everyone Can Play" guideline, taking into account the placement of swings near other swings, walls and fences to provide safety, a variety of seating arrangements, linking play areas with firm surfaces and play equipment for all abilities. This proposal also aligns with the stated objectives of the ULSC Growth Strategy to, 'increase and improve recreational facilities' (ULSC Vision 2020, p.198).

As the conceptual groundwork for this project has already been undertaken, ULSC is provided with the opportunity to make this a reality by project managing the detailed planning, design and construction phases of this project.

Community Consultation and Involvement

In mid 2018 GDA began seeking the view of residents on projects they would like to see supported in the 2019/20 financial year. This was discussed further at the October 2018 GDA meeting and the November 2018 Community Planning Workshop (a roundtable of community organisations in Gunning). At these meetings, a list of 6 projects was drafted for further community consideration.

Using Facebook, email and in person, GDA gathered 180 responses ranking the six possible projects in order of importance to community members. Over 50% of respondents to the survey identified planning and installation of an inclusive playground at Gunning Showground and playground as their 1^{st} or 2^{nd} priority.

3 Endeavour Park, Inclusive Playspace Upgrade

tem: 13.12	Attachment 2.: Inclusive Play Equipment for Endeavour Park Playground Gunning
	In December 2018, 24 youth representatives from Gunning and district met with Councillors Searl and Kensit regarding the lack of accessibility in the existing playspace. They raised the urgent need to make the facility accessible, citing concern for their friends who are unable to use the facilities due to raised, hard edging and lack of accessible equipment. These young people also asked GDA to write to ULSC on their behalf.
	In developing this project GDA canvassed many community members, including those with mobility issues, working ideas from this consultation into the project (e.g. fencing and removing hard edging to soft fall).
	Gunning District Association has continued to foster collaboration between community, local businesses and Upper Lachlan Shire Council (through the Showground S355 Committee). For instance, Carolynne (Sam) Southwell, Proprietor of Bailey's Garage in Gunning, has been fundraising in support of this project by selling second-hand books, raising over \$1000. Also, GDA has held raffles and can contribute funds from other activities, plus a local family held a High Tea in their own home and raised over \$200. These additional funds could be used to provide additional landscaping or items at the park following completion of the project.
	Additionally, the Showground S355 Committee has shown support for this project, recommending the motion to ULSC that became Council Resolution 51/19.
	Potential Benefits
	This project will deliver many benefits to Gunning and its residents, making Endeavour Park truly usable for all residents and visitors. This project will:
	 Maximise opportunities for children with different abilities to play alongside each other; Support usability of the playspace for parents, grandparents and carers; Increase satisfaction with community facilities; Encourage social engagement.
	Additionally, we know that people stop in Gunning because they like our historic buildings, shops, cafes, high quality skate park and free camping options — we want to create additional reasons for people to keep liking our little town. We feel an inclusive playspace would provide a great opportunity to help continue to draw visitors in through our Shire's southern entry point from Canberra, the surrounding district and also while travelling between Sydney and Melbourne.
	Scope
	The following activities and items are in scope for this project: New accessible equipment — including accessible net swing near other swings; Creating a central path that links equipment areas to the entrance; Add rubber mat below existing equipment to make it accessible and denote different spaces; Removing any edges so they are all flush and accessible; Clearly distinguishable formal primary entrance point with fencing (including a 'pause area'); Adding adequate fencing; Maintaining lines of sight for passive surveillance; Using existing man-made and tree shade where available; Accessible water fountain; Better variety of seating (backed seats/flat top rocks/flat table like arrangements) and an additional;
	 Some landscaping (e.g. informal imagination spaces, and tanbark or garden areas between areas); Updated information online.
	These activities and items are out of scope for this project (proposed under other projects):

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□ BBQs, accessible toilets and changing facilities for children and adults; (Amenities Block project);

 $\hfill \Box$ Ease of access to the accessible car park (Amenities Block project).

Endeavour Park, Inclusive Playspace Upgrade

Schedule

The project will take approximately 180 day. This schedule has been estimated using data from current ULSC projects and is further detailed in the following phased work program:

Detailed Planning and Design Phase			
Survey	5 days		
EOI for Design Consultant Selection	40 days		
Preliminary Design	10 days		
Public Display/Further Consultation	20 days		
Detailed Design	5 days		
Construction Phase			
Tender Process for Construction	45 days		
Establish at Site & Environmental Controls	5 days		
Construction (Building & handover)	40 days		
Finalisation	5 days		
Total for Project	175 days		

Budget

It is estimated that this project would cost approximately (see quotes attached).

Line Item	Cost	Funding
Inclusive Play Equipment (Supply & Install)	\$51,700	"My Community Project"
Rubber Mat Soft Fall (Supply & Install)	\$83,204	"My Community Project"
Fencing 100lm (Supply & Install)	\$23,029	"My Community Project"
Accessible Water Fountain	\$4,317 "My Community Project	
Seating & Bike Rack	\$11,413 "My Community Project	
Administration and Unexpected Costs	\$26,049 "My Community Project	
Planting Activities/Additional Seat	\$1,500 GDA & Other	
Re-spread Bark Soft Fall Between Spaces	\$0 N/A	
Update Information Online	\$0 N/A	
Total "My Community Project"	\$199,712	
Total GDA & Other	\$1,500	
Total Project Budget	\$201,212	

ULSC is not being asked to fund this project as funding will come largely through grant opportunities and funds raised by the community. It is assumed there are no development costs associated with this project, however, should any arise it would be very much appreciated if they could be waived by ULSC.

Note: funds set aside for administration and unexpected costs are expected to cover site levelling and possible drainage costs, in addition to project management costs.

Governance

The project sponsor, business owner and project manager would all be appointed by and report progress to ULSC. The ULSC project team may invite a member of GDA to support the project implementation or assemble a reference group as required.

Risks and Issues

There is a risk this project will not receive the appropriate grant funding. If this occurs, the project will not proceed and a new proposal will be drawn for other grant funding opportunities.

All other risks and issues will be developed during the project planning stage of this project.

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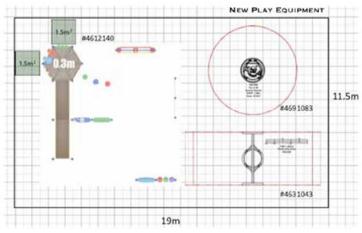
Endeavour Park, Inclusive Playspace Upgrade

Concept Maps and Sketches

Note: an architect is currently drawing clearer plans and concepts







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Endeavour Park, Inclusive Playspace Upgrade

Indicative Costings/Quotes

Play Equipment Quotes



ABN: 77 050 161 316 - Swanshore Pty Ltd 8 Jasmin Close, Yarra Glen Vic 3775 Postal: PO Box 442, Yarra Glen Vic 3775 Jessie McIlrath - jessie@imaginationplay.com.au

Gavin Douglas Gunning Playground Gunning NSW 2581

DATE: 27/03/2019 Salesperson: Jessie McIlrath

Cust P/O:

Description		TOTAL Ex GST
Supply and installation of Play Equipment 4612140, 4631043	and 4691083.	\$47,000.00
Rubber Soft Fall – New Playground (19m x 11.5m)		\$48,000.00
Rubber Soft Fall – Existing Playground (5m x 8m)		\$8,800.00
Rubber Soft Fall – Existing Playground (7m x 12m)	\$18,480.00	
*Please note: Price is subject to site information being received This quotation is based on level site, clear access for trucks and services	[16] (CO (1) 1 [17] (CO (1) 1 [17] (DO (1) 1[17] (DO (1) (DO (1) 1[17] (DO (1) 1[17] (DO (1) 1[17] (DO (1) (DO (1) 1[17] (DO (1) 1[17] (DO (1) (DO (1) (DO (1) 1[17] (DO (1) (DO (
***** OUR PRICES ARE VALID FOR 90 DAYS FROM DA	1	\$122,280.00
How to pay	GST:	\$12,228.00
Amounts may be banked directly to: Imagination Play 858: 633 000 ACC: 1276 75056	Total Inc	\$134,508.00

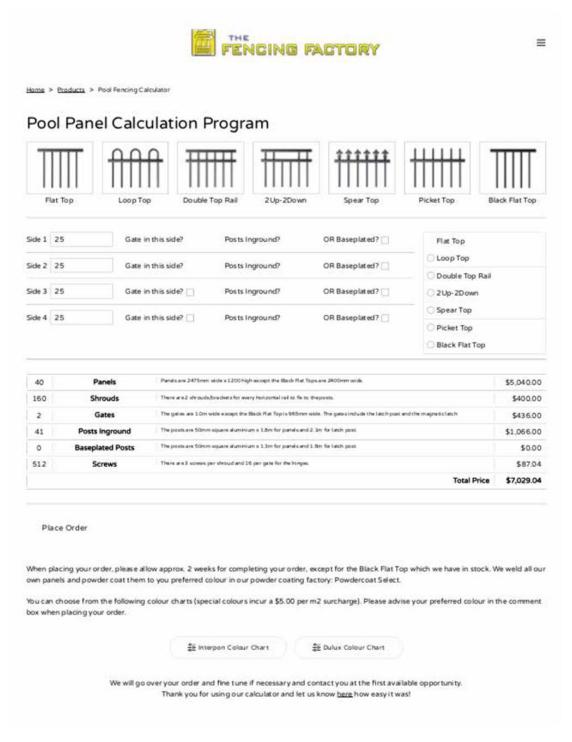
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Endeavour Park, Inclusive Playspace Upgrade

Indicative Fencing Costing

Note: a detailed fencing quote will be available W/E 12/4/19. Installation has been estimated at \$160 per lm



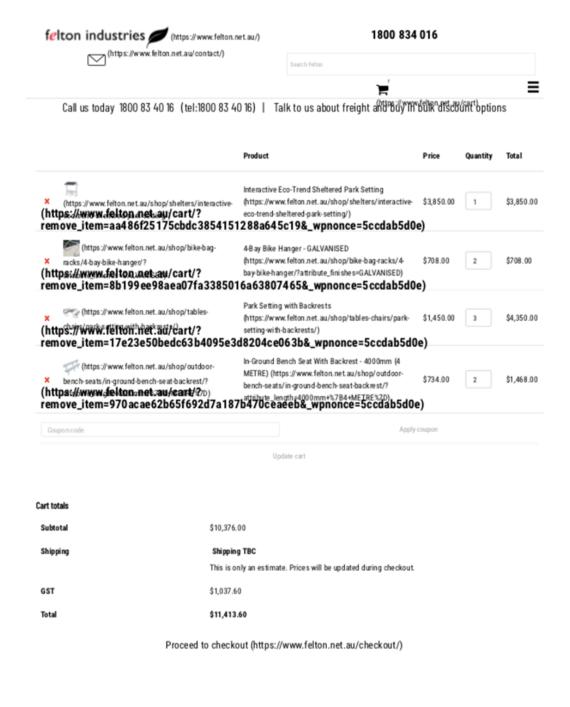
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10 Endeavour Park, Inclusive Playspace Upgrade

Indicative Seating Costing

Note: a detailed seating quote will be available W/E 12/4/19.



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Quote for Drinking Fountain



Invoice to:

Gunning District Association

Gunning NSW 2581 Australia Contact: Gavin Douglas Tel: 0423245470

E: gav.douglas@hotmail.com

Delivery Address:

Gavin Douglas

Gunning NSW 2581 Australia Tel: 0423245470

E: gav.douglas@hotmail.com

Quotation # SO11100

Date Required: 03/10/2019

 Date:
 Salesperson:
 Payment Terms:
 Customer Reference:

 27/03/2019
 Martyn Wilson
 Immediate Payment

Description	Quantity	Unit Price	
[AQ-BO850BF] Aquafil Bold 850BF Drinking fountain & bottle refill station AQ-BO850BF (No swinging dog bowl, Soft mouth guard, No filter, Not remote water chiller compatible, No graphic sign panel, Extra heavy duty thermal protection, No meter no filter)	2.000 Unit	\$ 3,371.00	\$ 6,742.00
[AQ-BO-DC] Aquafil Bold DC Drainage cage suitable for Aquafil Bold products AQ-BO-DC (Sub-surface dog drinking bowl)	2.000 Unit	\$ 946.00	\$ 1,892.00
[CY-PMRF] Cycla Pole-mounted retrofit O-Ring Bike rail hot dip galvanised and powder coated silvery grey, security bolts.	2.000 Unit	\$ 240.00	\$ 480.00
[CY-AA1250] Cycla AA series (4 rings) Bike rack Bolt-down (No additional finishing, Galvanised steel)	1.000 Unit	\$ 490.00	\$ 490.00
Freight & Packing	1.000 Unit	\$ 380.00	\$ 380.00
	Total exc	I GST	\$ 9,984.00
	GST		\$ 998.40
	TOTAL in	cl GST	\$ 10,982.40

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Aquafil® Bold 850BF Drinking fountain & bottle refill station



The Aquafil Bold drinking fountain and bottle refill station is distinguished by its strong, sleek stainless steel design, engineered to endure outdoor public environments.

The design features a drinking fountain with protective rubber mouth guard and an anti-bacterial bottle refill nozzle, with the option of an additional dog drinking bowl and signage panel. Its sculptured form and robust performance make this unit the perfect solution for outdoor architectural settings and public parks.

Product features

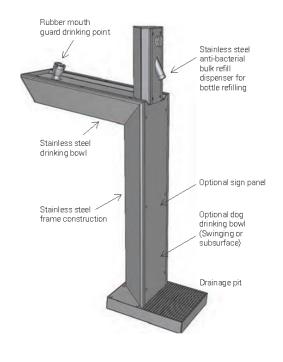
- 850mm height
- One anti-bacterial bottle refill point
- One drinking fountain with protective mouth guard
- Durable stainless steel construction
- DDA-compliant wheelchairaccessible design
- Complies with Australian Standard AS1428.2
- · Drainage Pit

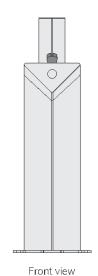
Additional options

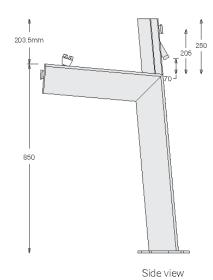
- Optional inbuilt water filter
- Optional dog drinking bowl
- · Optional inbuilt water meter
- · Optional sign panel

Technical Details

Housing frame	Stainless steel
Housing unit	Anodised aluminium
Graphic panels	Stainless steel
Filter unit	Sub-micron or 5 micron
Filter unit woking pressure	10-125 psi (0.7-8.5 bar), non-shock
Water supply connection	1/2 inch supply line with 1/2 inch Male BSP connection
Drainage	50mm PVC









Rear view (showing optional fixed signage panel)



8-10 Giffard Street, Silverwater NSW 2128 W civiq.com.au E sales@civiq.com.au P 1300 600 300



The AA Series bike rack is one of the most popular and versatile designs in Australia.

It maximises space by providing multiple bike parking spots in a compact area, and can be used with single-sided or double-sided access.

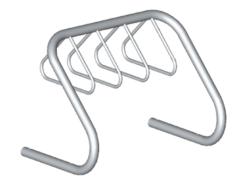
The 4-ring AA Series variant is ideal for more compact spaces, with a 7-ring variant also available for areas with higher usage.

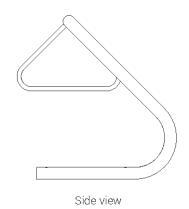
Product features

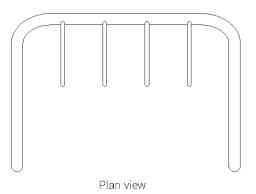
- Single-sided or Doublesided access
- Capacity to park up to 7 bikes (with double sided access)
- Durable and vandal resistant
- Anchor bolts and anti-theft shear nuts
- Heavy-duty, welded construction
- Minimal framework clutter on or near the ground



Fixing Options	Bolt-down
Material	Galvanised steel
	Stainless steel 316
Finish options	Electro polish (standard with stainless steel)
	Powder coated colour (on request – Dulux colours)
Dimensions (approx)	1.2m wide x 0.8m deep x 0.85m high
Construction	Main frame: 60.3mm O.D. pipe x 2.7mm wall
	Frame supports: 22mm O.D. pipe x 2.0mm wall









8-10 Giffard Street, Silverwater NSW 2128 W civiq.com.au E sales@civiq.com.au P 1300 600 300



Invoice to:

Gunning District Association

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E: gav.douglas@hotmail.com

Delivery Address:

Gavin Douglas

Gunning NSW 2581 Australia Tel: 0423245470

E: gav.douglas@hotmail.com

Quotation # SO11100

Date Required: 03/10/2019

Date:Salesperson:27/03/2019Martyn Wilson

Payment Terms: Immediate Payment **Customer Reference:**

Description	Quantity	Unit Price	
[AQ-BO850BF] Aquafil Bold 850BF Drinking fountain & bottle refill station AQ-BO850BF (No swinging dog bowl, Soft mouth guard, No filter, Not remote water chiller compatible, No graphic sign panel, Extra heavy duty thermal protection, No meter no filter)	2.000 Unit	\$ 3,371.00	\$ 6,742.00
[AQ-BO-DC] Aquafil Bold DC Drainage cage suitable for Aquafil Bold products AQ-BO-DC (Sub-surface dog drinking bowl)	2.000 Unit	\$ 946.00	\$ 1,892.00
[CY-PMRF] Cycla Pole-mounted retrofit O-Ring Bike rail hot dip galvanised and powder coated silvery grey, security bolts.	2.000 Unit	\$ 240.00	\$ 480.00
[CY-AA1250] Cycla AA series (4 rings) Bike rack Bolt-down (No additional finishing, Galvanised steel)	1.000 Unit	\$ 490.00	\$ 490.00
Freight & Packing	1.000 Unit	\$ 380.00	\$ 380.00
	Total exc	I GST	\$ 9,984.00
	GST		\$ 998.40
	TOTAL in	cI GST	\$ 10,982.40

Unless specifically noted above, price does not include installation.

The Price is based on a number of factors including location of installation of the works as advised by the Customer and set out in this quotation. Once the quote has been accepted (expressly or implied), a change in location of installation may result in variation of Price, delay of date/s of installation, re-quote, cancellation and/or delays in works. The Customer agrees to pay any additional costs, fees including an administration fee of \$200.00 and variation of Price resulting from a change in location of installation.

Page: 1 / 6

tem:	Attachment 2.: Inclusive Play Equipment for Endeavour Park Playground Gunr	ning
10.40		



Payment Terms: Immediate Payment

Customer Order Acceptance:
By signing this quotation the customer agrees to accept Civiq's T&C's (available at https://www.civiq.com.au)

Signed

Date

Please sign and return to confirm all details are correct. If any corrective action is required please advise us immediately.



CIVIQ PTY LTD (ACN 626 744 367) ("CIVIQ™") Trading Terms and Conditions For Sale of Goods

These Trading Terms & Conditions ("Terms") apply (unless otherwise previously agreed in writing) to the supply of Goods by CIVIQ™ to a Customer from time to time. Any supply of Goods by CIVIQ™ to the Customer made after the date of acceptance of these Terms is a supply pursuant to the supply agreement constituted by these Terms and the relevant order accepted by CIVIQ™ and any such supply does not give rise to a new or separate agreement. Attachment of or reference to these Terms in an email from CIVIQ™ to the Customer to which the Customer sends an email in response thereto is deemed acceptance of these Terms.

1. Interpretation

In these Terms unless the contrary intention appears:

- "A dditional Charges" includes all delivery, handling and storage charges, goods and services tax, stamp duty, interest, legal and other costs of recovery of unpaid money and all other government imposts and all money, other than the Purchase Price, payable by the Customer to CIVIQ™ arising out of the sale of the Goods.
- "Customer" means the person to or for whom the Goods are to be supplied by CIVIQ™
- "Goods" means the goods sold to the Customer by CIVIQ™ and includes any services provided by CIVIQ™ to Customer.
- "CIVIQ™" means CIVIQ PTY LTD (ACN 626 744 367)
- "PPSA" means the Personal Property Securities Act 2009 (Cth)
- "Purchase Price" means the list price for the goods as charged by CIVIQ™ at the date of delivery or such other price as may be agreed by CIVIQ™ and the Customer prior to delivery of the Goods.

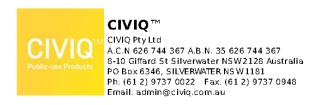
2. Quotation and Order for Goods

- 2.1 Any quotations given by CIVIQ™ are subject to acceptance within 30 days of being given. After then, they will not be binding on CIVIQ™.
- 2.2 An order given to CIVIQ™ is binding on CIVIQ™ and the Customer, if:
 - 2.2.1 $C |V|Q^{TM}$ has sent a sales confirmation to the Customer; or
 - 2.2.2 the Goods are supplied by $CIVIQ^{TM}$ in accordance with the order.
- 2.3 An acceptance of the order by CIVIQ™ is then to be an acceptance of these Terms by CIVIQ™ and the Customer and these Terms will override any conditions contained in the Customer's order. CIVIQ™ reserves the right to accept a part only of any order by notifying the Customer in writing or by delivering the Goods to the Customer. No order is binding on CIVIQ™ until accepted by it.
- 2.4 An order which has been accepted in whole or in part by CIVIQ™ cannot be cancelled by the Customer without obtaining the prior written approval of CIVIQ™, which it may refuse in its absolute discretion.
- Any variation in the order details, sizes and quantities, location of installation of works, delivery instructions or any other specification on which the quotation or order is determined, CIVIQ™ reserves the right to amend the price accordingly.
- 2.6 If any variations are made pursuant to clause 2.5, the Customer agrees to pay the variation in price and any additional costs and fees including an administration fee of \$200.00 and any other payment resulting out of the variation of works.

3. Warranties

- 3.1 CIVIQ™ does not warrant the accuracy of any information contained in its Safety Data Sheets.
- 3.2 CIVIQ™'s liability is limited to, to the extent permissible by law and at CIVIQ™'s option;
 - 3.1.1 in relation to the Goods:
 - i the replacement of the products or the supply of equivalent products
 - ii the repair of the products
 - the payment of the cost of replacing the products or of acquiring equivalent products; or
 - The payment of the cost of having the products repaired
 - 3.1.2 Where the Goods are services:
 - i the supply of service again; or
 - i the payment of the cost of having the services supplied again.
- 3.4 To the extent permitted at law, all other warranties whether implied or otherwise, not set out in these Terms are excluded and CIVIQ™ is not liable in contract, tort (including, without limitation, negligence or breach of statutory duty) or otherwise to compensate Customer for:
 - 3.4.1 any increased costs or expenses;
 - 3.4.2 any loss of profit, revenue, business, contracts or anticipated savings;
 - 3.4.3 any loss or expense resulting from a claim by a third party; or
 - 3.4.4 any special, indirect or consequential loss or damage of any nature whatsoever caused by CIVIQ™'s failure to complete or delay in completing the order to deliver the Goods.

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 ${\sf CIVIQ}^{\sf TM} \text{,'s warranty does not extend to any claim arising out of damages caused by the act, omission or negligence of the Customer}$ 3.5 or any third party.

Delivery 4.

- The times quoted for delivery are estimates only and $CIVIQ^{TM}$ accepts no liability for failure or delay in delivery of Goods. The Customer is not relieved of any obligation to accept or pay for Goods by reason of any delay in delivery. Goods may be delivered by instalments at the discretion of $CIVIQ^{TM}$. 4.1
- Risk in accepting the Goods passes on delivery to the Customer. Where the Customer arranges its own transportation of the Goods, risk in the Goods passes upon collection by the Customer's agent from $C|V|Q^{re}$. 42
- 4.3 All Additional Charges are payable by the Customer in addition to the Purchase Price of the Goods.
- $C|V|Q^{m}$ is entitled to charge for any returnable containers and the Customer will be responsible for making those containers available for collection by $C|V|Q^{m}$ within a reasonable time, being no later than 6 months, after their delivery to the Customer. 4.4.
- Return of Goods will not be accepted by $CIVIQ^m$ except by prior agreement in writing with $CIVIQ^m$. Any Goods returned will be subject to a restocking charge of 20% of the Purchase Price of those Goods. The restocking charge is payable by the Customer. 4.5

5. Price and Payment

- 5.1 The Customer must pay the Purchase Price and the Additional Charges to CIVIO™.
- 5.2 The Customer must pay part payments or a deposit of the Purchase Price in accordance with the quotation for the goods to CIVIQ™.
- If the Customer is in default or fails to make payment when a deposit or balance of the invoice is due and payable, $C|V|Q^{TM}$ may at its sole and discretionary option, do one or more of the following:
 - 5.2.1 withhold deliveries to the Customer;
 - cancel a contract without prejudice to any of its existing rights.; 5.2.2
 - charge interest on the outstanding balance at a rate of 1.5% per month or part of a month from the due date for payment until full payment is received by $CIVIQ^{TM}$; 5.2.3
 - 5.2.4 lodge a caveat over any charged property of the Customer pursuant to clause 5.4;
 - 5.2.5 lodge a caveat over any charged property or security pursuant to any guarantee or Credit Application provided to CIVIQ™;
 - Charge any additional charges to the Customer.
- 5.3 Unless otherwise agreed in writing, payment of the goods is required prior to delivery.
- 5.4 The Customer expressly agrees that if the Customer is in default of any payments owing to CIVIQ™ pursuant to clause 5.2, this creates an equitable interest over all real and/or personal property in the Customer's name (held in its name or jointly). The Customer expressly authorises CIVIQ™ to lodge a caveat over any real and/or personal property in the Customer's name.
- 5.5 All amounts payable by the Customer under these Terms must be paid without set-off or counter claim of any kind.

6. Retention of Title

- Ownership, title and property of the Goods remains with $CIVIQ^m$ until payment in full for the Goods and all sums due and owing by the Customer to $CIVIQ^m$ on any account has been made. Until the date of payment: 6.1
 - 6.1.1 the Customer has the right to sell the Goods in the ordinary course of business;
 - until the Goods have been sold by the Customer in the ordinary course of the Customer's business, the Customer holds the Goods as bailee for $CIVIQ^{TM}$; 6.1.2
 - 6.1.3 the Goods are always at the risk of the Customer.
- 6.2 The Customer is deemed to be in default immediately upon the happening of any of the following events:
 - 6.2.1 if any payment to $\mathsf{CIVIQ^{m}}$ is not made promptly before the due date for payment;
 - 6.2.2 if the Customer ceases to carry on business or stops or suspends payment or states its intention of so doing or is unable to pay its debts as they fa∥ due or if any cheque or bi∥ of exchange drawn by the Customer payable to CIVIQ™ is dishonoured; In the event of a default by the Customer, then without prejudice to any other rights which CIVIQ™ may have at law or under this
- 6.3 agreement:
 - $C|V|Q^{\text{\tiny{IM}}}$ or its agents may without notice to the Customer enter the Customer's premises or any premises under the control of the Customer for the purposes of recovering the Goods. 6.3.1
 - 6.3.2 CIVIQ™ may recover and resell the Goods;
 - if the Goods cannot be distinguished from similar Goods which the Customer has or claims to have paid for in full, $CIVIQ^m$ may in its absolute discretion seize all goods matching the description of the Goods and hold same for a reasonable period so that the respective claims of $CIVIQ^m$ and the Customer may be ascertained. $CIVIQ^m$ must promptly return to the Customer any goods the property of the Customer and $CIVIQ^m$ is in no way liable or responsible for any loss or damage to the Goods or for any loss, damage or destruction to the Customer's business howsoever arising from the seizure of the Goods. 6.3.3
 - In the event that the Customer uses the Goods in some manufacturing or construction process of its own or some third party, then the Customer must hold such part of the proceeds of sale of such manufacturing or construction process as related to the Goods in trust for CIVIQ[™]. Such part will be an amount equal in dollar terms to the amount owing by the Customer to CIVIQ[™] at the time of the receipt of such proceeds. The Customer will pay CIVIQ[™] such funds held in trust upon the demand of CIVIQ[™].

PPSA

- 7.1 Defined terms in this clause have the same meaning as given to them in the PPSA.
- $CIVIQ^{TM}$ and the Customer acknowledge that these Terms constitute a Security Agreement and entitle $CIVIQ^{TM}$ to claim a Purchase Money Security Interest ("PMSI") in favour of $CIVIQ^{TM}$ over the Collateral supplied or to be supplied to the Customer as Grantor 7.2

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pursuant to these Terms.

- 7.3 The goods supplied or to be supplied under these Terms fall within the PPSA classification of "Other Goods" acquired by the Customer pursuant to these Terms.
- 7.4 CIVIQ™ and the Customer acknowledge that CIVIQ™, as Secured Party, is entitled to register its Security Interest in the Collateral supplied or to be supplied to Customer pursuant to these Terms on the PPS Register.
- 7.5 To the extent permissible at law, the Customer:
 - 7.5.1. waives its right to receive notification of or a copy of any Verification Statement confirming registration of a Financing Statement or a Financing Change Statement relating to a Security Interest granted by the Customer to $CIVIQ^{TM}$.
 - 7.5.2 agrees to indemnify CIVIQ™ on demand for all costs and expenses, including legal costs and expenses on a solicitor / client basis, associated with the;
 - 7.5.2.1 registration or amendment or discharge of any Financing Statement registered by or on behalf of CIVIO™; and
 - 7.5.2.2 enforcement or attempted enforcement of any Security Interest granted to CIVIQ™ by the Customer;
 - 7.5.3 agrees that nothing in sections 130 and 143 of the PPSA will apply to these Terms or the Security under these Terms;
 - 7.5.4 agrees to waive its right to do any of the following under the PPSA:
 - 7.5.4.1 receive notice of removal of an Accession under section 95;
 - 7.5.4.2 receive notice of an intention to seize Collateral under section 123;
 - 7.5.4.3 object to the purchase of the Collateral by the Secured Party under section 129;
 - 7.5.4.4 receive notice of disposal of Collateral under section 130;
 - 7.5.4.5 receive a Statement of Account if there is no disposal under section 132(4);
 - 7.5.4.6 receive a Statement of Account under section 132(3)(d) following a disposal showing the amounts paid to other Secured Parties and whether Security Interests held by other Secured Parties have been discharged.
 - 7.5.4.7 receive notice of retention of Collateral under section 135;
 - 7.5.4.8 redeem the Collateral under section 142; and
 - 7.5.4.9 reinstate the Security Agreement under section 143.
 - 7.5.5 All payments received from the Customer must be applied in accordance with section 14(6)(c) of the PPSA

8. On-Sale

The Customer agrees that upon the on-sale of any Goods to third parties, it will:

- 8.1 inform any third party involved of these Terms;
- 8.2 inform any third party of CIVIQ™'s product warranties if any; and
- 8.3 not make any misrepresentations to third parties about the Goods.
- be liable for any claim arising out of the Customer breaching clause 8.3 above which includes but is not limited to any loss of future income or damage to the Customer's goodwill.

9. Indemnity

To the full extent permitted by law, the Customer will indemnify $CIVIQ^{TM}$ and keep $CIVIQ^{TM}$ indemnified from and against any liability and any loss or damage $CIVIQ^{TM}$ may sustain, as a result of any breach, act or omission, arising directly or indirectly from or in connection with any breach of any of these Terms by Customer or its representatives.

10. **Bectronic Communications and Terms Acceptance**

- 10.1 The Customer agrees to electronically receive and be contractually bound by any and all documents from $C|V|Q^{Te}$
- 10.2 CIVIQ™ may provide these Terms to the Customer in physical or electronic form (including but not limited to PDF, word and/or excel) to the Customer's email address.
- 10.3 The Customer is deemed to have electronically accepted these Terms if the Customer sends a reply email to CIVIQ™'s email (set out in Clause 10.2) with any content that does not include express instructions that the Customer wishes to cancel the Order.

11. General

- These Terms are to be construed in accordance with the laws from time to time in the State of New South Wales and the Commonwealth of Australia. The parties submit to the non-exclusive jurisdiction of the Courts of New South Wales, Australia and any courts which may hear appeals from those courts in respect to any proceedings in connection with these Terms.
- 11.2 These Terms contain all of the terms and conditions of the contract between the parties and may only be varied by agreement in writing between the parties.
- 11.3 Any conditions found to be void, unenforceable or illegal may, to that extent be severed from the Agreement
- 11.4 No waiver of any of these Terms or failure to exercise a right or remedy by $C|V|Q^{TM}$ will be considered to imply or constitute a further waiver by $C|V|Q^{TM}$ of the same or any other term, condition, right or remedy.

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Item:	Attachment 2.: Inclusive Play Equipment for Endeavour Park Playground Gunn	ing
13.12		



	CIVIQ™
NA CIM	CIVIQ Pty Ltd
JIVIU	A.C.N 626 744 367 A.B.N. 35 626 744 367
	8-10 Giffard St Silverwater NSW2128 Australia
	PO Box 6346, SILVERWATER NSW 1181
	Ph: (61 2) 9737 0022 Fax: (61 2) 9737 0948
	Email: admin@civiq.com.au

Signature:	
Position:	
Date:	



Installation details

Aquafil® Bold drinking fountain and bottle refill station

Step 1.

Excavate a footing 400mm deep by 400mm square

Step 2.

Set drainage tray and footing assembly in footing hole, ensure top of drainage tray is level.

Step 3.

Pour approximately 2 bags of quickset concrete mix in the bottom of the footing to hold the drainage cage in position.

Step 4.

Let the concrete mix set first then proceed to connect the drainage and water feed pipes.

Note: The top of the water supply fitting is not to be any higher than 30mm above the bottom of the drainage tray.

Step 5.

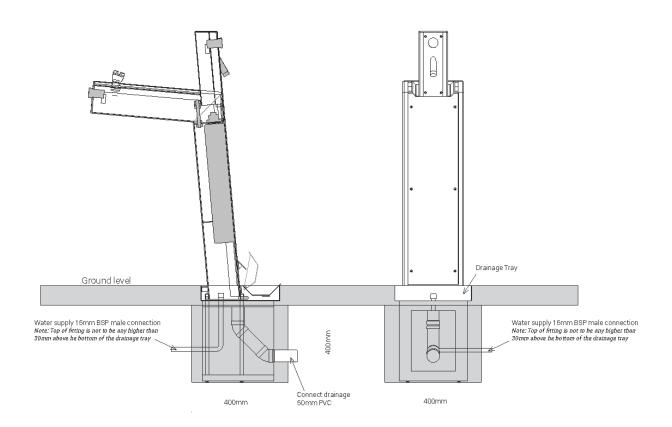
Once the drainage and water feed pipes have been fitted, pour the rest of the footing and slab. Use at least 20mpa concrete. The slab should be a minimum 100mm in thickness and extend under the drinking fountain for wheelchair users (allow concrete to cure before bolting down the drinking fountain)

Step 6.

Bolt the drinking fountain unit to the $4 \times M12$ bolts. Do not remove the M12 nuts on the bottom of the drainage tray. These provide clearance for the water to drain.

Step 7.

Remove the back of the drinking fountain to access the internal plumbing. Connect the drinking fountain to the water supply via a 15mm BSP flexible hose.



CIVIQ 14 8-10 Giffard Street, Silverwater NSW 2128 W civiq.com.au E sales@civiq.com.au P 1300 600 300

Inclusive Play in Coleman Park, Crookwell - Proposal

Reason for Project:

Crookwell does not have an area of inclusive play which caters for children/adults with disability as well as carers, grandparents and parents. Currently Coleman Park has a playground with equipment for the physically abled child.

Proposition:

It is proposed that a professionally designed inclusive adventure playground be built to compliment the current children's playground in Coleman Park Crookwell. This will include linking paths, gardens and greenspace with seated areas. Examples attached.

Costing:

- Equipment including seating and soft fall \$150,000
- Linking Pathways \$30,000
- Garden and landscaping \$10,000
- Contingency \$10,000

Request:

That Upper Lachlan Shire Council sponsor application for an inclusive adventure playground in Coleman Park Crookwell.

INCLUSIVE PLAY SPACES

Every community deserves access to fun, social and multi-generational play. Providing Inclusive play spaces that bring together people of all ages and abilities and make communities stronger.

- Be Fair
- Be included
- Be smart
- Be independent

- Be safe
- Be active
- Be comfortable

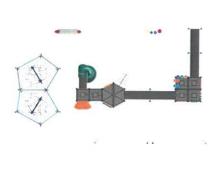


13.12

INCLUSIVE PLAY

4612634





4611067 SIZE - 21M L X 14.6M W X 4.1M H

ID 1938





www.imaginationalaw.com.au. 52





INCLUSIVE PLAY - PLAYGROUND EQUIPMENT | Australia

Page 1 of 6

Australia's largest range of playground equipment



INCLUSIVE PLAY

WHAT IS INCLUSIVE PLAY?

Let's look at the definition of inclusive play: Children of different abilities are able to play together.

To be truly inclusive, playground equipment needs to have challenges on different levels.



Click here to see the inclusive play product range. (https://imaginationplay.com.au/playgrounds.php?Category=17)

Products can be "not inclusive" in 2 ways:

https://imaginationplay.com.au/inclusive-play/

9/04/2019

INCLUSIVE PLAY - PLAYGROUND EQUIPMENT | Australia

Page 2 of 6



- 1. Not suitable for impaired children.
- 2. Only suitable for impaired children (a wheelchair swing is not inclusive)
 Not-inclusive products for handicapped children have a place (schools, therapy) but in public areas inclusive Play equipment is preferable.



(https://imaginationplay.com.au/wp-content/uploads/2015/05/inclusive-play.jpg)Playing is first of all fun, but over the years it has become clear that it is also one of the main reasons in which children can learn. Play helps children's development in many ways. Playing gives space to a child's imagination and fuels creativity.

Through play, children get to know their own physical possibilities and their limitations. Challenges and risks teach them to evaluate the situations they face and find ways to go further than before. Playing together with other children helps to develop important vital social skills. Unfortunately, playing in general and playing together with other children in particular is not self evident for every child.

Children that have an impairment are often hindered by the fact that many playing opportunities seem to be designed for able bodied children only. This of course can make it difficult for

children with an impairment to play with other children, to have fun together and to develop important skills. It is estimated that there are around 288,348 disabled children living in Australia (7% of all children)*.

* Source: Australian Bureau of Statistics 2009 Survey of Disability, Ageing and Carers (2009)

To develop exciting and inclusive play products we are the exclusive distributors of Russell Play, a truly inclusive playground equipment supplier.

https://imaginationplay.com.au/inclusive-play/

9/04/2019

INCLUSIVE PLAY - PLAYGROUND EQUIPMENT | Australia

Page 3 of 6

Russell Play have worked together with a group of experts: from play workers to teachers at various schools for visually impaired children and from hearing impairment researchers to special needs physiotherapists. Local schools and hospitals were involved in testing the inclusive play equipment products. This cooperation has especially helped Russell Play to develop the 'fun4all' range of inclusive play equipment stand-alone products and the 'Amico' range of modular inclusive play equipment.



(https://imaginationplay.com.au/wp-content/uploads/2015/05/inclusive-play1.jpg)Russell Play have learnt that focusing on disabilities leads to products that are not inclusive. Experts and children have taught us to focus on abilities rather than disabilities. From their research they have found that children with certain impairments are sometimes even better at things than able bodied children. Visually impaired children for instance can be very good at hearing and often have a well developed sense of touch. With the Russell Play equipment, At Imagination Play we want to make use of this and help children develop these senses and skills.

We also want to cater for children with behavioural problems. Rather than mainly having areas where children can play together,

we have also created space for children that want to be on their own and watch what is going on from a distance. This will help children on the Autistic Spectrum to feel comfortable and enjoy the inclusive play equipment and the area as well.

As every child has a unique set of capabilities, Russell Play have created products that have challenges on various levels. This gives children of all abilities the opportunity to play at their own level, to find challenges to grow and it allows them to play together with children that have different abilities.

Click here to see the inclusive play product range (https://imaginationplay.com.au/playgrounds.php? Category=17)



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https://imaginationplay.com.au/inclusive-play/

9/04/2019

Gunning Skate Park Lighting Proposal

Reason for Project:

The youth of Gunning cannot use the skate park in Gunning in the autumn and winter months during the school week due to arriving home on the school busses in the dark. This greatly curtails the amount of physical activity they can undertake in the evenings and the ability to socialise with their friends.

Proposition:

It is proposed that application be made to My Community Project with the Upper Lachlan Shire Council's sponsorship to install appropriate lighting in the Gunning skate park to allow for safe, evening use of the skate park.

Costing:

A quote from Jazztech is supplied with the total cost being \$41,323.39. Allowance is required for metering and contingency on this project.

Request:

That Upper Lachlan Shire Council sponsor application to My Community Project.



QUOTE

Upper Lachlan Shire Council

Date

25 Mar 2019

JASSTECH Solutions ABN: 57 160 991 140 ACN: 160 991 140

Expiry

24 Apr 2019

1300 665 135 accounts@jasstech.com.au

Quote Number QU-2124

Reference

Gunning Skate Park Supply

and Install

ABN

57 160 991 140

Description	Quantity	Unit Price	Discount	GST	Amount AUD
Supply MFL-200P luminaires	5.00	795.60	10.00%	10%	3,580.20
Supply 4 x 10m poles, crossarms and foundation cages to suit	1.00	4,589.88		10%	4,589.88
Trench, supply and lay 50mm conduit, backfill + remediation Note: Allowance for trench by ditch witch only.	1.00	8,648.23	0.00%	10%	8,648.23
Supply and construct new private pole with meter panel, switch board and lighting control Note: No allowance for metering council to make own arrangements.	1.00	2,730.90		10%	2,730.90
Level 2 Service connection to new private pole/meter panel	1.00	2,224.65		10%	2,224.65
Geotech report and footing design certification	1.00	4,425.23		10%	4,425.23
Place column footing, allowance to install sugge sted 600 x 1600 cage + rag bolt footing suit soil 150kPa. Note: If suggested footing detail is not suitable due to Geotech report, new footing designs and installation cost will be passed on as a variation.	4.00	1,201.81	0.00%	10%	4,807.24
Install columns and luminaires, including commissioning and WAEs	1.00	6,560.39		10%	6,560.39
		Subtotal (includes a discount of 397.80) TOTAL GST 10%		of 397.80)	37,566.72
				3,756.67	
			T	OTAL AUD	41,323.39

ABN: 57 160 991 140. Registered Office: PO Box 2380, FORTITUDE VALLEY, QLD, 4006, Australia.

Item:	Attachment 4.: Gunning Skatepark Lighting Proposal
13.12	

ABN: 57 160 991 140. Registered Office: PO Box 2380, FORTITUDE VALLEY, QLD, 4006, Australia.

Collector Community Association Inc.

"The collective voice for Collector."

Concept Plan for Proposed Collector Cycle Hub

The project:

Our concept plan is to establish a facility (preferably) at the Collector Oval that would include:

[Camp kitchen with BBQ and wash-up facility.	
[Picnic tables and seating.	
[Phone charging facility.	
[Filtered water bottle filling station.	
[Secure cycle racks.	
[Solar lighting.	
[Cycle repair station.	
[Signage and maps with popular routes identified and information	about
	rides and links to online sites such as <u>www.CyclelifeHQ.com</u>	
[Camping area with fire ring and seating.	

Community Support:

The Collector Community Association Inc. strongly supports the concept of promoting cycling in the Collector village and surrounding district. We would like to take this opportunity to promote the concept of developing community based facilities that would support and promote cycling and establish our village as a recognised hub for cycling activities.

While there are a number of well-established routes in the area and several local business already provide excellent cafe services for cyclists our association will continue to encourage further participation by registering with CyclelifeHQ. We would also like to build on these commercial services by creating a community space at the Collector Oval that cyclists, both local and visiting can use as a base for cycling activity.

Shared Pedestrian and Cycle Paths in Collector

The Collector Community Association Inc. has previously requested that the Upper Lachlan Council gives consideration to developing pedestrian and cycle paths on the unformed streets to create pathways that connect the village as an alternate network to the existing vehicle focused street structure. A copy of our request to amend the Upper Lachlan Council PAMP is attached as a separate document.

"Re-energising the Collector Community Precinct"

This project was launched in 2017 by the Collector Village Pumpkin Festival and supported by the Collector Community Association. The project was submitted to Council for funding under the Stronger Country Communities Fund Round 1 and was successful in gaining support. Funding of \$240,000 has been secured and the project is scheduled for construction in June 2019. When complete, approx. 500m of shared pathway will be constructed in Collector as well as two picnic shelters and a

Item: 13.12

boardwalk. Further details of this project, including detailed plans and drawings can be requested from Upper Lachlan Council (contact Projects Officer; Asis Faisal).

Streetscape Project.

During 2018, the Collector Community Association Inc. made several submissions to the Upper Lachlan Streetscape Design project. While not specific to cycling, we believe the enhancements to the village amenity proposed under this project will complement the objectives of establishing Collector as a destination for cyclists and cycling group activities.

A copy of the Streetscape Summary has been attached.

Further Contact and consultation.

Email: CollectorCommunityAssociation@gmail.com

Facebook: www.facebook.com/CCAinc

CCA inc. President: Terry Lovelock M 0428 442 405

CCA Inc. Secretary:
Gary Poile
M 0408 974088

The proposed future walking and cycling network for Collector aims to utilise many of the unformed streets, laneways and crown reserves to create a network of pedestrian paths and cycleways that has minimal interaction with the sealed roads used by vehicles. The central "spine" of the plan will be a 2.5 metre wide Shared Path that will connect the village from west to east and allow access to all of the village features including the School, Hall, Churches, sports ground, café precinct and Hotel.

It is envisaged that in time, these routes will be continually improved and complimented with seating stations, public art and projects that provide information on points of historic significance.

Collector's future walking and cycling network

Reference	Project Type	Road Name	Details
COL01	Footpath - New	Lorn Street	Construct a new footpath, predominately on the Eastern side of Lorn Street from Church Street to Bourke Street and continuing on Church Street easterly to telephone box/bus shelter and westerly to Historic Bushranger Hotel.
COL02	Shared Path -New	Bourke Street	Construct a new shared path on Bourke Street from Murray street to the Collector Oval – linking The café precinct area to the Oval vial the Hall and Church precinct area. At the Oval, the pathway will link the playground, proposed Outdoor Gym and picnic shelters with the disabled toilet at the oval.
COL03	Shared Path - New	From Surrey / Church Street intersection, via Campbell Street to Collector Oval.	Construct a new Shared Path (that may start out as a "recreational pathway" and in future be upgraded to a Shared Path) from Surrey/Church Street intersection, via Campbell Street (largely unformed road reserve) to Collector Oval. COLO3 will create the "spine" for a village network that will allow pedestrians and cyclists to traverse the village with minimal use of streets used by vehicles.
COL04	Recreational Pathway - New	Goulburn Street, Un- named laneways and Mill Hill Reserve	Develop an interpretive trail highlighting the historic places of interest in Collector, utilising signage and place markers. Linking Historic Bushranger Hotel with Mill Hill reserve and through to the Historic Church precinct. COLO4 will provide an alternate link between COLO1 to COLO2 and create an "explorers" route for

^{1 |} Page

			residents and visitors to the village.
COL05	School drop-off and pick-up bay	Lorn Street -New	Design and construct a formal drop-off and pick-up bay at the Collector School to allow the safe access of children to the school. Develop in partnership with the Collector School (and/or the NSW Department of Education).
COL06	Recreational Pathway - New	George St Laneways and connecting lanes to Church Street -New	Construct a new Recreational Pathway that will use existing (non-trafficable) laneways to link COL01 and COL03 to further enhance the pedestrian and cycleway network and create another "explorers" route for residents and visitors to the village.

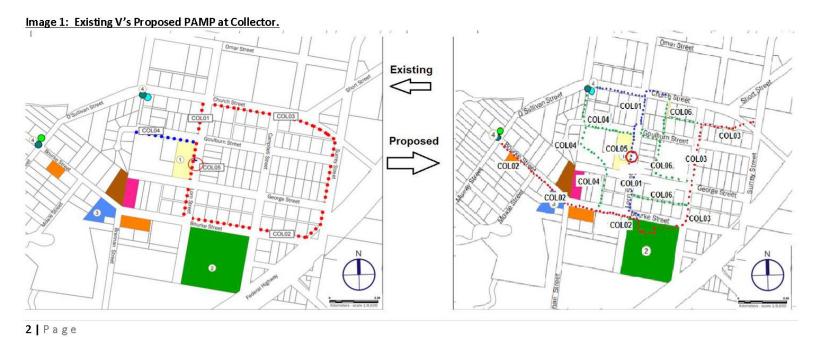
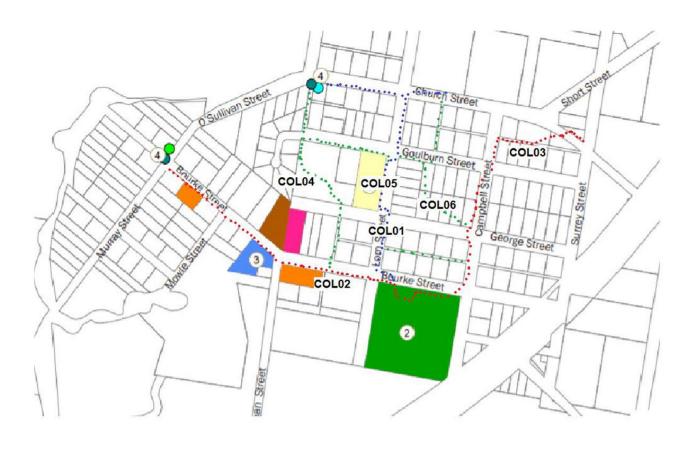


Image 2: Proposed PAMP at Collector in greater detail.



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Image 3: Proposed PAMP at Collector - Satellite View.



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15 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

15.1 Reports for the month of April 2019

504

Reports from Other Committees, Section 355 Committees and Delegates - 18 April 2019

ITEM 15.1

Reports for the month of April 2019

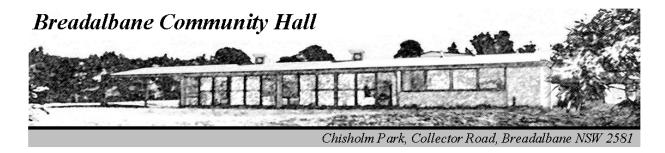
RECOMMENDATION:

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

- 1. Breadalbane Hall 355 Committee Meeting Minutes 24 February 2019.
- Toney Foley Memorial Community Centre 355 Committee Meeting Minutes 7
 March 2019.
- 3. Toney Foley Memorial Community Centre 355 Committee Meeting Minutes 18 March 2019.
- 4. Upper Lachlan Tourist Association 355 Committee Meeting Minutes 2 April 2019.
- 5. Streetscape Committee Minutes from meeting held 9 April 2019.
- 6. Audit, Risk and Improvement Committee Meeting Minutes 10 April 2019.

ATTACHMENTS

1. <u>↓</u>	Breadalbane Hall 355 Committee - Meeting Minutes - 24	Attachment
	February 2019	
2.	Tony Foley Memorial Gunning Community Centre 355	Attachment
	Committee - Meeting Minutes - 7 March 2019	
3.	Tony Foley Memorial Community Centre 355 Committee -	Attachment
	Meeting Minutes - 18 March 2019	
4. <u>U</u>	Upper Lachlan Tourist Association 355 Committee - Meeting	Attachment
	Minutes - 2 April 2019	
5. <u>↓</u>	Streetscape Committee - Meeting Minutes - 9 April 2019	Attachment
6. <u>U</u>	Audit, Risk and Improvement Committee - Meeting Minutes - 10	Attachment
	April 2019	

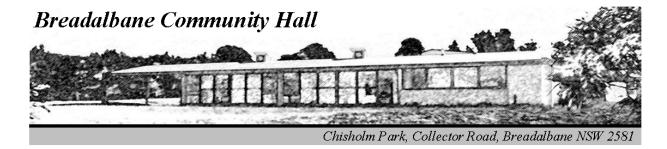


Breadalbane Hall General Meeting

Sunday 24th February 2019, commenced 4.00pm

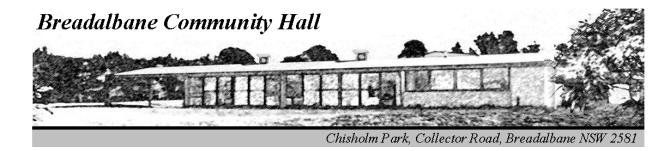
MINUTES

- Present: Sylvie Hayles, Chrissie McLean, John Searl, Marion Schumacher, Ingrid Schumacher, Sally McLean, Linda Cashmere, Libby Webster, Rod Edwards
 Apologies: Sue and Tony Morrison, Jen Bell, Gayle White, Vanessa Edwards, Tara Edwards
- 2. Minutes from 18 Nov 2018 AGM and general meeting, and 20 Jan 2019 general meeting, were received and unanimously endorsed.
- 3. Treasurer's Report Chrissie reported a combined accounts balance of \$29,716.83 The completion of the slab for the pergola will incur a bill for \$14,222 as Breadalbane Hall's contribution to the budget. The meeting agreed to reinvest \$12,000 of the investment account for a 6 month period in a term deposit. See details of the Treasurer's report at the end of these minutes.
- 4. Correspondence Sally presented the meeting with the document submitted for consideration in the ULSC draft operational 2019-2020 requesting support for 1. Replacing the existing front entry glass sliding door with double swing doors for improved disabled access; 2. Sensor lighting over the entry door and disabled toilets for safety of access; and 3. Installation of a community notice board. The meeting was also presented with various correspondence re the Australia Day awards, letters of nomination of the Breadalbane Memorial Wall Opening and Inaugural Anzac Day event for the ULSC Event of the Year, and nomination of Sally McLean for the ULSC Citizen of the Year, and letters advising of the awards ceremony to be held at Barbour Park, Gunning at 8am on 26 January 2019. A letter of congratulations was received from Angus Taylor, MP
- 5. General Business
 - Australia Day awards Breadalbane was very honoured to receive 2 awards in the Upper Lachlan Shire Council Australia Day awards. The Memorial Wall Opening and Anzac Day event was recognized as the Event of the Year for whole shire, and Sally McLean was recognized as Citizen of the Year for the Gunning area of the Shire.
 - Breadalbane Bush Bash 2019 plans for the event happening next weekend were finalised.
 Working bee at Mutmutbilli on Fri 1 March 9am for wood cutting to fill 2 trailers. Set up working bee 11am Sat morning 2nd March. Whipper snipping around Hall grounds being done by Gavin



Peaty today - thanks Gavin! Chrissie to do catering shopping during the week. Vanessa will be there on the 2nd to manage the catering. 58 people confirmed guests, so cater for 80 people.

- Anzac Day 2019 plans the meeting agreed that Anzac Day celebrations for 2019 would follow the same format as was successful for 2018. So, 8am start for ceremony, with bbq breakfast to follow provided by Breadalbane Hall. Sally to send official invitations to ULSC Mayor, councillors, and particular staff who have provided support to Breadalbane Hall, Gunning Police representative Daniel Wise, Goulburn RSL representative, NSW and Australian local parliamentarians, Pru Goward. James Bell to be invited to be MC for the ceremony again. John Emery and Lucy Knight to be invited to provide the commemorative address based on the diaries of John's aunt who served in WWI. Tony Morrison to be invited to read a poem. The congregation to sing the same song as last year "The Band Played Waltzing Matilda". Invitation to all to lay wreaths at the wall. Marion will discuss with Karen the possibility of inviting a catafalque party to participate. Libby to make a wreath to be presented on behalf of Breadalbane Hall. Marion to test if her TV would work as a digital photo frame with the photos of last year's event. BBQ breakfast to be bread rolls with sausages, bacon, eggs; fruit platters; tea & coffee with urns on early so hot drinks available as soon as ceremony concludes; anzac biscuits - Sue and Chrissie; order of service - Sally to get quotes for printing, same format but include photo of Breadalbane Memorial Wall.
- Pergola progress and budget variations the cement slab for the pergola is in progress, and will be poured on Mon 25 Feb, in time to be used for the Bush Bash! The original quote for the job was provided Feb 2018, with requote being done Feb 2019. The requote was an increase of \$2,574. It was moved this budget increase be funded from the funds remaining from the Dept of Social Services Mower grant, for excavation and landscaping works related to the slab construction. The meeting unanimously endorsed this motion. The pergola project is also proceeding, waiting on updated quote from the builder who is waiting for an updated quote from the steel works manufacturer.
- Toilets cisterns Galea brothers plumbers who installed the new water supply system for the
 toilets from the Fire Shed rain water tank, have advised that all the cisterns have corrosion from
 the effects of the bore water used for the past 10 years. The quote to replace these inlet and
 outlet valves in 4 toilets is \$715.00 NOTE: subsequent to meeting Sally queried this cost with



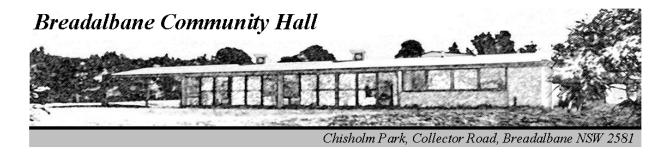
David Galea, who advised that the particular cisterns installed at the Hall have the water inlet coming straight into the cistern, so need to replace the whole unit and cannot use the cheaper flush mechanisms used in most domestic toilet cisterns. David had searched out the cheapest option he could find to suit the particular cisterns, costing \$410 ex GST, plus \$240 labour and GST.

- Garbage bins a landfill bin and a recycling bin have been supplied by ULSC, and the Hall has
 been added to the regular bin collection runs. Gayle and Steve White have been kindly putting
 the bins out when necessary and bringing them back in thank you Gayle and Steve! Marion will
 search out some signs to clarify what is to be put in each bin.
- Dishwasher submissions Sylvie offered to help Sally prepare a submission to IMB Grants program for a commercial dishwasher and related bench requirements to fit the dishwasher in place.
- Meetings dates Sally proposed to the committee that meetings be held every 2nd month, as
 opposed to quarterly as current. The agenda for each meeting is always very full and it is
 difficult to fit it all in while keeping to the 2 hours maximum time for the meeting. The
 committee unanimously agreed to hold meetings on the last Sunday of every 2nd month, with
 some adjustment around the Dec period. See new meeting dates list at the end of these minutes.

These remaining items were held over for discussion at the next meeting:

- Bunnings BBQ June 2019 decision to operate or not.
- Fundraising purpose and overall plan
- · Names search for additional memorial plaque
- Points to retain for future planning
 - Stories for historical photos on display in Hall
 - Signage Breadalbane sign from old railway station, submit application for grant from
 NSW Rail Heritage grants program, Breadalbane Hall sign
 - Sensor light for front door and over toilets, convert front doors from sliding to double swing doors, outdoor history interpretive items,
- 6. Other Business

Meeting Close 6.00pm



NEXT MEETINGS (Please note - these dates supersede any previously published meeting dates)

Sun 14th April - particularly for Anzac Day preparations, but also general meeting

23rd June 2019

25th August 2019

27th October 2019

24th November 2019 - AGM

19th January 2020 - in lieu of Dec, preparation for annual Bush Bash

23rd February 2020

April 2020 - TBC - possibly 2nd Sunday in preparation for Anzac Day

Treasurers Report 24th Feb 2019

CASH ACCOUNTS

Everyday 200051579	8338.70
Reward Savers 2006388492	50.22
Investment 200809838	21327.91
Total funds	29716.83

Less special grants	5070.21
	24646 62

less Jean Hailes donation 474.90 24171.72

Less costs from Bunnings BBQ Bush bash payments\$525

Decision for the investment account which is due for maturity 8/3/19

Tony Foley Memorial Gunning and District Community Centre Committee

Ordinary Meeting

7 March 2019, 4.30pm

Community Room, Tony Foley Centre

Minutes

1. Attendance and apologies

Attendance: Roslyn McLoughlin (Chair), Michael Coley (Secretary), Margaret McPherson (Treasurer), Graham Dyer, Margaret Dougall, Councillor John Searl (ULSC), Kelly Dowling

Apologies: Tina Dodson (ULSC)

2. Conflicts of interest

Nil

3. Minutes of the previous meeting - 1 November 2018

The minutes were approved (John Searl/Graham Dyer - carried)

- 4. Matters arising from the minutes
- Purchase of chairs following the grant approved by Council

The Treasurer advised that the grant money had been received on 7 November 2018.

Roslyn McLoughlin suggested that funds from other sources might be available to add to the grant money to provide better chairs. John Searl advised that Council's grant had been specific.

Moved John Searl, seconded Kelly Dowling, that 30 Slate Grey chairs be purchased - carried

A discussion ensued on the purchase process.

Moved John Searl, seconded Margaret Dougall, that the Treasurer consult Tina Dodson on the preparation of a purchase order for the chairs - carried

· Building maintenance

The Chair advised that there was a need for a schedule of maintenance to be provided to the committee. John Searl said he would consult Tina Dodson about this issue.

5. Correspondence

In: from Kelly Dowling explaining that owing to illness she had been unable to attend the annual general meeting but confirming that she was willing to serve on the committee.

Moved John Searl, seconded Graham Dyer, that Kelly Dowling's appointment to the committee be recommended to Council - carried

Out: from the Chair to Gunning District Association outlining the fees policy and the purpose of the income

In: from Gunning District Association replying to the Chair's email and enclosing \$50 in fees

Out: the submission to Council for its 2019-20 Operational Plan recommending maintenance of the Centre

Correspondence received and noted (John Searl/Margaret Dougall - carried)

6. Financial report

The Treasurer reported that the financial report had been prepared for the postponed meeting on 7 February. It showed that the balance at 31 January had been \$4137.45.

The Treasurer noted that a cheque for cleaning (\$30) needed to be drawn.

Moved Margaret Dougall, seconded John Searl, that the previous account signatories be removed and that the Chair, Treasurer and Secretary should be confirmed as the signatories by name and that two signatures be required for cheques - carried.

7. General business

Nil

8. Date of next meeting

After some discussion and having regard to the availability of some members it was agreed that the next scheduled meeting would be on Thursday, 6 June at 4.30pm in the Community Room at the Foley Centre.

The meeting concluded at 5.05pm

Tony Foley Memorial Gunning and District Community Centre Committee

Extraordinary Meeting

18 March 2019, 6.30pm

Community Room, Tony Foley Centre

Minutes

1. Attendance and apologies

Attendees: Roslyn McLoughlin (Chair), Michael Coley (Secretary), Margaret McPherson (Treasurer), Graham Dyer, Councillor John Searl

Apologies: Margaret Dougall, Kelly Dowling

2. Declarations of conflicts of interest

Owing to their representing various community groups, each member declared their interest, which are not deemed to constitute conflicts. They include:

- · Roslyn McLoughlin: Lions Club of Gunning
- Michael Coley: Gunning District Community and Health Service; Gunning Focus Group; Gunning District Association
- · Margaret McPherson: Lions Club of Gunning
- Graham Dyer: Gunning District Community and Health Service; Gunning and District Historical Society; Lions Club of Gunning

As the Council's nominee, Councillor Searl is not required to declare a conflict of interest.

3. Policy: availability of the Community Room to users

Councillor John Searl began consideration of this item by presenting a paper setting out Council's direction in regard to bookings and fees for the Community Room, viz:

- "1. The Community Meeting room contained within the "Tony Foley" building may be booked by any organisation/association/person as long as the hire payment (by all users) is made at the time of the booking in accordance with the adopted fees and charges of the section 355 Committee.
- "2. The Section 355 Committee adopted fees and charges are to be submitted to Council for ratification as a matter of urgency."

The Committee noted this direction.

The Committee also noted correspondence from Margaret Dougall outlining discussions she had held with the Operations Manager of Gunning District Community and Health Service clarifying a number of bookings for the Community Room thatthe Service had sought.

The Committee adopted the following in respect of bookings and fees for use of the Community Room in the Tony Foley Memorial Gunning and District Community Centre and recommended that Council ratify the proposed arrangements:

- Bookings by not for profit associations or groups for the Community Room should be on the basis of sessions, there being three sessions each day: morning (till 1pm); afternoon (1pm to 5pm); and evening (after 5pm).
- In the case of not for profit associations or groups the fee is to be \$15 per session.
- Not for profit associations or groups may choose to pay for their bookings in advance annually.
 The designated booking officer will maintain a record of bookings for the room by each association or group.
- The Committee will not charge fees for very short access to the room, eg to access fridges.
- Private individuals or groups may book the room. The fee in this case is to be \$10 per hour.
- Commercial bodies may book the room. The fee in this case is to be \$50 per session.

The Committee recommended to Council that this fee structure begin on 1 July 2019. Subject to Council's agreement to the recommendations the Committee will take the opportunity to advise not for profit associations or groups of the arrangements and will advertise the arrangements in the Lions Noticeboard.

4. Any other business

Nil

5. Meeting closure

The meeting closed at 8.35pm

Upper Lachlan Shire Council

MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING HELD ON TUESDAY, 2ND APRIL 2019, AT CROOKWELL VISITOR INFORMATION CENTRE.

Meeting commenced at 2.10 pm

Present:

Clr Richard Opie, Clr John Searl, Leslie Bush, Margaret McPherson,

Judith Basile, Andrew Croke, Andrew Warren

1. WELCOME – Andrew Croke assumed the position of interim Chair and declared the meeting open.

2. APOLOGIES

Apologies were received from Jan Pont and Wentworth Hill. Moved: J.Basile, L.Bush

3. DECLARATIONS OF INTEREST

Nil

4. MINUTES OF PREVIOUS MEETING

Committee confirmed minutes as accurate without correction. Moved: J.Basile, M.McPherson

5. BUSINESS ARISING

Taralga Dump Point – ULSC Infrastructure department have advised that the proposed site in Martyn St is deemed unsuitable due to nearby residences. Subsequently, the Taralga Progress Association has suggested a site on Walsh Street opposite the entrance to the showground. This parcel of land is owned by Council and engineers are currently generating a design proposal. Unlike previous proposed sites, this new location will require significant earthworks to make it suitable for the installation of a dump point.

6. CORRESPONDENCE

Correspondence Items (a) to (c) Moved: J.Basile, L.Bush

a. Clr John Stafford – resignation from Committee

TASK – AW to write a letter of thanks to Clr Stafford on behalf of the Committee *Moved: J.Basile*, *L.Bush*

- b. DSNSW Newsletter
- c. Upper Lachlan Dame Mary Gilmore Society letter of thanks

7. ELECTION OF CHAIR

With the resignation of Clr Stafford, A.Croke called for nominations for the position of Chair.

Clr John Searl was nominated by M.McPherson, seconded by L.Bush. Being that there were no further nominations, Clr J.Searl was elected as Chair of the Upper Lachlan Tourism Association for the remainder of this term.

8. FINANCE REPORT

The Upper Lachlan Tourist Association receives the report and notes the information. *Moved: J.Basile, M.McPherson*

9. 2019/20 BUDGET

The Upper Lachlan Tourist Association endorses the 2019/20 Draft Tourism Budget. *Moved: L.Bush, J.Basile*

Cristy O'Sullivan joined the meeting at 2.25pm

10. TOURISM ACTIVITY REPORT

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

TASK – AW to write a media release for submission to the Media Officer outlining the potential value of the Caravanning market, including the free camping segment, to the Shire economy.

Moved: M.McPherson, A.Croke

11. CYCLING PROJECT UPDATE

The Upper Lachlan Tourist Association receives the report and notes the information. *Moved: C.O'Sullivan, M.McPherson*

12. INDUSTRY NETWORKING

Sub-Committee is organizing an event for Monday 20th May from 4pm until 7pm at the Crookwell Visitor Information Centre. Staff to send invitations and include in the Industry E-News over the next couple of months.

13. STATISTICS

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

14. GENERAL BUSINESS

Nil

Meeting closed 3.15pm

Next meeting will be on Tuesday 4th June 2019 at 2pm at Crookwell Visitor Information Centre.



Item: Attachment 5.: Streetscape Committee - Meeting Minutes - 9 April 2019 15.1

PRESENT: Mayor Clr J Stafford, Clr J Searl, Clr R Cummins Mrs M Skelly

(Community Representative) and Mr G Douglas (Community

Representative),

NON-VOTING: Mr A Faisal (Project Delivery Engineer), Mr M Shah (Director of

Infrastructure) and Ms S Knight (Minutes Secretary)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT

5.30PM.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Mr D McKay

RESOLVED by Mr Douglas and Clr Searl that the apology be

received and a leave of absence granted.

CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 <u>RESOLVED</u> by Mr Douglas and Clr Searl

That the minutes of the Streetscape Committee Meeting held on 12

March 2019 be adopted.

SECTION 4: REPORTS

ITEM 4.1 REVIEW OF PRACTICAL LOCATION OF SEATS, BIN

ENCLOSURES AND NOTICE BOARDS FOR 12 VILLAGES, AND REVIEW OF KERB RETURN (TREE SURROUNDS) DESIGN AND COSTING FOR GUNNING

RESOLVED by Clr Searl and Clr Cummins

- 1. The Committee recommends to Council finalisation of the Streetscape upgrade works based on numbers and locations of the seats, bin enclosures and notice boards for the 12 villages of the Shire as shown in the attached plan.
- The Committee recommends Council refer this item to the Local Traffic Committee for technical review of the existing Gunning tree surrounds:
- 3. The Committee recommends to Council the finalised detailed engineering design documentation in regards to Bin Enclosures, Seats and Noticeboards based upon the above preliminary designs as attached for the 12 villages;
- 4. The Committee recommends Council commence procurement and installation of the seats, bin enclosures and notice boards as provided in the concept design on the proviso that the estimated costs are within the allocated funds.

Item:	Attachment 5.: Streetscape Committee - Meeting Minutes - 9 April 2019
15.1	

ITEM 4.2 EXTENSION OF LAGGAN PUB OUTDOOR DINING, AND PLACEMENT OF MEMORIAL PLAQUE ON A PARK BENCH OR BY A TREE IN CROOKWELL

RESOLVED by Mr Douglas and Mrs Skelly

- Committee recommends to Council that the request for the proposed extension to the Laggan Hotel outdoor dining is not funded as a part of the Streetscape Project; the owner be advised of the outcome.
- 2. Committee recommends to Council the placement of memorial plaque on a suitable bench at no cost to the Council.
- 3. Committee recommends to Council to develop an appropriate policy for the installation and sponsorship of memorial seats and plaques within our local government area.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 7:16pm

Minutes confirmed 14 MAY 2019

Chairperson

ACTION LIST: Streetscape 9 April 2019

Date	Action	Responsible Officer	Due
9/4/19	The Committee recommends to Council finalisation of the Streetscape upgrade works based on numbers and locations of the seats, bin enclosures and notice boards for the 12	Referred to ULSC – Project Delivery Engineer	14/5/19

Item:	Attachment 5.: Streetscape Committee - Meeting Minutes - 9 April 2019
15.1	

	villages of the Shire as shown in the attached plan.		
9/4/19	The Committee recommends Council refer this item to the Local Traffic Committee for technical review of the existing Gunning tree surrounds;	Referred to ULSC – Road Safety, Traffic and Assets Officer	14/5/19
9/4/19	The Committee recommends to Council the finalised detailed engineering design documentation in regards to Bin Enclosures, Seats and Noticeboards based upon the above preliminary designs as attached for the 12 villages;	Referred to ULSC – Project Delivery Engineer	14/5/19
9/4/19	The Committee recommends Council commencement of procurement and installation of the seats, bin enclosures and notice boards as provided in the concept design on the proviso that the estimated costs are within the allocated funds.	Referred to ULSC – Project Delivery Engineer	14/5/19
9/4/19	Committee recommends to Council that the request for the proposed extension to the Laggan Hotel outdoor dining is not funded as a part of the Streetscape Project; the owner be advised of the outcome	Referred to ULSC - Letter to advise	Following Resolution
9/4/19	Committee recommends to Council the placement of memorial plaque on a suitable bench at no cost to the Council.	Referred to ULSC - Letter to advise	Following Resolution
9/4/19	Committee recommends to Council to develop an appropriate policy for the installation and sponsorship of memorial seats and plaques within our local government area.	Referred to ULSC – Manager of Asset & Design	14/5/19

Item: Attachment 6.: Audit, Risk and Improvement Committee - Meeting Minutes - 10 April 2019

PRESENT: Mr M Barlow (Chairperson), Clr P Culhane, Clr R Cummins, Mr D

Marshall (Community Representative) and Mr W Martin

(Community Representative)

STAFF:

(Non Voting)

Mr J Bell (General Manager), Mr A Croke (Director of Finance and Administration), Mr B Johnston (Manger of Finance and Administration), Ms S Pearman (Executive Assistant) and Miss E

Harris (Administration Officer).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT

8:30am

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 RESOLVED by Mr Martin and Mr Marshall

That the minutes of the Audit, Risk and Improvement Committee

Meeting held on 21 November 2018 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 COUNCIL INVESTMENTS PORTFOLIO TO 28 FEBRUARY 2019

RESOLVED by Mr Martin and Clr Culhane

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

Item:	Attachment 6.: Audit, Risk and Improvement Committee - Meeting Minutes - 10 April
15.1	2019

ITEM 4.2 LOCAL GOVERNMENT ACCOUNTING CODE UPDATE 2018/2019 RESOLVED by Mr Marshall and Clr Culhane

1. The report on the Local Government Code of Accounting Practice and Financial Reporting Guidelines Code Update be received and the information noted.

- CARRIED

ITEM 4.3 NSW AUDIT OFFICE - FINANCIAL REPORTING ISSUES AND DEVELOPMENTS LOCAL GOVERNMENT AND OFFICE OF LOCAL GOVERNMENT ACCOUNTING STANDARDS WORKSHOP

RESOLVED by Mr Marshall and Mr Martin

- The report of NSW Audit Office Financial Reporting Issues and Developments Local Government and the Office of Local Government Accounting Standards Workshop be received and information noted; and
- The Committee request Canberra Region Joint Organisation (CRJO) convene a finance user group panel workshop to consider and implement accounting policy for councils to comply with and implement new accounting standards; AASB16 Leases, AASB15 Revenue from Contracts with Customers and AASB1058 Income of Not for Profit Entities.

- CARRIED

ITEM 4.4 GRANT THORNTON AUSTRALIA - INTERNAL AUDIT OF INFORMATION TECHNOLOGY (IT) GENERAL CONTROLS

RESOLVED by Mr Martin and Mr Marshall

 The Grant Thornton Australia internal audit review report for Council on Information Technology (IT) General Controls be received, the Action Plan endorsed and implemented by senior management.

Item:	Attachment 6.: Audit, Risk and Improvement Committee - Meeting Minutes - 10 April
15.1	2019

ITEM 4.5 NSW AUDIT OFFICE PERFORMANCE AUDIT - FRAUD CONTROLS IN LOCAL COUNCILS

RESOLVED by Mr Martin and Clr Culhane

1. The NSW Audit Office Performance Audit Fraud Controls in Local Councils report is received and information noted.

- CARRIED

ITEM 4.6 NSW AUDIT OFFICE - REPORT ON LOCAL GOVERNMENT 2018 FINANCIAL AUDIT

RESOLVED by Clr Culhane and Mr Martin

1. The NSW Audit Office Report on Local Government 2018 for financial audits is received and information noted.

- CARRIED

ITEM 4.7 MEETING HELD BETWEEN AUDIT AND RISK COMMITTEE CHAIRPERSON, THE COUNCIL MAYOR AND GENERAL MANAGER

RESOLVED by Mr Barlow and Mr Martin

1. The Audit, Risk and Improvement Committee Chairperson report be received and information noted.

Item: 15.1	Attachment 6.: Audit, Risk and Improvement Committee - Meeting Minutes - 10 April 2019
SECTION 5	: ITEMS FOR DISCUSSION
ITEM 5.1	CHAIRMAN'S PRESENTATION AT THE COUNCIL MEETING HELD ON THE 20TH DECEMBER, 2018
	RESOLVED by Mr Marshall and Clr Culhane
	That the Chairperson's report be presented to the Audit, Risk and Improvement Committee a month prior to presentation to Council.
	- CARRIED
ITEM 5.2	REVIEW OF THE MEANING OF RISK WITHIN THE COMMITTEE'S CHARTER
	RESOLVED by Mr Barlow and Mr Martin
	That the independent members of the Audit, Risk and Improvement Committee receive a copy of Council's Business Paper or Agenda as they prefer.
	- CARRIED
THE MEET	ING CLOSED AT 9:52am
INC WICE	ING CLOSED AT 9.32am
	Minutes confirmed

Chairperson

17	NOTICES OF MOTION	
There we	ere no items submitted for this section at the time the Agenda was compiled.	

18	QUESTIONS WITH NOTICE
There we	re 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 Item19.119.219.319.4 in confidential session for the reasons indicated:

Item 19.1 Compliance of Crookwell and Gunning Swimming Pool

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(2g) of the Local Government Act, 1993, as it relates to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item 19.2 Economic Feasability Study - Waste Disposal Services

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(2g) of the Local Government Act, 1993, as it relates to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item 19.3 Report about RMCC Corrective Action

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.

Item 19.4 Closure of Harley Road bridge over the Kiamma Creek

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.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

19.1	Compliance of Crookwell and Gunning Swimming Pool
19.2	Economic Feasability Study - Waste Disposal Services
19.3	Report about RMCC Corrective Action
19.4	Closure of Harley Road bridge over the Kiamma Creek