



BUSINESS PAPER

ORDINARY MEETING

Thursday 18 October 2018

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

9 October 2018

Councillors


Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 18 October 2018** in the **Council Chambers** commencing at **6.00PM**.

Your presence is requested.

Yours faithfully

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

JK Bell
General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

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

1	APOLOGIES AND LEAVE OF ABSENCE	
2	CITIZENSHIP CEREMONY	
	Nil	
3	DECLARATIONS OF INTEREST	
4	CONFIRMATION OF MINUTES.....	11
4.1	Minutes of the Ordinary Meeting of Council of 20 September 2018	12
5	MAYORAL MINUTES.....	53
5.1	Mayoral Minute	54
6	PRESENTATIONS TO COUNCIL/PUBLIC	
6.1	Susan Reynolds - Get Heated Campaign	
7	CORRESPONDENCE	55
7.1	Correspondence for the month of October 2018	56
8	LATE CORRESPONDENCE	
9	INFORMATION ONLY.....	69
9.1	Monthly Weeds Activities Report	70
9.2	Development Statistics for the Month of September 2018	74
9.3	Investments for the month ending September 2018	81
9.4	Bank Balance and Reconciliation - 30 September 2018	85
9.5	Rates and Charges outstanding as at 30 September 2018	86
9.6	Library Services - 1st Quarter Report 2018/2019	89
9.7	Action Summary - Council Decisions	94
9.8	WHS Committee Minutes	98
9.9	Grants Report	102
REPORTS FROM STAFF AND STANDING COMMITTEES		
10	ENVIRONMENT AND PLANNING.....	107
10.1	2018 / 2019 Local Heritage Places Grant Applications	108
10.2	Draft Upper Lachlan Housing Strategy - Project Scope	115
11	WORKS AND OPERATIONS.....	127
11.1	Heavy Vehicle Inspection Station	128
11.2	Proposed new Natural Disaster Recovery Arrangements	131

12	FINANCE AND ADMINISTRATION	205
12.1	Draft Plan of Management for a RV Friendly Town overnight parking site at Willis Park Crookwell	206
13	GENERAL MANAGER.....	301
13.1	Staff Christmas Function & Christmas Closure	302
13.2	Collector Wind Farm Community Enhancement Fund - Voluntary Planning Agreement	304
13.3	Stronger Country Communities Fund - Round 2	328
13.4	Consultative Committee Meeting Minutes	330
14	LATE REPORTS	
15	REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES	357
15.1	Reports for the Month of October 2018	358
16	BUSINESS WITHOUT NOTICE	
17	NOTICES OF MOTION.....	365
	Nil	
18	QUESTIONS WITH NOTICE	367
18.1	Fire Safety Statements	368
18.2	Heavy Vehicles	370
19	CONFIDENTIAL SESSION	377
19.1	Development Application 168/2004.3 - Request for Deferral of Section 94 Contributions	
19.2	Proposed Sale of former Saleyards Site, Lot 3 DP 1112816 Laggan Road, Crookwell	
19.3	Awarding of Bituminous Sealing Tenders	
19.4	Tender for the supply of crushed gravel	

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 PECUNIARY Interest.

COUNCIL MEETING

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

OTHER THAN COUNCIL MEETINGS

Reason for Interest _____

Signature

Date

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

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

To the General Manager

I, _____

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

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

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

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

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

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

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

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

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

Signature

Date

4 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

4.1 Minutes of the Ordinary Meeting of Council of 20 September 2018..... 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

PRESENT: Mayor B McCormack (Chairperson), Clr P Culhane, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Stafford, Clr J Wheelwright, Clr R Cummins, Clr J Searl, Mr J Bell (General Manager), Mr A Croke (Director Finance and Administration), Mr M Shah (Director of Works and Operations), Mrs T Dodson (Director of Environment & Planning), Mrs D Crosbie (Media Officer), Miss K Porter (Executive Assistant) and Mrs S Pearman (Administration Officer).

THE MAYOR DECLARED THE MEETING OPEN AT 6:00pm

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

A motion was moved by Clr Cummins and Clr Wheelwright to bring item 13.1 and 13.2 forward.

On being put to the meeting the motion was carried.

254/18 **RESOLVED** by Clr Cummins and Clr Wheelwright to bring item 13.1 and 13.2 forward.

- CARRIED

ITEM 13.1 ELECTION OF MAYOR (SECTION 225-230, LOCAL GOVERNMENT ACT, 1993)

255/18 **RESOLVED** by Clr Opie and Clr McCormack

1. Council determined the method of election to be ordinary ballot.
2. The General Manager declared Clr Stafford to be the successful Councillor elected as Mayor, with that Councillor then undertaking the role of Meeting Chairperson.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

ITEM 13.2 ELECTION OF DEPUTY MAYOR (SECTION 231, LOCAL GOVERNMENT ACT, 1993)

256/18 RESOLVED by Clr Kensit and Clr O'Brien

1. Council determine the method of election, being by ordinary ballot.
2. The Mayor declared Clr Searl as the successful Councillor to be elected as Deputy Mayor.

- CARRIED

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Clr Opie – Declared a Pecuniary Interest in Item 11.4 – Finalisation of Community Representatives for the Streetscape Advisory Committee as he is a part owner of a property in the main street and will make the declaration, leave the Chamber and not return until the matter is resolved.

Clr Cummins – Declared a Pecuniary Interest in item 7.1 – Correspondence for the month of September, Item 5 – Crookwell Garden Festival as Clr Cummins is a member of Crookwell Garden Festival Incorporated and will make the declaration, leave the Chamber and not return until the matter is resolved.

SECTION 4: CONFIRMATION OF MINUTES

257/18 RESOLVED by Clr Searl and Clr Kensit

That the minutes of the Ordinary Council Meeting held on 16 August 2018 be adopted.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

SECTION 5: MAYORAL MINUTES

ITEM 5.1 MAYORAL MINUTE

258/18 **RESOLVED** by Clr McCormack and Clr Searl

That Council receive and note the activities attended by the Mayor for August and September 2018.

- CARRIED

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE FOR THE MONTH OF SEPTEMBER 2018

259/18 **RESOLVED** by Clr Searl and Clr Wheelwright

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

1. Gladys Berejiklian and Don Harwin – Media Release – Record Investment for Public Libraries.
2. Senator the Hon Bridget McKenzie – Response to letter – Mobile Blackspot Program Round 4.
3. Minister for the Environment Gabrielle Upton – Media Release – Tough New Behaviour Codes for Councillors.
4. Gunning District Community Health Service – Renovations to store room at Tony Foley Memorial Centre.

Clr Cummins left the chamber in accordance with his Declaration the time being 6:50pm

Crookwell Garden Festival – Request for Sponsorship of event.

260/18 **RESOLVED** by Clr Kensit and Clr Opie

That Council contribute \$1000.00 to the Crookwell Garden Festival to utilise towards the print and production of a full colour A4, 4 page brochure for Crookwell Garden Festival visitors.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

- CARRIED

- CARRIED

Clr Cummins returned to the meeting, the time being 6:55pm

SECTION 8: LATE CORRESPONDENCE

Nil

SECTION 9: INFORMATION ONLY

ITEM 9.1 MONTHLY WEEDS ACTIVITIES REPORT

261/18 **RESOLVED** by Clr Wheelwright and Clr Kensit

1. Council receive and note the report as information.

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

Councillors who voted against:- Nil

- CARRIED

ITEM 9.2 DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2018

262/18 **RESOLVED** by Clr Wheelwright and Clr Kensit

1. Council receives and notes the report as information.

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Councillors who voted against:- Nil

- CARRIED

ITEMS 9.3 - 9.8 INFORMATION ONLY

263/18 RESOLVED by Clr Wheelwright and Clr Kensit

1. Items 9.3, 9.4, 9.5, 9.6, 9.7 and 9.8 be received and noted.

- CARRIED

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 10: ENVIRONMENT AND PLANNING

**ITEM 10.1 UPPER LACHLAN DEVELOPMENT CONTROL PLAN 2010
DRAFT AMENDMENT NO 3 - PRIMARY PRODUCTION
SUBDIVISIONS**

263/18 RESOLVED by Clr Searl and Clr Cummins that -

1. Council endorse the Upper Lachlan Development Control Plan 2010 Draft Amendment No 3 – Primary Production Subdivisions.

Councillors who voted for:-

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

Councillors who voted against:- Nil

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

SECTION 11: WORKS AND OPERATIONS

ITEM 11.1 ASBESTOS REGISTER

264/18 RESOLVED by Clr O'Brien and Clr Kensit that -

1. Council allocate \$90,000.00 from the unrestricted cash reserve to fund the proposed asbestos related plans and documentation.

- CARRIED

At this time the Mayor allowed 5 minutes for Mr David Culley, to make a presentation to the meeting on item 11.2

ITEM 11.2 SAFETY CONCERNS - WHEEO ROAD

265/18 RESOLVED by Clr Wheelwright and Clr Culhane

1. In accordance with the Council resolution No. 435/17, Council continues to promote Wheeo Road as one of the Council's priority road for sealing, and as such, Council also continues to seeking appropriate grants when available.
2. Council currently continues to maintain Wheeo Road as an unsealed road within the Council's available budget.

- CARRIED

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

A third action be added to the recommendation that Council arranges for enforcement action to be taken along Wheeo Road to ensure that truck drivers of Heavy Vehicles are using Councils Local Roads legally and Council is keeping the safety of residents, school children and visitors as a priority.

On being put to the meeting the foreshadowed motion was lost.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Clr Cummins and Clr Opie called for a Division.

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

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

ITEM 11.3 DRAFT PUBLIC GATE AND BYPASS (GRID) POLICY

266/18 RESOLVED by Clr Searl and Clr Culhane

1. Council adopts the Public Gate and Bypass (Grid) Policy.

- CARRIED

Clr Opie left the chamber in accordance with his Declaration the time being 7:12pm

ITEM 11.4 FINALISATION OF COMMUNITY REPRESENTATIVES FOR STREETScape COMMITTEE.

267/18 RESOLVED by Mayor Stafford and Clr Searl

1. Council appoints Megan Skelly, Gavin Douglas and Don McKay to the Streetscape Committee as Community representatives.

- CARRIED

Clr Opie returned to the meeting, the time being 7:16pm

ITEM 11.5 GUNNING PONY CLUB - REQUEST FOR FEE WAIVER

268/18 RESOLVED by Clr Searl and Clr McCormack

1. Council make a one off contribution of \$1,800.00 to the Gunning Pony Club by waiving the Showground fees until 30 June 2019.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

2. Council retains the “bond” for the proposed use by the Pony’s Club as per the standard practice.

- CARRIED

ITEM 11.6 WOODHOUSELEE ROAD - SEALING AN UNSEALED SECTION

269/18 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receive and note the report as information.

- CARRIED

ITEM 11.7 ACQUISITION OF LAND - COUNCIL DEPOT

270/18 RESOLVED by Clr Searl and Clr Culhane

1. Council compulsory acquire Lot 7006 DP 1027032 and Lot 7009 DP 7027045 for the operational use of the Council depot;
2. Council grants permission to the proposed acquisition as Trust Manager for lot 7006;
3. Council authorise the Mayor and the General Manager to sign and seal the proposed acquisition and make an application to the Minister for the Compulsory Acquisition of the proposed Lot 7006 DP 1027032 and Lot 709 DP 7027045, subject to the statutory requirements being complied with under the appropriate Legislation.
4. A further report is required from the Director of Works and Operations to clarify the current classification of the subject land, and if it is classified as Community Land then Councils responsibilities under the Local Government Act to reclassify the land as Operational. The further report should also clarify the amount of compensation that needs to be paid to acquire this land.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

SECTION 12: FINANCE AND ADMINISTRATION

ITEM 12.1 REFERRAL FOR AUDIT - 2017/2018 FINANCIAL STATEMENTS

271/18 **RESOLVED** by Clr Searl and Clr McCormack

1. Council resolves that the 2017/2018 Financial Statements be referred for independent audit by external auditors, Audit Office of NSW;
2. The Mayor, Deputy Mayor, General Manager and the Manager of Finance and Administration sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2017/2018 Financial Statements;
3. Council adopt the 2017/2018 Financial Statements for Council, containing the General Purpose and Special Purpose Financial Statements; and
4. The General Manager be delegated the authority to authorise the Council 2017/2018 Financial Statements for issue immediately upon receipt of the Auditors Report and delegated the authority to finalise the date at which the Auditor's Report and Financial Statements are presented to the public.

- CARRIED

ITEM 12.2 REVIEW OF COUNCIL INTERNET AND EMAIL POLICY

272/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council adopts the reviewed Internet and Email Policy.

- CARRIED

ITEM 12.3 REVIEW OF COUNCIL IPAD POLICY

273/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council adopts the reviewed iPad Policy.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

ITEM 12.4 REVIEW OF COUNCIL SOCIAL MEDIA POLICY

274/18 RESOLVED by Clr Searl and Clr Kensit

1. Council adopts the reviewed Social Media Policy.

- CARRIED

ITEM 12.5 CUSTOMER REQUEST MANAGEMENT POLICY

275/18 RESOLVED by Clr Searl and Clr Wheelwright

1. Council adopts the new Customer Request Management Policy.

- CARRIED

The meeting adjourned the time being 7:51pm
The meeting resumed the time being 8:06pm

SECTION 13: GENERAL MANAGER

ITEM 13.1 ELECTION OF MAYOR (SECTION 225-230, LOCAL GOVERNMENT ACT, 1993)

Dealt with at the commencement of the meeting.

ITEM 13.2 ELECTION OF DEPUTY MAYOR (SECTION 231, LOCAL GOVERNMENT ACT, 1993)

Dealt with at the commencement of the meeting.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

**ITEM 13.3 COUNCIL AGENDA FORMAT AND COMMITTEES
STRUCTURE**

276/18 RESOLVED by Cllr Searl and Cllr Wheelwright

1. Council adopts Schedule A as the Agenda for the business of the Ordinary Meeting of Council.
2. Council adopts Schedule B as being appropriate for the various Committee structures, current Committee memberships and appointment of representations/delegates.
3. Council appoints the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.

- CARRIED

SCHEDULE A

AGENDA

Ordinary Council Meetings

Ordinary meetings of Council shall normally be held on the third Thursday of each month (excluding January) commencing at 6.00pm (unless otherwise resolved by Council), adjourning for a meal break if necessary.

The business of the Ordinary Meeting of Council shall be:

1. Apologies and Leave of Absence
2. Citizenship Ceremony
3. Declarations of Interest
4. Confirmation of Ordinary Meeting Minutes
5. Mayoral Minutes
6. Presentations to Council/Public

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

7. Correspondence
8. Late Correspondence
9. Reports – Information Only
10. Reports from Environment & Planning
11. Reports from Works & Operations
12. Reports from Finance & Administration
13. Reports from the General Manager
14. Late Reports
15. Reports from Other Committees, Section 355 Committees and Delegates
16. Notices of Motion
17. Questions with Notice
18. Closed Council Reports.
19. Late Closed Council Reports

The correspondence reported to Council in the Business Paper shall generally be the cover sheet, introduction/precis of the matter, with the whole document tabled at such meeting.

SCHEDULE B

COMMITTEES, STAFF AND COUNCILLOR MEMBERSHIP

Audit, Risk & Improvement Committee

Function:

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

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

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

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

Meets: Quarterly.

Minute Secretary: Management Accountant.

Code of Conduct Committee/Sole Conduct Reviewers

Function:

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

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

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

At the Council Meeting held on 17 August 2017 under resolution no. 255/17 Council resolved that Council in accordance Clause 6.2 (b) of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, utilise the NSW Procurement Prequalification Scheme – Performance and Management Services (Sub-category 4e Investigation Services) suppliers list as the appointed new panel of conduct reviewers.

Panel of Conduct Reviewers/Sole Conduct Reviewer: Selected from the NSW Procurement Prequalification Scheme – Performance and Management Services (Sub-category 4e Investigation Services) suppliers list, as required.

Council Delegates: Nil.

Meets: As and when required.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Minute Secretary: Executive Assistant.

Consultative Committee

Function:

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

In an advisory capacity only, to consider:

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

Minute Secretary: Executive Assistant

Meets: First Monday bi-monthly at 11.00am.

Staff Representation: David Scott (Chair), Susie Pearman, Chris Wray, Michael Wilson, Rodney Stephenson (LGEA), Brian Smithers (DEPA), General Manager, Director of Environment & Planning, Director of Works & Operations, Manager of Finance & Administration, Human Resource Coordinator (Management).

Performance Review Committee - General Manager

Function:

- To assess the performance of the General Manager against agreed objectives and performance criteria.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

- Council is in compliance with Circular 07-52 from the Director General of the Department of Local Government directing that the whole process of performance management be delegated to a Performance Review Panel, including decisions about performance, any actions that should be taken, and the determination of the new performance agreement.
- Whilst the Council can undertake the performance management of its General Manager, it delegates this task to the Performance Review Panel.
- It is Council practice to enable Councillors not on the Panel to provide feedback to the Mayor in the week prior to each performance review.
- The Performance Review Panel provides a superior forum for constructive discussion and feedback.
- The result of the Performance Review will be reported to a closed meeting of Council.
- As per the Department of Local Government Circular 07-52 direction, the report in the closed meeting of Council is not to be an opportunity to debate the results, or re-enact the performance management of the General Manager.

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

Meets: Annually (each February).

Local Traffic Committee

Function:

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

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

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

Meets: Quarterly

Minute Secretary: Engineering Executive Assistant

Other Representation: RMS representative (1), Police Representative (1) and Local Members Representatives (2).

Other Staff Involved: Director of Works & Operations, Manager of Works, WHS Coordinator, and Assets & Risk Management Coordinator (as required).

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Workplace Health and Safety Committee

Function:

In an advisory capacity to:

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

Meets: First Monday bi-monthly at 9.30am.

Minutes Secretary: Executive Assistant.

Staff Representation: M Wilson - Chair (Works Staff), S Poidevin (Works Staff), S Hassett (Engineering Assistant), S Roberts (Works Staff), S Bill (Noxious Weeds), P Cramp (Workshop), Vacant (Store), K Kara (Human Resources Coordinator), B Churchill (WH&S Coordinator), General Manager (Management) and Manager of Works (Management).

SECTION 355 COMMITTEES

Access Committee

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

Council Delegate: Cllr Searl, Cllr Opie and Cllr Wheelwright

Minute Secretary: Engineering Executive Assistant.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

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

Meets: Quarterly

Biala Wind Farm Community Enhancement Fund Committee

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

Council Delegate: Mayor or Cllr Searl (as alternate representative).

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

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

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

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

Bigga Memorial Hall Committee

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

Council Delegate: Cllr Wheelwright.

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

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

Binda Cemetery Committee

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

Council Delegate: Cllr Wheelwright.

Staff Representation: Director of Works & Operations (as required).

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Binda Hall Committee

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

Council Delegate: Cllr Wheelwright.

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

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

Breadalbane Community Hall Committee

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

Council Delegate: Cllr Searl.

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

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

Building Review Committee

Functions of the Committee: To provide recommendations to Council regarding the possible relocation of the Works Depot in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

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

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

Community Representation: Mr Jerome Rowley, Vacant and Mr Sean Proudman.

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

Collector Oval Committee

Functions of the Committee: The care, control, management and organisation of the Collector Oval in accordance with the requirements of the Local Government Act and

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

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

Council Delegate: Cllr Searl.

Staff Representation: Director of Works & Operations (as required).

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

Collector Pumpkin Festival

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

Council Delegate: Cllr Searl and Cllr Opie (as alternate representative).

Staff Representation: Tourism Manager and Tourism Officer (as required).

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

Collector Wind Farm Community Enhancement Fund Committee

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

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

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

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

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

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

Community Technology Centre Committee

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Council Delegate: Clr Opie.

Staff Representation: - Director of Finance & Administration.

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

Crookwell & District Arts Council

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

Council Delegate: Clr Kensit.

Staff Representation: - Director of Finance & Administration (as required).

Meets: Monthly.

Crookwell & District Historical Society

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

Council Delegate: Clr Kensit and Clr Culhane

Meets: Second Thursday of each month.

Crookwell II & III Wind Farms Community Enhancement Fund Committee

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

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

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

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

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

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

Crookwell Potato Festival Committee

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

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

Staff Representation: - Tourism Manager and Tourism Officer.

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

Crookwell Memorial Hall Committee

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

Council Delegate: Cllr O'Brien.

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

Meets: Bi-monthly

Cullerin Wind Farm Community Enhancement Fund Committee

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

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

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

Community Representation: Mrs J Boyce and Mr M Coley.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

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

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

Economic Development Task Force Committee

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

- To work closely with Shire staff and Council, especially the Environment and Planning Department via the Economic Development Officer.
- To develop and pursue strategies to improve the services, infrastructure and lifestyle of the shire.
- To increase the job opportunities in the Shire allowing existing businesses to be successful and expand.
- To increase the population of the shire in a controlled manner by promoting the residential qualities, relaxed lifestyle and attractiveness of the area.
- To identify, plan and attract professionals, businesses and light industry to the Shire.
- To build on the Shire's rural strengths.

Council Delegates: Clr Opie (Chair), Mayor Stafford and Clr Searl.

Staff Representation: Economic Development Officer and Director of Environment & Planning (where required).

Community Representation: Mr Andrew Linder and Ms Catherine Duff.

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

Gullen Range Wind Farm Community Enhancement Fund Committee

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

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

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

Community Representation: Mr Floyd Davies and Mr David Johnson.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Goulburn Mulwaree Representation: Mr Scott Martin.

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

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

Gunning Golf Club Management Committee

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

Council Delegate: Cllr Searl.

Staff Representation: Director of Works & Operations (where required).

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

Gunning Shire Hall and Showground Precinct Advisory Committee

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

Council Delegate: Cllr Searl.

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

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

Pool Review Committee

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

Council Delegate: Cllr Culhane and Cllr Kensit.

Staff Representation: Director of Works & Operations and Manager of Operations (as required).

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Community Representation: Mr John Oke and Mrs Julie Simpson.

Meets: As required.

Pye Cottage Precinct Committee

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

Council Delegate: Clr Searl.

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

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

Rye Park Wind Farm Community Enhancement Fund Committee

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

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

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

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

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

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

Sport & Recreation Committee

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

Council Delegates: Clr Culhane (Chair), Clr O'Brien, Clr Opie and Clr Searl.

Minute Secretary: Engineering Executive Assistant.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Staff Representation: Manager of Works, Parks & Gardens Supervisor and Director of Works & Operations (where required).

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

Stonequarry Cemetery Committee

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

Council Delegate: Mayor Stafford.

Staff Representation: Director of Works & Operations (where required).

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

Streetscape Committee

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

Council Delegates: Cllr Cummins, Cllr Searl and Mayor Stafford.

Staff Representation: Director of Works & Operations, Project Manager and General Manager (where required).

Add community reps

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

Taralga War Memorial Hall Committee

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

Council Delegate: Mayor Stafford.

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

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

Taralga Wind Farm Community Enhancement Fund Committee

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

Council Delegate: Mayor Stafford

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

Community Representation: Mr Brian Moloney and Mr Craig Croker.

Wind Farm Representation: Mr Derek Dymond.

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

Tony Foley Memorial Gunning District Community Centre Committee

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

Council Delegate: Cllr Searl.

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

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

Tuena Hall and Recreation Area Committee

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

Council Delegate: Cllr Wheelwright.

Staff Representation: Manager of Works (where required).

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Upper Lachlan Australia Day Committee

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

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

Council Delegates: Cllr Kensit, Mayor Stafford, Cllr O'Brien and Cllr Searl

Minute Secretary: Executive Assistant.

Staff Representation: - Director of Finance & Administration.

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

Upper Lachlan Tourist Association

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

Council Delegates: Cllr Searl, Cllr Opie, Mayor Stafford.

Staff Representation: Tourism Manager.

Meet: Second Monday bi-monthly at 1.00pm.

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

Youth Council (YA'MAD)

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Council Delegate: Clr Kensit and Clr Searl.

Staff Representation: - Economic Development Officer.

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

COUNCIL DELEGATES / REPRESENTATIONS (OTHER THAN COUNCIL COMMITTEES)

Canberra Region Joint Organisation (CRJO)

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

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

Council Delegate: Mayor

Staff Representation: General Manager

Meets: Quarterly

Central NSW Joint Organisation

Objective: To advocate on agreed regional positions and priorities for Central NSW whilst providing a forum for facilitating regional cooperation and sharing of knowledge, expertise and resources effectively nurturing sustainable investment and infrastructure development.

Membership: Bathurst Regional Council, Blayney Shire Council, Cabonne Council, Cowra Shire Council, Forbes Shire Council, Lachlan Shire Council, Lithgow City Council, Oberon Council, Orange City Council, Parkes Shire Council, Weddin Shire Council and Central Tableland Water County Council with associate membership for Hilltops Council and Upper Lachlan Shire Council.

Council Delegate: Mayor

Staff Representation: General Manager

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Meets: Quarterly

Collector Community Association

Council Delegate: Clr Searl.

Meets: Monthly

Collector Wind Farm Community Consultative Committee

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

Meets: As required.

Country University Centre Committee

Council Delegate: Clr Kensit

Meets: Monthly

Crookwell Community Consultation Committee (Health)

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

Meets: Second Wednesday of the month at 10.30am

Goulburn-Crookwell Rail Trail Working Party

Council Delegate: Clr Culhane

Staff Representative: Director of Works & Operations, Economic Development Officer and Tourism Manager.

Meets: As required

Gullen Range Wind Farm Community Consultative Committee

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

Meets: As required.

Gunning District Association

Council Delegate: Clr Searl.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Meets: Monthly

Gunning & District Historical Society

Council Delegate: Cllr Searl.

Meets: Fourth Thursday of each month.

Gunning Wind Farm Community Enhancement Program Advisory Group

Council Delegate: Mayor.

Staff Representation: General Manager.

Meets: As required.

Kiamma Creek Landcare Group

Council Delegate: Cllr McCormack

Meets: Quarterly

Local Government NSW (LGNSW)

Objective: To promote the interests of Metropolitan, Rural and Urban Councils at a divisional level.

Membership: All Councils in NSW.

Council Delegate: Mayor

Staff Representation: General Manager

Meets: As required.

Recreational Fishing Working Party

Objective: To develop a Recreational Fishing Strategy for the Wollondilly River (within the Goulburn City limits) and Pejar Dam.

Council Delegate: Cllr O'Brien.

Meets: As required.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Regional Hockey Centre Committee

Council Delegate: Clr Culhane.

Meets: As required.

Rye Park Wind Farm Community Consultative Committee

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

Meets: As required.

South East Australian Transport Strategy Inc (SEATS)

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

Council Delegate: Clr Wheelwright and Clr Opie (as alternate representative).

Staff Representation: Director of Works & Operations

Meets: Quarterly

South East Sports Academy (SESA)

Council Delegate: Mayor

Meets: Quarterly

Southern Tablelands Bush Fire Management Committee

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

Meets: Quarterly

Staff Representation: Manager of Operations.

Note: This Committee is a statutory Committee appointed under the Rural Fires Act.

Southern Tablelands Regional Arts Board

Council Delegates: Clr Kensit and Tourism Manager.

Meets: Quarterly

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

Southern Tablelands (Rural Fire Services) Zone Liaison Committee

Council Delegate: Cllr Wheelwright and Cllr Culhane (as alternate representative).

Staff Representation: Director of Works and Operations

Meets: Quarterly

Taralga & District Historical Society

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

Council Delegate: Mayor Stafford.

Meets: As required

Upper Lachlan Joint Regional Planning Panel

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

Council Delegate: Cllr Culhane and Cllr Cummins.

Staff Delegate: Director of Environment & Planning.

Meets: As required.

Upper Lachlan Local Emergency Management Committee

Function:

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

- Assist the District Emergency Management Committee as required in the preparation and review of the District CMG.

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

Council Membership:

- Director of Works & Operations – (LEMC Chairman)
- Manager of Works – (LEMO)
- Design Engineer (Transport) (as required).
- Director of Environmental & Planning (Environment/Health) (as required).

Meets: Quarterly

Minute Secretary: Engineering Executive Assistant.

**ITEM 13.4 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

277/18 RESOLVED by Cllr Searl and Cllr O'Brien

1. Upper Lachlan Shire Council under s253 of the Local Government Act 1993, adopts the Payment of Expenses & Provision of Facilities Policy.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

ITEM 13.5
278/18

COUNCIL MEETINGS - TIMES AND FREQUENCY
RESOLVED by Cllr Searl and Cllr O'Brien

1. Ordinary Council Meetings are to be held on the third Thursday of the month at Crookwell (no meeting held in January) with the exception of the Ordinary Council Meeting on Thursday, 15 November 2018, to be held at Gunning, with all meetings to commence at 6.00pm, as per the following schedule of meeting times and dates:
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 October 2018 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Gunning on Thursday, 15 November 2018 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 December 2018 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 21 February 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 21 March 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 April 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 16 May 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 June 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 July 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 August 2019 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 19 September 2019 commencing at 6.00pm.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

ITEM 13.6 DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS UNDER SECTION 449, LOCAL GOVERNMENT ACT, 1993.

279/18 RESOLVED by Clr Searl and Clr Wheelwright

1. Council notes the tabling of the Disclosures by Councillors and Designated Person Returns and receives the report as information.

- CARRIED

SECTION 14: LATE REPORTS

ITEM 14 LIGHTING FOR TARALGA, CROOKWELL AND GUNNING SKATE PARKS

280/18 RESOLVED by Clr Searl and Clr Culhane

That Item 14.1 - Lighting for Taralga, Crookwell and Gunning skate parks listed below be received:

- CARRIED

ITEM 14.1 LIGHTING FOR TARALGA, CROOKWELL AND GUNNING SKATE PARKS

281/18 RESOLVED by Clr Searl and Clr Kensit

1. Council make a suitable funding application to install appropriate lighting for the skate park in Gunning.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

**SECTION 15: REPORTS FROM OTHER COMMITTEES, SECTION 355
COMMITTEES AND DELEGATES**

ITEM 15.1 REPORTS FOR THE MONTH OF SEPTEMBER 2018
282/18 RESOLVED by Cllr Searl and Cllr Wheelwright

That Item 15.1 - [Minutes of Committee/Information] listed below be received:

1. Crookwell and District Historical Society – Minutes from Annual General Meeting held 9 July 2018.
2. Collector Community Oval – Minutes of Special Meeting held 26 July 2018.
3. Tony Foley Memorial Community Centre s355 Committee – Minutes from Special Meeting held 2 August 2018.
4. Economic Development Task Force Committee – Minutes from meeting held 7 August 2018.
5. Building Review Committee – Minutes from meeting held 21 August 2018.

**ITEM 4.1 PROJECT UPDATE – CIVIC AND COMMUNITY
CENTRE UPGRADE**

RECOMMENDATION:

1. That the information be received and noted.
2. The General Manager be authorised to seek legal clarification in the ability to engage in commercial negotiation with unsuccessful tenderers to acquire Intellectual Property contained within their tenders for the investigation and design of the proposed Civic and Community Centre, should the need arise.

**ITEM 4.2 PROPOSED COMMUNITY AND CIVIC CENTRE –
GRANTS AND TIMING**

RECOMMENDATION:

1. That the information be received and noted.

**ITEM 4.3 BUILDING REVIEW s355 COMMITTEE
MEMBERSHIP, PURPOSE AND PROGRESS**

RECOMMENDATION:

1. Council investigates the suitability of the Council Works Depot in Crookwell at its current location, investigation of

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

site locations for potential relocation, and development if required.

283/18

RESOLVED by Cllr Wheelwright and Cllr McCormack that Council adopts items 4.1 to 4.3 from the Minutes of the Building Review Committee Meeting.

- CARRIED

6. Taralga Historical Society Inc – Newsletter 3 – 2018.
7. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 20 June 2018.
8. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 11 July 2018.
9. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 8 August 2018.
10. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 5 September 2018.

- CARRIED

SECTION 16: BUSINESS WITHOUT NOTICE

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - DONATION

“I, Councillor Culhane move that the Upper Lachlan Shire Council donate \$10,000 to the Buy a Bale Foundation. Our Council is a rural Council who has been the recipient of assistance from other areas in the past and I know our ratepayers would support their Local Government demonstrating our willingness to help communities whose current needs are desperate due to severe and ongoing drought conditions.”



Signed: Clr Paul Culhane 5/9/2018



Signed: Clr Darren O'Brien 5/9/2018

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

284/18

RESOLVED by Clr Culhane and Clr O'Brien

That the Upper Lachlan Shire Council donate \$10,000.00 to the Buy a Bale Foundation.

- CARRIED

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:*

285/18

RESOLVED by Clr Kensit and Clr Searl

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to 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 (2c), 10A (2d(i)), 10A (2d(ii)) 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 9:14pm and the public, staff and press left the chambers.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

286/18 **RESOLVED** by Cllr Searl and Cllr Kensit

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

- CARRIED

Open Council resumed at 9:55pm.

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 CROOKWELL MEMORIAL OVAL COMMUNITY SPORTS CENTRE

287/18 **RESOLVED** by Cllr Wheelwright and Cllr McCormack

1. Council accepts the tender for the design and construction of part 1 of the Crookwell Memorial Oval Community Sporting facility submitted by ARW Multigroup Pty Ltd for a total sum of \$1,350,448.62 ex GST;
2. Council authorise the Director of Works and Operations to negotiate further reduction of costs with the successful tenderer;
3. Council obtain permission from Office of Local Government to increase the borrowing limit by an additional \$300,000 to fund the project;
4. Council accepts the tender for Part 2 of the design and construction of Crookwell Memorial Oval upgrade facility submitted by ARW Multigroup Pty Ltd for a total sum of \$222,457.95 (ex GST) subject to the Stronger Country Communities Fund – Round 2 funding application being successful.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 SEPTEMBER 2018

ITEM 19.2 **EXPRESSION OF INTEREST CIVIC CENTRE**
288/18 **RESOLVED** by Clr Cummins and Clr Kensit

1. Council invites NBR Architecture, Randall Dutailis and Mayoh Architects to submit full tenders for the proposed design and DA documentation of the new Civic and Community Centre at Crookwell.

Clr McCormack wished to have his name recorded as being against the motion.

- CARRIED

ITEM 19.3 **RECYCLING CONTRACT**
289/18 **RESOLVED** by Clr Searl and Clr Culhane

1. Council accept Option 1 and enters into a partnership with Re-Group in accordance with the terms and conditions offered.
2. Council authorise the Director of Works and Operations to implement the Council resolution by signing the Recyclables Processing Agreement.

- CARRIED

THE MEETING CLOSED AT 9:55pm

Minutes confirmed 18 OCTOBER 2018

.....
Mayor

5 MAYORAL MINUTES

The following item is submitted for consideration -

5.1	Mayoral Minute	54
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Mayoral Minutes - 18 October 2018

ITEM 5.1 Mayoral Minute

FILE REFERENCE I18/541

**Please note: The Mayoral Election was held at the Council Meeting on 20 September 2018, where Cllr Stafford was duly elected as Mayor of the Upper Lachlan Shire Council for a two year term. Cllr McCormack continued to attend two engagements which were already accepted.*

SEPTEMBER

Mayor McCormack engagements

10 September	Attended the Collector Pumpkin Festivals AGM, in Collector.
12 September	Attended the celebration held for Council staff member, Sandra Francis, marking 40 years of service.
13 September	Attended the CRJO meeting in Canberra.
14 September	Attended the CRJO meeting in Canberra.
15 September	Attended the Crookwell Railway Heritage Meeting, in Crookwell.
18 September	Attended the Traffic Committee Meeting, in Crookwell.
20 September	Council Meeting at Crookwell Council Chambers.*
21 September	Attended a meeting with PBC Goulburn Bus Company Regarding the bus stops in Crookwell.
22 September	Attended the book launch John Bowering 'Never Come Back as a Sheep' in Crookwell.
23 September	Attended the Kangaroo March Book Launch in Breadalbane Hall.

Mayor Stafford Engagements

25 September	Attended the Regional Development Australia Southern Inland dinner at the Criterion Hotel.
28 September	Met with General Manager at Crookwell Offices, for the Mayoral changeover of business use properties and signage of documents.
29 September	Attended the book launch 'Dust to Mud' written by Cllr Pamela Kensit at the Crookwell Services Club.

7 CORRESPONDENCE

The following item is submitted for consideration -

7.1	Correspondence for the month of October 2018	56
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Correspondence - 18 October 2018

ITEM 7.1

Correspondence for the month of October 2018

RECOMMENDATION:

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

1. Hon Pru Goward MP – Media Release – NSW Public Libraries – Increase in Annual Library Subsidy Funding.
2. Audit Office of NSW – Appointment of Deloitte as Audit Service Provider.
3. Hon John Barilaro MP – Mobile Coverage issues in Upper Lachlan Shire Council.
4. Hon David Coleman MP – Australian Citizenship Ceremonies Code.
5. CENTROC – Forward planning for the Joint Organisation and Interim arrangements.
6. Crookwell Progress Association – Natural Gas for Crookwell.

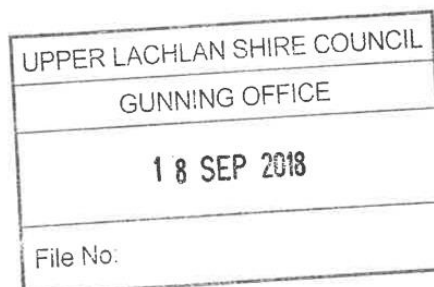
ATTACHMENTS

1. ↓	Hon Pru Goward MP - Media Release - NSW Public Libraries - Increase in Annual Library Subsidy Funding by 2022/2023	Attachment
2. ↓	Audit Office to Upper Lachlan Shire Council - appointment of Deloitte as Audit Service Provider for the year ending 30 June 2019 and beyond	Attachment
3. ↓	Hon John Barilaro MP - Mobile Coverage issues in Upper Lachlan Shire Council	Attachment
4. ↓	Hon David Coleman MP - Australian Citizenship Ceremonies Code	Attachment
5. ↓	CENTROC Correspondence to the Mayor and General Manager	Attachment
6. ↓	Crookwell Progress Association - Natural Gas for Crookwell - Request for Feasibility Study & Grant Application Information	Attachment



4th September 2018

Gary Woodman
Acting General Manager,
Upper Lachlan Shire Council
PO Box 42
Gunning NSW 2581



Dear General Manager *Gary,*

Thank you for your letter regarding funding for libraries in New South Wales.

I note there were no cuts to library funding this year. However in addition, I am pleased to advise the NSW Government has announced an extra \$60 million in funding over four years to transform NSW public libraries across the state.

As the single largest increase in State Government public library funding since the Library Act of 1939, this historic funding reaffirms our Government's commitment to literacy, lifelong learning, connectivity and community wellbeing.

This is a landmark occasion for NSW public libraries ensuring they remain at the heart of every community.

All Councils will receive an increase in annual library subsidy funding between 40 and 50% by 2022-23.

This new funding contains three key components; a new per capita subsidy, subsidy adjustment scheme, and a new infrastructure program.

- A per capita subsidy will see an increase from \$1.85 per capita to \$2.85 per capita by 2022-23.
- The subsidy adjustment will also ensure all councils with small populations receive additional payments to provide support for geographically isolated communities
- And a new \$24 million infrastructure grants program over four years

This will be implemented from 1 July 2019.

Attached you will find a copy of the media release to which I refer, for further information



In the meantime if I can be of any further assistance, please don't hesitate to contact my office on (02)4822 6444.

Yours sincerely,

THE HON. PRU GOWARD MP
Member for Goulburn
Ref: 040918 PG:AC



Gladys Berejiklian
Premier of NSW

Don Harwin
Minister for Resources, Energy and Utilities, and the Arts

MEDIA RELEASE

Friday, 24 August 2018

RECORD INVESTMENT FOR PUBLIC LIBRARIES

Public libraries in NSW will be able to expand their collections, carry out major upgrade work and extend their services thanks to a record \$60 million investment announced today by Premier Gladys Berejiklian and Minister for the Arts Don Harwin.

The funding will transform and modernise public libraries, especially those in regional areas, delivering key services and educational and cultural experiences across the entire State.

The money will be used to extend opening hours, expand book collections, deliver English lessons, provide HSC study help and classes and outreach programs for seniors.

It will also enable smaller libraries to expand and deliver mobile library services in remote locations, among other initiatives.

"This is a record investment in NSW's public libraries – the biggest single cash injection in their history," Ms Berejiklian said.

"I'm passionate about public libraries. They are at the heart of so many communities because they are so important to people of all ages, from children to the elderly.

"This historic investment will transform the way NSW's public libraries deliver much-needed services, especially in regional areas, enhancing customer experience and convenience."

Every one of NSW's more than 370 public libraries will benefit from the new investment.

In recognition of the evolving role of libraries as community hubs, Service NSW kiosks will be placed in more libraries on an 'opt-in' basis, and library staff trained, meaning communities have easier access to Government services.

The kiosks will help more people access important cost of living initiatives introduced by the NSW Liberals and Nationals, including green slip refunds and help finding a better deal on energy prices, along with other important services.

Liberal candidate for Wagga Wagga, Julia Ham said, "For Riverina locals, this is an investment in libraries that will provide for a wide range of community needs such as better access to collections, children's services, public IT, connectivity, events and programs."

Speaking in Wagga Wagga on Friday, Minister Harwin said this is a landmark occasion for NSW public libraries, ensuring they remain at the heart of every community.

"All Councils will receive an increase in annual library subsidy funding between 40 to 50 per cent by 2022-23. This significant investment demonstrates that our Government supports the hundreds of libraries across the state," Minister Harwin said.

"The funding will be particularly significant in areas such as Wagga, where populations are growing and library needs are evolving," he said.

"The funding will also support the roll out of more Service NSW self-serve kiosks at public libraries, which will allow everyone to access key government services."

Under the new investment, the per capita subsidy for public libraries will increase from \$1.85 per capita to \$2.85 per capita – the first time it has been increased in over twenty years.

While NSW Labor would only provide additional operational funding on a per capita basis, meaning many libraries in smaller communities would largely miss out, the NSW Liberals & Nationals will also provide a more than \$2 million annual boost in funding for libraries in disadvantaged and remote communities, to ensure these libraries receive their fair share of funding.

\$24 million for infrastructure grants will transform public libraries and ensure they can grow with and support their communities.

The state's most remote towns will also benefit from the major funding boost, with a 100 per cent funding increase for Broken Hill's Outback Letterbox Library, delivering important services to the Far West.

MEDIA:

Miles Godfrey | Premier | 0447 183 692
Emily Gunning | Minister Harwin | 0447 245 583



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

Contact: Karen Taylor
Phone no: 9275 7311
Our ref: D1821664

25 September 2018

Dear Mr Bell

Audit arrangements for the year ending 30 June 2019 and beyond
Upper Lachlan Shire Council

In June this year, I wrote to inform you of my intention to appoint a suitably qualified and experienced audit service provider (ASP) to perform the annual financial audit of Upper Lachlan Shire Council.

Following a competitive open tender process, I am pleased to inform you that my Office has appointed Deloitte Touche Tohmatsu (Deloitte) to carry out the annual financial audit of Upper Lachlan Shire Council for a period of four years, with an option to extend a further two years. This new arrangement will begin the year ending 30 June 2019. The lead partner from Deloitte is Stewart Thompson. Deloitte has also been appointed as the ASP for several other local councils in the same region.

The Audit Office director responsible for your audit will introduce you to Stewart Thompson at the end of the current audit cycle. They will also work with the current ASP to ensure a seamless transition.

My Office looks forward to working in collaboration with your council and Deloitte to deliver a high-quality audit service that maximises value for money and generates insights that challenge and inform government to improve outcomes for citizens.

Should you require any further information, please call Karen Taylor, Acting Assistant Auditor-General on 9275 7311 or via email at Karen.Taylor@audit.nsw.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Margaret Crawford'.

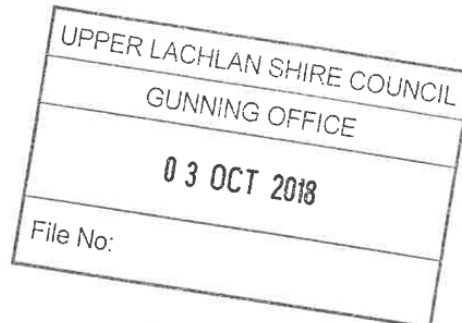
Margaret Crawford
Auditor-General of NSW

**The Hon. John Barilaro MP**

Deputy Premier
Minister for Regional New South Wales,
Minister for Skills and Minister for Small Business

Ref: A2671455

Mr Gary Woodman
Acting General Manager
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581



Dear Mr Woodman

Thank you for your letter of 2 August 2018 to the Hon. Pru Goward, MP, Member for Goulburn, concerning mobile connectivity issues in the Upper Lachlan Shire. Ms Goward has asked me to respond to you directly.

As you know, poor mobile coverage remains one of the biggest issues faced on a daily basis for people living in rural and regional NSW. There is nothing more frustrating than the inability to send or receive a text, call or email when you need to. For businesses it can mean loss of income or a lost opportunity. More importantly, reliable connectivity is crucial for individuals and families accessing emergency services in times of need.

Whilst Connectivity is the responsibility of the Commonwealth Government, the NSW Liberals and Nationals recognise the urgent need for better internet and mobile connection in our regional and rural communities. That is why we are the first NSW Government to make significant investments in delivering better connectivity across NSW.

Our Government's \$50 million Connecting Country Communities program is actively seeking to deliver communications infrastructure to improve regional voice and data connectivity in regional NSW. Already we are:

- Eliminating more Mobile Black Spots. Through partnering with the Commonwealth Government and Telecommunication networks, we will deliver 183 new mobile base stations across regional NSW, including sites in the Upper Lachlan region.
- Working with local tele-communications providers to develop and deliver regional solutions to localised connectivity issues
- Working with residents in regional NSW to identify blackspots and areas of concern for future Mobile Black Spots Planning.

The NSW Department of Premier and Cabinet recently ran a survey for residents of regional NSW on mobile phone or digital connectivity issues. This survey will inform future policy regarding regional telecommunication infrastructure. I have asked the Department of Premier and Cabinet to include the mobile black spots raised by the Botobolar Community Committee in part of our future telecommunications planning.

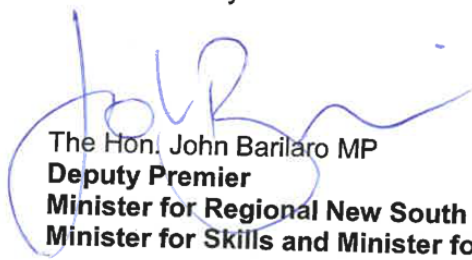
Level 20, 52 Martin Place, Sydney NSW 2000
Phone: (61 2) 8574 5150 Fax: (61 2) 9339 5558 Email: office@deputypremier.nsw.gov.au

Further information on this program can be found at:

<https://www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-program>

Thank you for bringing this matter to my attention.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'John Barilaro', is written over the typed name and titles.

The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Skills and Minister for Small Business

CC: The Honourable Pru Goward MP, Member for Goulburn



**THE HON DAVID COLEMAN MP
MINISTER FOR IMMIGRATION, CITIZENSHIP AND
MULTICULTURAL AFFAIRS**

Cr Brian Stafford
Mayor of Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Dear Cr Stafford

As the newly appointed Minister for Immigration, Citizenship and Multicultural Affairs I am writing to outline my expectations in relation to hosting Australian citizenship ceremonies, and remind you of your obligations under the *Australian Citizenship Ceremonies Code*.

Australian citizenship ceremonies are important events, where our newest citizens take the pledge to embrace our nation and its values.

My predecessor the Hon Alex Hawke MP outlined in his letter of 14 August 2017 that the Code sets out the legal and other requirements for conducting citizenship ceremonies.

In particular, the Code states: "*Citizenship ceremonies are non-commercial, apolitical, bipartisan and secular. They must not be used as forums for political, partisan or religious expression.*"

I want to reiterate the Australian Government's position on this; Councils must not use citizenship ceremonies, or their ability to determine the dates on which they are held, as a political tool to delegitimise Australia's national day or to support a broader political movement regarding its date. Any action taken to do so is a serious breach of the Australian Citizenship Ceremonies Code.

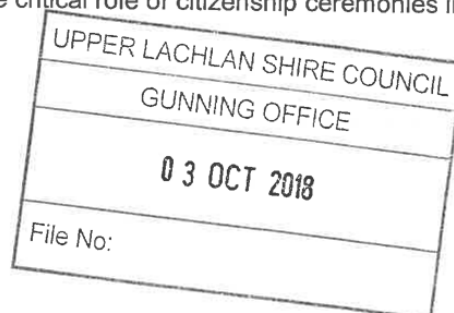
If you do not intend to comply with the Code, I ask that you provide written notice to the Department of Home Affairs at natoceremonies@homeaffairs.gov.au, within 28 days of the date of this letter. Alternative arrangements will then be made to ensure citizenship ceremonies can continue in the local council area.

I look forward to working with you to maintain the critical role of citizenship ceremonies in Australian life.

Yours sincerely

David Coleman

25 September 2018





Chairman: Cr John Medcalf, Mayor, Lachlan Shire Council

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

Reference: jb.vp.180807
Enquiries: Ms J Bennett 0428 690 935

7 August 2018

Cr Brian McCormack
Mayor
Upper Lachlan Shire Council
PO Box 42
Gunning NSW 2581

CC – Mr John Bell, General Manager, Upper Lachlan Shire Council

Re: Forward planning for the Joint Organisation and interim arrangements for non-members wanting to engage with the operational support program.

Dear Cr McCormack,

As you are aware the Central NSW Joint Organisation was proclaimed, 11 May 2018 under the Local Government (Regional Joint Organisations) Proclamation 2018 under the Local Government Act 1993.

The newly established Central NSW Joint Organisation met 24 May at Parliament House and was the first JO to hold its Inaugural meeting. The Central NSW Joint Organisation members include Bathurst, Blayney, Cabonne, Cowra, Forbes, Lachlan, Oberon, Orange, Parkes and Weddin. Central Tablelands Water has asked to be an associate member and this has been included in the Draft Charter.

While early days, this region sees great opportunity through having a more formalized role under the Local Government Act. Ultimately, we hope to work more closely with the State and Federal Governments and other key stakeholders to encourage investment in the region.

The Joint Organisation will be building on Central NSW Councils (Centroc's) proud history of achievements and reputation. Thank you for your support as a member of Central NSW Councils and your part in its success.

Going forward the Central NSW Joint Organisation (CNSWJO) will be undertaking a strategic piece, which will among other things identify ways in which the JO will reach out to neighbouring Councils and regions. This will include consideration of the extensive Centroc operational support program.

At a Special Meeting of the Centroc Board 26 July 2018 it was resolved interalia as follows:

Lithgow, Hilltops and Upper Lachlan not be invoiced for membership for this year, however they be welcomed to continue to engage with the operational teams on the basis that engagement in any new contracts will accrue a fee of \$1000 per contract.

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

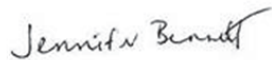
Given Centroc is being wound up, Council will not be invoiced for the 2018/2019 financial year from Centroc.

We encourage your staff to continue to attend the Centroc operational teams during this period of transition until Centroc is wound up. Regarding contracts through this period, to cover the cost of administration and management, there will be small charge at a rate of \$1000 per contract for any new regional contracts Council seeks to be included in.

The Board is very interested in your views regarding engagement with the CNSWJO in the future. If you have any thoughts in this regard, please provide advice accordingly to inform policy development with respect to associate membership.

Centroc staff will provide follow-up advice in due course. In the meantime please do not hesitate to contact me on 0428 690 935, should you wish to discuss this matter.

Yours sincerely,



Jenny Bennett
Executive Officer
Central NSW Councils (Centroc)

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

Crookwell Progress



October 10, 2018

The General Manager
Upper Lachlan Shire Council
Spring Street
Crookwell NSW 2583

Dear Mr Bell,

Re: Natural Gas for Crookwell

Crookwell Progress Association representatives met with Angus Taylor, MP, in February 2017 to discuss the possibility of bringing natural gas to the shire. Mr Taylor's response was encouraging and advised the Association to approach Upper Lachlan Council to undertake a business study as the first step of the project. Council agreed to do so and at the February, 2018 meeting Council voted to allocate \$100,000 to undertake a social, economic and environmental impact study of gas supply to the villages of Gunning and Crookwell as a part of the 2018/19 Operational Plan.

At the June Council meeting it was decided to defer the proposed Social, Economic and Environmental Impact Study of Gas Supply to the villages of Gunning and Crookwell (Resolution 22/18 with a proposed Operating Expense allocation of \$100,000); and make an allocation of \$160,000 (Capital Expense) for stormwater drainage improvements in the village of Collector.

The Crookwell Progress Association Committee requests that the money previously set aside for a business case study into provision of natural gas for Crookwell and Gunning, now diverted to Collector storm water works, be reinstated. At the July meeting, it was resolved that the Acting General Manager present a report to Council in relation to obtaining a grant under the Building Better Regions Fund Community Investments Stream for the undertaking of a feasibility study and business case of connecting natural gas to the villages of Gunning and Crookwell.

It appears that Council has agreed to conduct a feasibility study into bringing natural gas to the Shire, but only if a grant application is successful. Could Council please include the costs of preparing a business case study in the next budget?

Yours faithfully,

Dianne Layden
Secretary

18 Kialla Road
Crookwell NSW 2583

9 INFORMATION ONLY

The following items are submitted for consideration -

9.1	Monthly Weeds Activities Report	70
9.2	Development Statistics for the Month of September 2018	74
9.3	Investments for the month ending September 2018	81
9.4	Bank Balance and Reconciliation - 30 September 2018	85
9.5	Rates and Charges outstanding as at 30 September 2018	86
9.6	Library Services - 1st Quarter Report 2018/2019	89
9.7	Action Summary - Council Decisions	94
9.8	WHS Committee Minutes	98
9.9	Grants Report	102

Information Only - 18 October 2018

ITEM 9.1 Monthly Weeds Activities Report

FILE REFERENCE I18/533

AUTHOR Director of Environment and Planning

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the weed control activities conducted in the month of September 2018.

REPORT

Property Inspections

Weed	Parish	Road or Street	Date	Action	Degree
S/T	Julong	Sylvia Vale	30/8/18	Notified	3
S/T	Guinecor	Scabben Flat	4/9/18	Notified	2
S/T	Guinecor	Scabben Flat	4/9/18	Routine	1
S/T	Guinecor	Golspie	4/9/18	Routine	1
S/T BB	Keverstone	Mulgowrie	5/9/18	Routine	2 2
S/T BB	Keverstone	Mulgowrie	5/9/18	Routine	2 2
BB	Keverstone	Mulgowrie	5/9/18	Notified	3
S/T BB	Mulgowrie	Mulgowrie	6/9/18	Routine	2 2
S/T BB	Mulgowrie	Sunnyside	6/9/18	Routine	1 2
S/T	Mulgowrie	Sunnyside	6/9/18	Routine	1
S/T	Guinecor	Scabben Flat	6/9/18	Notified	2
S/T BB	Markdale	Mulgowrie	11/9/18	Notified	2 3
S/T BB	Markdale	Mulgowrie	11/9/18	Notified	2 2
S/T BB	Markdale	Mulgowrie	12/9/18	Routine	1 1
S/T	Markdale	Mulgowrie	12/9/18	Notified	2
S/T	Wayo	Woodhouslee	13/9/18	Notified	3
S/T	Hillas	Levels	13/9/18	Notified	1
S/T	Hillas	Levels	13/9/18	Routine	1
S/T	Hillas	Levels	13/9/18	Routine	1
S/T BB	Bolong	Levels	13/9/18	Routine	2 2
S/T BB	Belmore	Redground	14/8/18	Notified	2 2
S/T	Upper Tarlo	Woodhouslee	17/9/18	Notified	2

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

S/T	Upper Tarlo	Woodhouselee	17/9/18	Routine	1
S/T	Upper Tarlo	Woodhouselee	17/9/18	Routine	1
S/T	Upper Tarlo	Woodhouselee	18/9/18	Notified	2
S/T	Upper Tarlo	Woodville	18/9/18	Notified	2
S/T	Romner	Woodville	19/9/18	Notified	1
S/T	Romner	Woodville	19/9/18	Routine	1
ST BB	Romner	Woodville	19/9/18	Notified	1 2
S/T	Romner	Woodville	19/9/18	Routine	1
S/T	Upper Tarlo	Middle Arm	20/9/18	Notified	2
S/T BB	Pomeroy	Bannister Ln	25/9/18	Routine	2 2
S/T	Upper Tarlo	Middle Arm	25/9/18	Notified	2
S/T	Turrallo	Middle Arm	26/9/18	Notified	2
S/T	Turrallo	Middle Arm	26/9/18	Notified	2
S/T	Turrallo	Middle Arm	26/9/18	Notified	1
S/T	Turrallo	Middle Arm	26/9/18	Notified	2
S/T BB	Grabine	Grabine Rd	29/8/18	Routine	2
S/T	Grabine	Grabine Rd	29/8/18	Routine	1
S/T BB	Grabine	Grabine Rd	29/8/18	Notified	2 , 1
S/T BB	Grabine	Grabine Rd	30/8/18	Notified	2
S/T BB	Grabine	Grabine Rd	30/8/18	Notified	2
S/T BB	Grabine	Grabine Rd	30/8/18	Notified	2, 1
S/T BB	Guineacor	Taralga Rd	5/9/18	Notified	2
S/T	Guineacor	Taralga Rd	5/9/18	Routine	0
S/T	Guineacor	Taralga Rd	5/9/18	Routine	0
S/T BB CG	Grabine & Bigga	Grabine Rd	6/9/18	Notified	3,2
S/T	Grabine	Grabine Rd	6/9/18	Notified	1
S/T	Grabine	Grabine Rd	6/9/18	Notified	1
S/T	Grabine	Grabine Rd	6/9/18	Notified	1
S/T	Grabine	Grabine Rd	6/9/18	Notified	1
S/T	Kangaloolah	Kangaloolah Rd	12/9/18	Notified	2
BB	Grabine	Grabine Rd	13/9/18	Routine	1
S/T BB	Grabine	Grabine Rd	13/9/18	Routine	1
S/T BB	Grabine	Grabine Rd	19/9/18	Notified	2 , 1
S/T BB	Belmore	Redground Rd	20/9/18	Notified	1
S/T BB	Belmore	Redground Rd	20/9/18	Notified	1
S/T BB	Grabben Gullen	Grabben Gullen	27/9/18	Notified	1
S/T	Bunton	Blakney Creek Rd	6/9/18	Routine	1
ALG	Dixon	Tyron Rd	10/9/18	Routine	1
ALG S/T	Dalton	Jerrawa RD	11/9/18	Routine	2
S/T	Mutmutbilly	Mutmutbilly Rd	17/9/18	Routine	1
S/T	Gurrundah	Mullins creek Rd	17/9/18	Routine	0
S/T	Mutmutbilly	Mutmutbilly Rd	17/9/18	Routine	1
S/T	Gurrundah	Gurrundah Rd	17/9/18	Routine	1
S/T	Merrill	Old South Rd	18/9/18	Routine	1
S/T	Lerida	Collector Rd	19/9/18	Routine	1
S/T	Gurrundah	Mullins Ck Rd	19/9/18	Routine	1
S/T	Gunning	Crookwell Rd	25/9/18	Routine	1
S/T	Gunning	Crookwell Rd	25/9/18	Routine	1
S/T	Dixon	Ladevale Rd	26/9/18	Routine	1
ST	Gunning	Gunning	26/9/18	Routine	1

Information Only
MONTHLY WEEDS ACTIVITIES REPORT cont'd

Key for Weed Abbreviations

Weed ID Weed Identification

S/T Serrated Tussock

PC Paterson's Curse

EB English Broom

Go Gorse

BB Blackberry

Nth Nodding Thistle

FW Fireweed

CG Coolatai Grass

SJW St John's Wort

CNG Chilean Needle Grass

ALG African Lovegrass

Key for Degree of Infestations

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

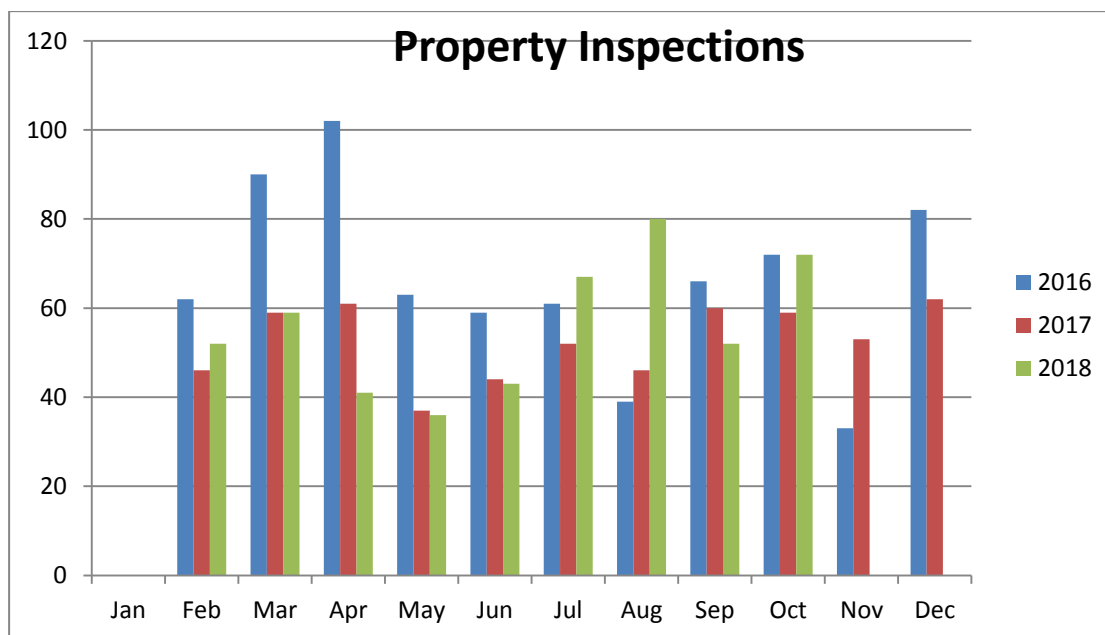
Key for Actions of Inspections

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

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

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

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



Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

Roadside Weed Control

Roadside weed control programs are continuing to focus on the control of grass weeds including Serrated Tussock, African Lovegrass, Chilean Needle Grass and Coolatai Grass. Control work is also being conducted on Sifton Bush infestations, targeting areas where this plant is not widespread in the landscape.

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 October 2018

ITEM 9.2 Development Statistics for the Month of September 2018

FILE REFERENCE I18/545

AUTHOR Economic Development Officer

ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of September 2018.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the development control activities that have occurred in the month of September 2018.

REPORT

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

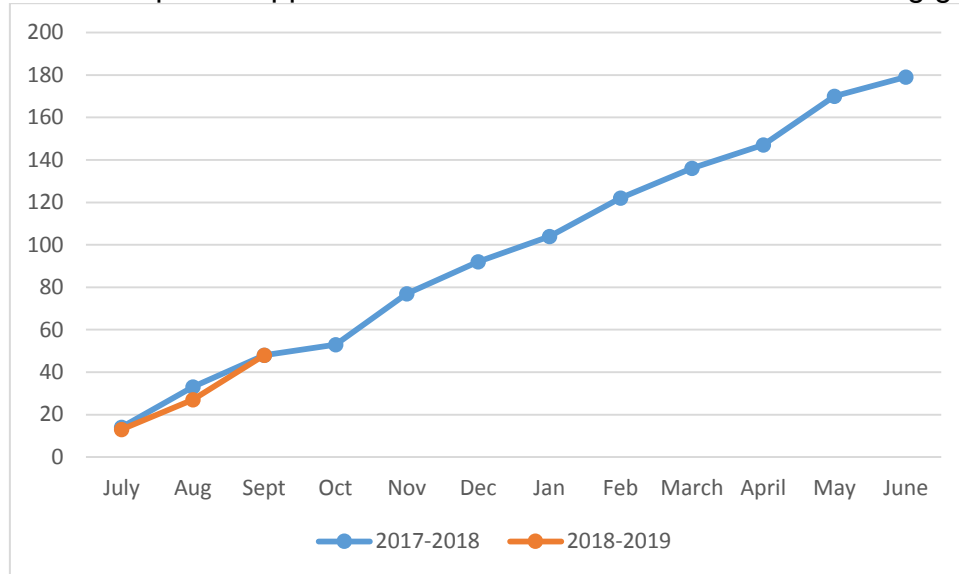
Statistics by Development Type								
Current Year					Last year			
DA Type	September 2018		Year to Date 1/7/2018 to 30/6/2019		September 2017		Year to date 1/7/2017 to 30/6/2018	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	2	\$1,816,000	4	\$3,086,000	0	\$0	2	\$1,350,000
Residential	14	\$2,292,522	32	\$6,275,649	9	\$1,187,801	33	\$5,216,056
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Other	4	\$250,000	6	\$320,000.00	1	\$0	3	\$6,003,000
Total	20	\$4,358,522	42	\$9,681,649	10	\$1,187,801	38	\$12,569,359
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	0	0	1	3	1	3
Rural Residential	0	0	0	0	1	5	1	5
Commercial	0	0	0	0	1	0	1	0
Industrial	0	0	0	0	0	0	0	0

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2018 cont'd**

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	1	4	6	15	3	8	4	8
Modification/Other	0	0	0	0	0	0	0	0
Total	1	4	6	15	5	16	7	16

1. Development Applications

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



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

DAs under assessment	DA modifications under assessment	DAs received Sept 2018	DA modifications received Sept 2018	DAs determined Sept 2018	DA modifications determined Sept 2018
33	6	20	1	11	1

The average determination processing time is for the month of September was 27 days.

Determinations issued 1 September to 30 September 2018 are summarised in the following table:

Determinations Issued between 1 September 2018 to 30 September 2018		
DA No.	Proposal	Property
72/2017 (Mod)	Fuel Garage	204 Goulburn St, Crookwell Lot 361 DP 754108
77/2017	Dwelling	Towrang Rd, Greenwich Lot 22 DP 1095649
71/2018	Dwelling	2700 Woodhouselee Rd, Laggan Lot 60, 61 & 202 DP 753043

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2018 cont'd**

Determinations Issued between 1 September 2018 to 30 September 2018		
DA No.	Proposal	Property
72/2018	Dwelling	21 Kialla Rd, Crookwell Lot 359 DP 754108
81/2018	Dwelling	388 Pucketts Lane, Lerida Lot 1 DP 178524
82/2018	Dwelling	665 Bolong Rd, Laggan Lot 159 DP 753015
89/2018	Swimming Pool	595 Pejar Rd, Pejar Lot 2 DP 1011051
92/2018	Dwelling	57 Kialla Rd, Crookwell Lot 27 DP 1065616
93/2018	Dwelling	2929 Laggan Rd, Laggan Lot 4 DP 1238814
94/2018	Garage/Shed	33 Kialla Rd, Crookwell Lot E DP 1067584
97/2018	Fuel Tanks	Grabine Rd, Grabine Lot 6 DP 1067584
98/2018	Alterations/Additions	23 Robertson St, Crookwell Lot 1 DP 722525

The Development Applications outstanding as of 30 September 2018 are summarised in the following table:

Development Applications Outstanding on 30 September 2018 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
122/2017	24/11/2017	Gullen Range Windfarm Substation & Underground Transmission Line	Gurrundah Area Lot 185,186,187,188,204 & 224 DP 754126, Lot 1 & 2 DP 877769, Lot 6 DP 1115749, Lot 1 & 2 DP 1115746, Lot 7,197,226,319 DP 754126, Lot 4 DP 1031856, Lot 100 DP 1026064, Lot 103 DP 750043, Lot 2 DP 1168750, Lot 101 DP 1083286	Under Assessment
124/2017	29/11/2017	Consolidation	Gurrundah Road, Gurrundah Lot 220 & 221 DP 750019	Awaiting Additional Information
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Referred to Engineering
27/2018 (Mod)	12/3/2018	Poultry Farm	239 Learys Lane, Bannister Lot 101 DP 1083286	Referred to Engineering
33/2018	16/3/2018	Subdivision	Clements St, Crookwell Lot 25, 26, 27, 28, 29, 30, Sec 11 DP 2383 & Lot 1 DP 134469	Under Assessment
57/2018	10/5/2018	Dog Kennels	148 Bigga Rd, Crooked Corner Lot 4 DP 1052845	Under Assessment

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2018 cont'd**

		Development Applications Outstanding on 30 September 2018 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
58/2018	14/5/2018	Dog Kennels	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment
62/2018	22/5/2018	Transportable Dwelling	Castle Hill Rd, Gunning Lot 607 DP 1086775	Under Assessment
70/2018	18/6/2018	Garage/Shed	13 Bray St, Crookwell Lot 2 DP 1231222	Awaiting Additional Information
75/2018	28/6/2018	Dwelling	Grabben Gullen Rd, Gunning Lot 316 DP 754126	Awaiting Additional Information
78/2018	10/7/2018	Removal of Underground Tanks	217 Goulburn St, Crookwell Lot 2 DP 232587	Under Assessment
80/2018	17/7/2018	Dwelling	2 Gunning St, Dalton Lot 199 DP 754111	Referred to Engineering
117/2013 (Mod)	6/8/2018	Dwelling	95 Bigga Rd, Binda Lot 2 DP 1191756 & Lot 95 DP 753028	Under Assessment
87/2018	9/8/2018	Subdivision	Peelwood Rd, Laggan Lot 7 DP 1020135	Referred to Engineering
88/2018	10/8/2018	Subdivision	83 Macarthur St, Taralga Lot 1 DP 1072898	Under Assessment
90/2018	14/8/2018	Bed & Breakfast	99 Orchard St, Taralga Lot 54 Sec 8 DP 1011051	Awaiting Additional Information
59/2014 (Mod)	15/8/2018	Dwelling	72 Denison St, Crookwell Lot 1 DP 355192	Under Assessment
86/2017 (Mod)	21/8/2018	Dwelling	Strathaird Lane, Goulburn Lot 32 DP 1042610	Awaiting Additional Information
136/2017 (Mod)	24/8/2018	Subdivision	Boongarra Rd, Laggan Lot 3 DP 1163350	Referred to Engineering
95/2018	29/8/2018	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538	Referred to RFS
96/2018	3/9/2018	Swimming Pool	1678 Brayton Rd, Marulan Lot 102 DP 740019	Under Assessment
99/2018	6/09/2018	Hotel Alterations/ Additions	34 Goulburn St, Crookwell Lot 2 DP 800629	On Exhibition
100/2018	10/09/2018	Garage/Shed	41 Yass St, Gunning Lot 1 Sec 3 DP 758493	Awaiting Additional Information & Notification
101/2018	11/09/2018	Transportable Dwelling	998 Peelwood Rd, Laggan Lot 1 DP 1165506	Awaiting Additional Information
102/2018	11/09/2018	Community Event	30 East St, Crookwell Lot 4 DP 524712	Referred to Engineering
103/2018	11/09/2018	Swimming Pool	Pomeroy Rd, Bannister Lot 17 DP 750043	Under Assessment

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2018 cont'd**

		Development Applications Outstanding on 30 September 2018 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
104/2018	14/09/2018	Dwelling & Garage	Via Bush's Rd, Gunning Lot 232 DP 754122	Under Assessment	
105/2018	17/09/2018	Carport/ Awning	5 Crown St, Crookwell Lot 7 DP 231957	Notification	
106/2018	17/09/2018	Toilet Block	13 Denison St, Crookwell Lot 10 Sec 18 DP 758308	Under Assessment	
107/2018	17/09/2018	Dwelling	Via Woodhouselee Rd, Crookwell Lot 2 DP 798287	Under Assessment	
108/2018	18/09/2018	Transportable Dwelling & Shed	7 Cullavin St, Gunning Lot 2 DP1239043	Awaiting Additional Information & Notification	
109/2018	20/09/2018	Garage/Shed	5 Cullavin St, Gunning Lot 1 DP 1239043	Under Assessment	
110/2018	21/09/2018	Garage/Shed	30 East St, Crookwell Lot 4 DP 524712	Under Assessment	
111/2018	25/09/2018	Dwelling	1018 Wombeyan Caves Rd, Wombeyan Caves Lot 3 DP 789337	Under Assessment	
112/2018	25/09/2018	Community Event	1A Walsh St, Taralga Lot 251 DP 750017	Referred to Engineering	
113/2018	26/09/2018	Subdivision	656 Kangaloolah Rd, Binda Lot 2 DP 1159385 & Lot 2, 3, & 210 DP 753012	Referred to RFS	
72/2018 (Mod)	26/09/2018	Dual Occupancy	21 Kialla Rd, Crookwell Lot 359 DP 754108	Under Assessment	
114/2018	27/09/2018	Garage/Shed	7 Wade St, Crookwell Lot 2 DP 1052018	Under Assessment	
115/2018	27/09/2018	Temporary Building	Yass St, Gunning Lot 1 DP 730565	Under Assessment	

2. Construction Certificates

Construction Certificates Issued between 1 September 2018 to 30 September 2018		
CC No.	Proposal	Property
65/2018	Dwelling	665 Bolong Rd, Laggan Lot 159 DP 753015
80/2018	Dwelling	57 Kialla Rd, Crookwell Lot 27 DP 1065616
81/2018	Garage/Shed	33 Kialla Rd, Crookwell Lot E DP 420915
83/2018	Swimming Pool	595 Pejar Rd, Pejar Lot 2 DP 1011051

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2018 cont'd**

Approved by Council	
September 2018	Year to date
4	11

3. Occupation Certificates

Occupation Certificates Issued between 1 September 2018 to 30 September 2018		
OC No.	Proposal	Property
47/2018	Dwelling	29 Goulburn St, Collector Lot 12 DP 793491
51/2018	Dwelling	558 Redground Heights Rd, Crookwell Lot 2 DP 1206394

Approved by Council	
September 2018	Year to date
2	6

4. Subdivision Certificates

Subdivision Certificates Issued between 1 September 2018 to 30 September 2018		
SC No.	Proposal	Property
21/2018	Subdivision	2973 Laggan Rd, Laggan Lot 2 DP 527677 & Lot 3 DP 1194731
24/2018	Subdivision	12 Dalton Rd, Gunning Lot 102 DP 1197091

Approved by Council	
September 2018	Year to date
2	9

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	102

Information Only

DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2018 cont'd

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 18 October 2018

ITEM 9.3 Investments for the month ending September 2018

FILE REFERENCE I18/530

AUTHOR Manager of Finance and Administration

ISSUE

Council Investment Portfolio Register as at 30 September 2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A schedule of the investment portfolio register and summary of available cash by fund as at 30 September 2018 is provided as information to Council.

REPORT

Investments to 30 September 2018

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$1,100,000	1.45%	N/A	30-09-18	\$1,926.71
Bank of Qld	TD	\$800,000	2.60%	308	24-10-18	\$17,551.78
Bank of Qld	TD	\$800,000	2.70%	188	31-10-18	\$11,125.48
Bank of Qld	TD	\$1,000,000	2.65%	98	07-11-18	\$7,115.07
Bank of Qld	TD	\$700,000	2.75%	362	17-04-19	\$19,091.78
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,000,000	2.65%	84	14-11-18	\$6,098.63
Bankwest	TD	\$500,000	2.50%	70	05-12-18	\$2,397.26
Bankwest	TD	\$800,000	2.65%	119	30-01-19	\$6,911.78
Bankwest	TD	\$1,000,000	2.75%	196	27-02-19	\$14,767.12
Bankwest	TD	\$1,500,000	2.70%	273	19-06-19	\$30,291.78
Bendigo Bank	TD	\$700,000	2.65%	147	16-01-19	\$7,470.82
Bendigo Bank	TD	\$600,000	2.60%	133	16-01-19	\$5,684.38

Information Only**INVESTMENTS FOR THE MONTH ENDING SEPTEMBER 2018 cont'd**

Bendigo Bank	TD	\$1,000,000	2.60%	364	13-02-19	\$25,928.77
Bendigo Bank	TD	\$800,000	2.55%	357	13-02-19	\$19,952.88
Bendigo Bank	TD	\$1,200,000	2.75%	371	21-08-19	\$33,542.47
CBA	TD	\$1,000,000	2.62%	77	28-11-18	\$5,527.12
CBA	TD	\$1,000,000	2.71%	308	06-03-19	\$22,867.95
CBA	TD	\$1,000,000	2.68%	364	20-03-19	\$26,726.58
CBA	TD	\$1,000,000	2.71%	363	28-08-19	\$26,951.51
IMB	TD	\$500,000	2.55%	182	10-10-18	\$6,357.53
IMB	TD	\$1,000,000	2.50%	140	12-12-18	\$9,589.04
IMB	TD	\$1,000,000	2.60%	154	20-02-19	\$10,969.86
IMB	TD	\$1,300,000	2.75%	231	27-03-19	\$22,625.34
IMB	TD	\$900,000	2.70%	364	12-06-19	\$24,233.42
NAB	TD	\$800,000	2.70%	98	17-10-18	\$5,799.45
NAB	TD	\$1,100,000	2.51%	364	21-11-18	\$27,534.36
NAB	TD	\$1,500,000	2.65%	91	19-12-18	\$9,910.27
NAB	TD	\$1,400,000	2.76%	203	09-01-19	\$21,490.19
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
		\$30,400,000				\$630,459.05

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 30 SEPTEMBER 2018**

Interest on Investments Received YTD	\$192,454
Annual budgeted amount for all funds	\$648,900
Percentage of Interest Received YTD	29.66%
Percentage of Year Elapsed	25.21%

BBSW COMPARISON TO 30 SEPTEMBER 2018

Average market interest rate (90 day BBSW)	1.97%
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.

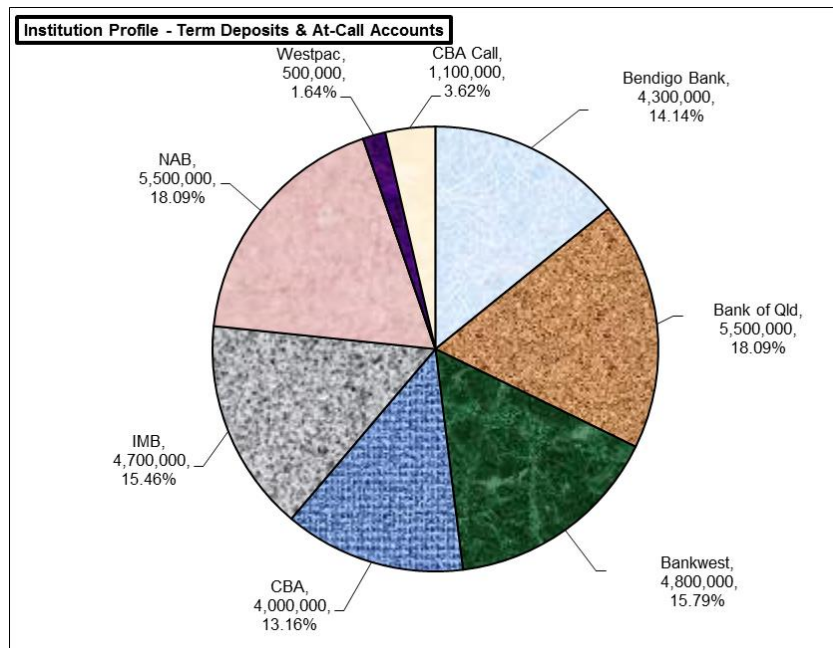
Information Only

INVESTMENTS FOR THE MONTH ENDING SEPTEMBER 2018 cont'd

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 30 SEPTEMBER 2018

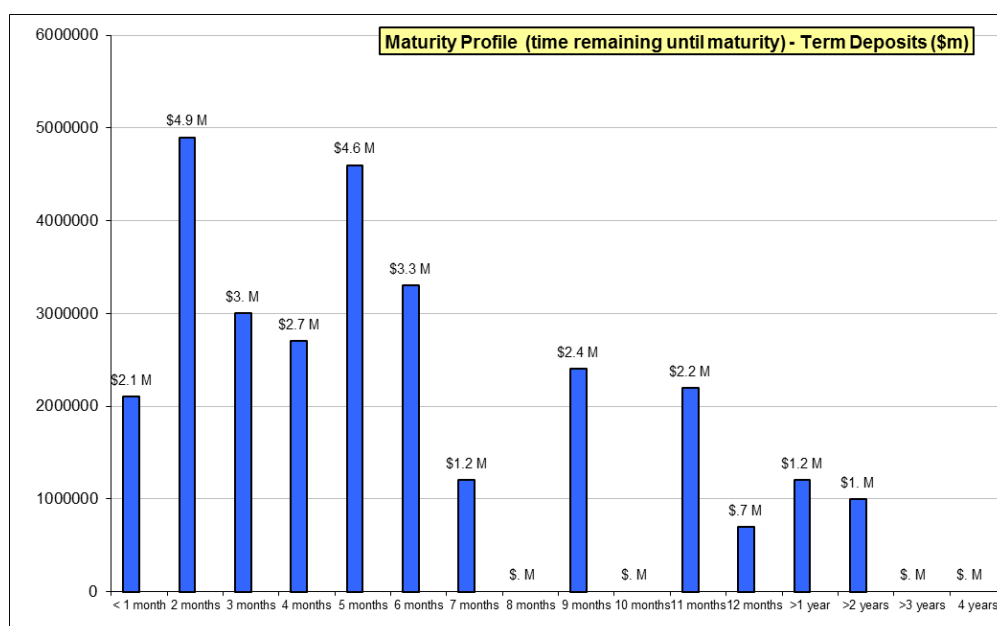
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 30 SEPTEMBER 2018

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.



INVESTMENTS FOR THE MONTH ENDING SEPTEMBER 2018 cont'd

TOTAL INVESTMENTS: -

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

POLICY IMPACT

OPTIONS

FINANCIAL IMPACT OF RECOMMENDATIONS

RECOMMENDATION That -

- ## ATTACHMENTS

Nil

Information Only - 18 October 2018

ITEM 9.4 Bank Balance and Reconciliation - 30 September 2018

FILE REFERENCE I18/531

AUTHOR Director of Finance and Administration

ISSUE

Statement of Bank Balance and Reconciliation – 30 September 2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

\$

General Ledger Balance brought forward 31 August 2018	514,671.87
Add: Receipts for September 2018	2,686,279.42
	<hr/>
	3,200,951.29
Deduct: Payments for September 2018	3,440,538.88
	<hr/>
Balance as at 30 September 2018	-239,587.59
	<hr/>
Balance as per Bank Statement 30 September 2018	286,786.71
Add: Outstanding Deposits	1,225.40
	<hr/>
	288,012.11
Deduct: Unpresented Cheques / EFTs	527,599.70
	<hr/>
Balance as at 30 September 2018	-239,587.59
	<hr/>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 18 October 2018

ITEM 9.5 **Rates and Charges outstanding as at 30 September 2018**

FILE REFERENCE **I18/532**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report 2018/2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at month end of September 2018 is detailed.

REPORT

There are attached reports for the 2018/2019 financial year for rates and charges collections. A comparison of the rates and charges outstanding percentage to previous financial years, as at 30 September 2018, is highlighted in the below table:-

Description	30/09/2018	30/09/2017	30/09/2016
Total % Rates and Charges Outstanding	60.25%	60.03%	60.25%
Total \$ Amount Rates and Charges Outstanding	\$6,937,438	\$6,907,135	\$6,546,463

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection Year - September 2018	Attachment
2. ↓	Arrears by Category - September 2018	Attachment

Rate Collection 2019 Year

Rating Categories	Levy Raised to date	Rates Received to 4 October 2018	Rates Outstanding to 4 October 2018	% Rates Outstanding 4 October 2018
Farmland	4,929,431.05	1,890,569.56	3,038,861.49	61.65%
Residential	1,219,618.24	465,213.03	754,405.21	61.86%
Rural Residential	669,073.65	296,213.54	372,860.11	55.73%
Business	281,605.63	169,684.48	111,921.15	39.74%
Mining	1,893.00	1,893.00	-	0.00%
Water	872,448.00	349,717.12	522,730.88	59.92%
Sewerage	1,404,625.16	553,260.11	851,365.05	60.61%
Domestic & Comm Waste	1,138,782.56	453,468.23	685,314.33	60.18%
Rural Waste	617,465.84	259,641.40	357,824.44	57.95%
Storm Water	46,546.52	17,246.64	29,299.88	62.95%
**Arrears	333,221.86	120,366.73	212,855.13	63.88%
Overall Total Rates	11,514,711.51	4,577,273.84	6,937,437.67	60.25%

Prepared by-----

Date-----

Authorised by-----

Date-----

I:\2018-2019\Rates\Recs\%outst_September 30-2018

ARREARS OF RATES BY CATEGORY**4 October 2018**

Category	Amount Outstanding		% of rates outstanding
Farmland	\$55,507.48		26%
Residential	\$35,464.16		17%
Residential Non Urban	\$16,145.14		8%
Business	\$3,691.34		2%
Mining	-\$1,640.27		-1%
Water	\$19,797.72		9%
Sewerage	\$37,873.65		18%
Domestic & Commercial Waste	\$27,994.31		13%
Storm Water	\$1,180.52		1%
Rural Waste	\$16,841.08		8%
Total Amount of Arrears	\$212,855.13		100%

Prepared by 

Date 4/10/2018

Authorised by 

Date 4/10/2018

I:\2018-2019\Rates\Recs\Arrears of rates by category September 30 -2018

Information Only - 18 October 2018

ITEM 9.6 **Library Services - 1st Quarter Report 2018/2019**

FILE REFERENCE **I18/554**

AUTHOR **Library Manager**

ISSUE

A summary of the activities in the Upper Lachlan Shire Council libraries for the 1st Quarter 2018/2019.

RECOMMENDATION That -

1. Council receive and note the Library Services report as information.

BACKGROUND

Nil

REPORT

Upper Lachlan Shire Library Services Quarterly Report: July – September 2018

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	7,072	2,427
New Members	38	24
Internet Sessions	1,141	849
Visitors	6,908	3,395
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 continued updating records on AMLIB from the new books received from the library supplier ALS, who have been replacing items damaged in last year's storm incident. More than forty boxes of books have been completed by library staff. 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; the Kim Hodges author talk; make your own bookmark holiday activity; and the new Lego Club at the Crookwell Library. The Gunning Library events included; Kim Hodges author talk; a talk on suicide prevention; and an Ngunnawal bush tucker school holiday workshop. The regular activities of scrabble, knitting, and Storytime continue to be well attended.

EVENTS AND PROMOTION:

Crookwell and Gunning Libraries:

- Promotional articles and promotion were published in the Crookwell Gazette, the Gunning Lions Newsletter, Goulburn's 2GN, Goulburn Post, Crookwell Library Facebook page, Council Website, Council's Facebook page, the Voice, Gunning Library Activities' regular column in the Gunning Lions Newsletter, and regular information on Council's Information page in the Crookwell Gazette.
- 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 Lego; BorrowBox; cracking good reads (new items from ALS); gardens and farming (new items from ALS); other people's lives (new items from ALS); cinema in Europe; and gardening ideas. Gunning Library displayed items on mermaids; IT books; horses; fire; Indigenous stories; knitting/crochet; engines/machines; biographies; water worlds; animals; life on the land; mellow yellow; gardening; let's dance; and life in the country.
- The libraries promoted the Renew our Libraries campaign. This campaign was to raise awareness of the underfunding of public libraries across NSW.
- The Library Manager held a radio interview with ABC West on 6 September 2018 about the new books in the Crookwell Library. This aired on the radio on the morning of 7 September 2018.

Gunning:

- This quarter 36 people attended the knitting circle across 6 sessions. The Gunning Library Knitting group held 2 knitting sessions this month, with 8 people attending.
- The Country Arts Support Program held a meeting about grants on 4 July 2018.
- Author Kim Hodges gave a talk on mental health on 5 July 2018. Seven people attended the talk.
- Library Assistant Maree Roche was farewelled over a morning tea at the Gunning Library on 20 July 2018. Forty-nine people attended the morning tea.
- Gunning Library held a "Talking Suicide Prevention" talk by Malcolm Maloney from the Suicide Prevention Network Australia, on 25 August 2018. Twenty people attended this talk.
- The Friends of Gunning Library held a book sale at the Gunning Lions Markets on 30 September 2018.

Crookwell:

- This quarter 32 people attended the monthly scrabble afternoons across three sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- Crookwell Essential Services visited the Crookwell Library on 3 and 6 July 2018, 20 and 28 August 2018 and on 6 and 17 September 2018. In total 39 people attended these sessions.
- Author Kim Hodges gave a talk on mental health on 5 July 2018. 11 people attended the talk.
- The Crookwell Friends of the Library Executive had a meeting on 1 August 2018 which was followed by a lunch to thank the volunteers for helping with the May book sale.

Information Only

LIBRARY SERVICES - 1ST QUARTER REPORT 2018/2019 cont'd

- The Crookwell and District Historical Society utilised the library for afternoon tea after their AGM on 9 August 2018. 18 people attended the afternoon tea.
- A TAFE student utilised the library on 30 August 2018 to undertake two exams.

CHILDREN AND YOUNG PEOPLE:

Gunning:

- Storytime was held fortnightly with the Gunning Early Child Centre joining the Storytime sessions. This quarter there were 56 children who attended Storytime.
- In total 162 children attended sessions of Giggle and Wiggle at the library.
- Gunning and District Before and After School Care – OOSH continue to use the computers after school when computers are available. In this quarter 38 people came with this group.
- Gunning Library held an Ngunnawal Bush Tucker School Holiday Workshop on 19th July 2018. 22 children participated in this activity.
- Gunning Library held a School Holiday Storytime on 20 July 2018. Special guest Indigenous reader Joel Bulger presented the story. 10 children participated in this activity.

Crookwell:

- Storytime was held fortnightly with Crookwell SDN joining the Storytime sessions. This quarter there were 184 children who attended Storytime.
- Crookwell After School Care utilised the computers, read books and played board games after school. This quarter 10 people came with this group across 2 visits.
- A make your own bookmark activity station was held during each day of the July school holidays from 2-3pm. 28 children participated in this activity, with some children coming back on other days to make more bookmarks.
- Crookwell Library started a 'Lego Club' for after school on Thursdays from term 3 the first session was held on 26 July 2018. The Library Manager bought more Lego from the Friends of the Library funds. The Library Manager also created a rules sheet for the activity. 110 children participated in the Lego Club this quarter.
- Classes from Kindergarten, and 1-2 from Crookwell Public School visited the Crookwell Library on the 7, 14, and 21 August 2018; and 4, 11 and 18 September 2018. Stories were read on the theme of Father's Day healthy eating and lifestyle, as well as completing a craft activity. 141 children participated in the program. There has been 2 new children join as library members as a result of these sessions.
- The Crookwell Preschool (child care centre) visited the library for a story and craft activity on 20 August 2018. 17 people came with this group.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Library staff at Crookwell Library completed weeding in the adult fiction, junior easy, graphic novels and biography collections. Library staff at Gunning Library weeded DVDs and magazines.
- Crookwell Library staff finished cataloguing the audiobooks received from another library.
- Orange dots were added to the books in the Western collection this month. The floor location on AMLIB has also been added for each book. This will make it easier for staff and volunteers to shelve and find items.

- Crookwell Library volunteers cleaned the junior DVDs in the disc repair machine. Memos were added to each item cleaned so that when it is borrowed if the item still doesn't work then it can be weeded from the collection.
- More books from ALS were received in July, August and September. Library staff continue to work through double checking the catalogue records and adding the cost of each book and barcode into each record. There have been more than forty boxes of books completed.
- The Library Manager was successful in obtaining the Tech Savvy Seniors Grant for running more computer classes at both libraries. The total received was \$2,720. There was some funds (\$586) left over from the last grant which the State Library of NSW has allowed us to roll over to this financial year.
- Library staff continued issuing new library cards to library members during this quarter. The old unused library cards with the old branding have been shredded.
- The Friends of Gunning Library bought Gunning Library \$400 worth of early readers for the children's collection.
- The Library Manager ordered and processed two lots of twenty Italian books from the NSW State Library for a library member at Crookwell.

Resources

- This quarter, volunteers completed 90.5 hours of work in the Crookwell Library and 45 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 school holiday activities and Storytime.
- A work experience student from Crookwell High School worked on Fridays during the school term 3.
- The Friends of Gunning Library had their AGM on 26 July 2018. 15 people attended the meeting.
- The Library Assistant vacant position at Gunning Library was filled.
- One of the Library Assistant's attended the Intermediate/Advanced training course in Cowra on 21 August 2018.
- Library staff had a meeting on 30 August 2018 in the Crookwell Library.
- In this quarter the Library Manager:-
 - Signed the LIAC agreement for legal resources from the NSW State Library.
 - Attended demonstrations of two Library Management Systems (LMS) products at the Goulburn Library on 25 and 26 July 2018.
 - Completed a letter about the funding to be sent to the local member and the Minister as per the Council Resolution at the July 2018 Council Meeting.
 - Provided comments and completed an evaluation scorecard for the two LMS products that Goulburn was evaluating.
 - Attended the Memorial Hall Committee meeting and AGM on 23 August 2018 in the Crookwell Library at 5:30pm.
 - Attended the Suicide Prevention talk at Gunning Library on 25 August 2018.
 - Completed a monthly staff hours' spreadsheet.
 - Completed the Tech Savvy Seniors financial report and acquittal of grant for the NSW State Library.
 - Completed the costing for the LMS on costs for Upper Lachlan Shire Council to change to the new LMS product that Goulburn Library selects.

Information Only

LIBRARY SERVICES - 1ST QUARTER REPORT 2018/2019 cont'd

Facilities

- Library computers and Wi-Fi facilities continue to be well used.
- Council's IT staff repaired public computers at both libraries during this quarter.
- 4 PCs were delivered for Council libraries. 1 PC is for Gunning Library Office.
- Due to the popularity of the Crookwell Library on Thursday afternoons the library has restricted four PCs in the corner of the library for adult and student homework use only.
- Council has renewed HiTech services for the maintenance of library computers.
- All library staff now have personalised work email addresses.
- The Gunning Library photocopy was fixed by Konica on 7 September 2018.
- The microwave link on top of the Crookwell Library was inspected on 21 September 2018.
- The tree outside the front of the Gunning Library was removed in July and the stump grinded down in August.
- Flick Anticimex sprayed Crookwell Library and Hall perimeters 22 August 2018.
- The air conditioning unit was serviced at Gunning Library on 6 August 2018. The unit at Crookwell Library was serviced on 9 August 2018.
- A plumber fixed the following on the North East exterior wall at the Gunning Library on 21 August 2018:
 - Repaired leaking tap;
 - Repaired leaking pressure relief valve and plumb into downpipe;
 - Repaired fitting near ground level - downpipe near front veranda; and
 - Repaired fitting near ground level - rear corner of building.
- Crookwell and Gunning Libraries were inspected for asbestos in September.
- The book returns chute at the Crookwell Library was fixed on 20 September 2018 by Council staff.
- There were new water stains on the ceiling of Crookwell Library over the Adult DVD collection from the heavy rain and hail on 27 September 2018.
- The booth seating for the youth area of the Crookwell Library was delivered and installed in July.
- Gunning Library received a free DVD stand from Hornsby Library.

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

Information Only - 18 October 2018

ITEM 9.7 Action Summary - Council Decisions

FILE REFERENCE I18/555

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: 15 March 2018

74/18	Council commissions a feasibility study/business plan with respect to the future use of the Crookwell Airstrip and the surrounding land.	DWO	Report to be placed before 20 December 2018 Council Meeting.
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Council Meeting: 21 June 2018

162/18	Organise Workshop on options for waste transfer stations	MO	Workshop to be organised by November 2018.
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Council Meeting: 16 August 2018

230/18	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.	DFA	Arrangements being implemented to have 21 February 2019 Council Meeting audio recorded.
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

235/18	Council give authority to the Director of Environment and Planning to prepare a Scoping Plan for the Housing Strategy and report back to Council.	DEP	Report to the Council Meeting to be held in 15 November 2018.
236/18	Council prepares an amendment to the Upper Lachlan Development Control Plan 2010 to update the planning controls to address alternative energy supply systems for subdivision in RU1 Primary Production Zone and RU2 Rural Landscape Zone.	DEP	Report to the Council Meeting to be held on 20 December 2018.
243/18	Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas.	EDO/GO	As required when suitable grants or funding is made available.
253/18	Council authorise the Mayor and General Manager to make contact and representations to the Minister for Roads, Maritime and Freight and Local Member requesting that Council retain the existing arrangements and road maintenance and works responsibilities under the RMCC.	GM	Direct request for a meeting with Minister Pavey made on 30 August 2018 and reiterated on 18 September 2018 and a further request made via Hon Pru Goward's office on 5 October 2018.

Council Meeting: 20 September 2018

260/18	Council contribute \$1000.00 to the Crookwell Garden Festival to utilise towards the print and production of a full colour A4, 4 page brochure for Crookwell Garden Festival visitors.	GM	Correspondence forwarded on 24 September 2018.
267/18	Council adopts the Public Gate and Bypass (Grid) Policy.	EA	Placed in Policy Register and on the Website on 5 October 2018.

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

268/18	Council appoints Megan Skelly, Gavin Douglas and Don McKay to the Streetscape Committee as Community representatives.	DWO	Correspondence forwarded by 5 October 2018.
269/18	Council make a one off contribution of \$1,800.00 to the Gunning Pony Club by waiving the Showground fees until 30 June 2019.	DWO	Correspondence forwarded by 5 October 2018.
271/18	Council Depot Land Acquisition - A report is required to clarify the current classification of the subject land, and if it is classified as Community Land then Councils responsibilities under the Local Government Act to reclassify the land as Operational, the report should also clarify the amount of compensation that needs to be paid to acquire this land.	DWO	Report to be provided to 20 December 2018 Council Meeting.
272/18	Council adopts the reviewed Internet and Email Policy.	EA	Placed in Policy Register and on the Website on 5 October 2018.
273/18	Council adopts the reviewed iPad Policy.	EA	Placed in Policy Register and on the Website on 5 October 2018.
274/18	Council adopts the reviewed Social Media Policy.	EA	Placed in Policy Register and on the Website on 5 October 2018.
275/18	Council adopts the new Customer Request Management Policy.	EA	Placed in Policy Register and on the Website on 5 October 2018.
276/18	Council adopts Schedule B as being appropriate for the various Committee structures, current Committee memberships and appointment of representations/delegates.	EA	Correspondence forwarded on 4 October 2018.
277/18	Council, under s253 of the Local Government Act 1993, adopts the Payment of Expenses & Provision of Facilities Policy.	EA	Placed in Policy Register and on the Website on 5 October 2018.

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

281/18	Council make a suitable funding application to install appropriate lighting for the skate park in Gunning.	GO	Funding application to be made when an appropriate grant is available and the project has been accurately scoped.
283/18	Council investigates the suitability of the Council Works Depot in Crookwell at its current location, investigation of site locations for potential relocation, and development if required.	DWO	Report to be provided to 18 October 2018 Council Meeting.
284/18	Upper Lachlan Shire Council donate \$10,000.00 to the Buy a Bale Foundation.	DFA	Donation organised on 24 September 2018.
	Council accepts the tender for the design and construction of parts 1 and 2 of the Crookwell Memorial Oval Community Sporting facility submitted by ARW Multigroup Pty Ltd.	DWO	Correspondence forwarded on 4 October 2018.
288/18	Council invites NBRS Architecture, Randall Dutailis and Mayoh Architects to submit full tenders for the proposed design and DA documentation of the new Civic and Community Centre at Crookwell.	DWO	Correspondence forwarded on 4 October 2018.
289/18	Council authorise the Director of Works and Operations to implement the Council resolution by signing the Recyclables Processing Agreement.	DWO	Signed Recyclables Processing Agreement forwarded on 24 September 2018.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 18 October 2018

ITEM 9.8 **WHS Committee Minutes**

FILE REFERENCE **I18/566**

AUTHOR **General Manager**

ISSUE

Minutes from the October 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 2 October 2018 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 2 October 2018.

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. ↓	Work Health and Safety Committee - 2018-10-02 - Minutes - Attachments	Attachment
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PRESENT: Mr P Cramp (Chair), Mr S Roberts, Mr B Churchill, Mr J Bell (General Manager), Mr K Kara, Mr G Anable, Mr M Shah (Director of Works and Operations).

Non-voting: Miss K Porter (Executive Assistant)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 9:40AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr S Bill, Mr M Wilson, Mr S Poidevin and Mrs S Hassett.

RESOLVED by Mr Roberts and Mr Cramp that the apologies be received and a leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 4.1 RESOLVED by Mr Roberts and Mr Kara

That the minutes of the Work Health and Safety Committee Meeting held on 6 August 2018 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 ACTION LIST

RESOLVED by Mr Churchill and Mr Anable

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

2. That the following issues be added to the Action Item register for this meeting, 2 October 2018;
 - Advice be provided to after-hours staff that Council do not provide after-hours dog handling services and that Councils website be updated accordingly to reflect this level of service and the local Police Command be informed of Councils Decision. The Director of Works will inform the Local Police Command, and the Manager of Works will tell Councils Duty Officers.
 - A pilot WH&S Action Day is proposed to be held on Thursday, 29 November 2018, pending approval at the next MANEX Meeting. It will be an all-day event, where all Council staff are to attend, there will be skeleton staff on hand in each section. Works Executive Assistant, Administration Assistant and General Managers Executive Assistant will be on hand to assist with the creation of SWMS documents.

- CARRIED

ITEM 4.2

INCIDENT REPORT

RESOLVED by Mr Anable and Mr Roberts

1. The committee recommends to Council mitigation measures arising from the investigations of the incidents;
2. 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 lodge all incidents then return forms when complete;
6. The WHS Coordinator monitors the incident investigation progress and provides appropriate reports to Management;
7. Supervisors of the affected staff lead consultation and investigation and make recommendations on possible control measures.

- CARRIED

ITEM 4.3**CORRESPONDENCE**

RESOLVED by Mr Bell and Mr Anable

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

- CARRIED

SECTION 5:**ITEMS FOR DISCUSSION**

1. That the vacant positions on the WH&S Committee be advertised for nominations for Parks and Gardens, Stores and Tourism sections.

THE MEETING CLOSED AT 10:47AM

Minutes confirmed 3 DECEMBER 2018

.....
CHAIRPERSON

Information Only - 18 October 2018

ITEM 9.9 **Grants Report**

FILE REFERENCE **I18/572**

AUTHOR **General Manager**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is 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. Download	Grants Report for Council - 18 October 2018.pdf	Attachment
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Grants Report to Council - 18 October 2018

Grant Applications in progress/submitted/unsuccessful								
Grantee	Due/Submited	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment
Building Better Regions Fund - Round 3	15.11.2018	Grabine Road Upgrade	\$ -	\$ 3,500,000	\$ 3,500,000	\$ 7,000,000	\$ 7,000,000	Other Contributions include: \$200,000 - ULSC \$3,300,000 GLEF
		Wombeyan Caves Road Upgrade	\$ -	\$ 2,528,000	\$ 2,500,000	\$ 5,028,000	\$ 5,028,000	Other Contributions include: \$100,000 - ULSC \$2,428,000 GLEF
Community Sports Infrastructure Grant Programme	14.09.18	Crookwell Memorial Community Sports Centre	\$425,113	\$ 926,500	\$ 221,294	\$1,572,907	\$ 1,572,907	Other Contributions include: \$315,000 - SCCF2 \$600,000 - Club Grants \$11,500 - Community Groups
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$ -	\$ -	\$ 315,000	\$ 315,000	\$ 315,000	All successful - Allocated amount \$1,188,772
		Active Villages Project	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	
		Lights Football Action	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	
		PAMP – 1 st priorities	\$ -	\$ -	\$ 356,772	\$ 356,772	\$ 356,772	
		Breadalbane Hall Pergola	\$ -	\$ -	\$ 67,000	\$ 67,000	\$ 67,000	
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	Awaiting word on success
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	Successful

Grant Applications in progress/submitted/unsuccessful									
Grantee	Due/Submited	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment	
Stronger Communities Programme (Round 4)	EOI 28.8.18	Gym Fitout Crookwell	\$ 20,000	\$ -	\$ 20,000	\$ 40,000	\$ 40,000	Unsuccessful	
		Memorial Oval Community Sports Centre							
Local Sport Defibrillator Grant Program	05.09.18	Defibrillator for Memorial Oval Sports Centre	\$ 1,640	\$ -	\$ 1,300	\$ 2,940	\$ 2,940	Awaiting word on success	
Community Building Partnerships Program	15.06.18	Gunning Library Roof Replacement	\$ 39,835	\$ -	\$ 20,000	\$ 59,835	\$ 59,835	Awaiting word on success	
Regional Growth Environment and Tourism Fund	19.09.18	Wombeyan Caves Road Upgrade	\$100,000	\$ -	\$3,395,700	\$3,495,700	\$3,495,700	Application lodged - request to waive 25% co-contribution (part funded GLEF - status of application TBD)	
Growing Local Economies Fund	5.7.18	Grabine Road Upgrade	\$200,000	\$ -	\$3,300,000	\$3,500,000	\$3,500,000	Awaiting word on success	
		Wombeyan Caves Road Upgrade	\$100,000	\$ -	\$2,428,118	\$2,528,118	\$2,528,118		

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$425,113	\$ 11,500	\$ 600,000	\$1,036,613	\$ 1,036,613	ARW tender accepted at September Council meeting, project progressing
Veolia Mulwaree Trust	01.04.18	Breadalbane Hall Patio	\$ -	\$ 11,782	\$ 7,855	\$ 19,637	\$ 19,637	Project Progressing (also successful with SCCF2 pergola over top of patio)
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP	\$ -	\$ -	\$ 344,487	\$ 344,487	\$ 344,487	Gunning commenced, Taralga and Laggan work being scoped
		Pumpkin Festival Walkway	\$ -	\$ -	\$ 220,000	\$ 220,000	\$ 220,000	External management - Randall
		Kiamma Reserve Walkway	\$ -	\$ -	\$ 223,564	\$ 223,564	\$ 223,564	
		Clifton Park Walkway/BBQ	\$ -	\$ -	\$ 112,189	\$ 112,189	\$ 112,189	Walkway completed, BBQ/Shelter and small paths to infrastructure to be completed
		AP&H Improvement	\$ -	\$ -	\$ 275,141	\$ 275,141	\$ 275,141	AP&H management - funds transferred
Community Building Partnership Fund	08.08.17	Goodhew Park - Drainage, play equipment and toilet block	\$160,000	\$ -	\$ 50,000	\$ 210,000	\$ 210,000	External management - Randall

Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment	
Veolia Mulwaree Trust	23.05.16	Tuena Campground Ablutions Block	\$ 45,051	\$ -	\$ 45,000	\$ 90,051	\$ 90,051	Work started	
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$ 81,260	\$ -	\$ 450,000	\$ 531,260	\$ 1,062,460	Project Progressing	
Fixing Country Roads 2015	02.05.16		\$ -	\$ -	\$ 531,230	\$ 531,230			
Veolia Mulwaree Trust	28.03.18	Clifton Park Toilet Block	\$ -	\$ -	\$ 45,082	\$ 45,082	\$ 95,082	RFQ accepted - prefabricated toilet arrives and building starts 18 October 2018	
Stronger Communities Programme (Round 3)	14.09.17		\$ -	\$ 30,000	\$ 20,000	\$ 50,000			
Bridges to Renewal (Round 1)	28.08.14	Replacement of Abercrombie River	\$ 75,000	\$ -	\$ 775,000	\$ 850,000	\$ 1,525,000	Project Progressing	
Fixing Country Roads 2014	01.11.14	Bridge	\$ -	\$ -	\$ 675,000	\$ 675,000			

Note:

Application for Gunning Skate Park Lights - project being scoped and awaiting appropriate grant

Grants Available:

A list of grants available and ongoing grants is available on the October edition of Council's Web site

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

10 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

10.1	2018 / 2019 Local Heritage Places Grant Applications	108
10.2	Draft Upper Lachlan Housing Strategy - Project Scope	115

Environment and Planning - 18 October 2018

ITEM 10.1 **2018 / 2019 Local Heritage Places Grant Applications**

FILE REFERENCE **I18/543**

AUTHOR **Director of Environment and Planning**

ISSUE

To provide details of the assessment and recommendations for the allocation of grants under the 2018 / 2019 Local Heritage Places Grant Program.

RECOMMENDATION That -

1. Council notes the content of the report and endorses the proposed allocation of the following grants:
 - 'Caxton House' 83-85 Yass Street, Gunning – Lot 1 DP 738637 - \$1,500.00
 - 'Raeburn' Homestead and Stables 157 Old South Road, Breadalbane – Lot 5 DP 569308 - \$2500.00
 - 'Templeton' 34 Collector Road, Gunning – Lot 1 DP 1242982 - \$3,000.00
 - 'Collett's Cottage' 943 Collector Road, Breadalbane – Lot 230 DP 750031 - \$3,000.00
 - 'Stephenson's Mill' 19 Roberts Street, Crookwell – Lot 1 DP 800629 - \$1,000.00
2. Letters of Offer be sent to all successful applicants.

BACKGROUND

Council recently invited applications under the Local Heritage Places Fund program and six (6) applicants applied for funding. The applications have been assessed by Council's Heritage Advisor, Dr Jennifer Lambert Tracey and that assessment has been peer reviewed by Council's Director of Environment and Planning. The purpose of this report is to present the recommendations of the 2018 / 2019 Local Heritage Fund Grant Applications to Council for endorsement.

REPORT

Council's Local Heritage Places Grant Program provides support to property owners to undertake work to conserve local heritage items. The Program is part funded by the NSW Heritage Grants, Office of Environment and Heritage. A total of \$11,000 is available to offer, with the allocation being grants between \$1,000 and \$3,000 (maximum). The grants are offered on a dollar for dollar basis, that is, the program will match each dollar spent by the applicant up to the maximum grant amount. In some cases the applicant contributes funds greater than the grant amount. Depending on

the quality and number of applications it is at Council's discretion to offer amounts of funding proportionate to the cost of the restoration projects proposed.

Grant Assessment Criteria

The following criteria were used in assessing the priority of applications. It should be noted that, with the exception of the technical and financial ability to complete the project by 26 April 2019, it is not essential for projects to meet all of the remaining criteria:

- Amount of financial contribution by applicant.
- Complement broader conservation objectives (for example, implement findings of heritage studies).
- Encourage the conservation of other heritage items.
- Restoration of local heritage building or item highly valued by the community.
- Highly visible to the public.
- High public accessibility (for example, local museum or church).
- Area that receives little or no funding.
- Conservation creates hardship.
- Urgent projects to avert threat to a heritage item.
- Owners with outstanding Council rates may be ineligible.

Assessment

In assessing each application, a level of heritage significance is given. The following levels of significance were used to assist in ranking the applications:

1. State Significant
2. Exceptional Local Significance
3. High Local Significance
4. Moderate Local Significance

For each application the following options are available:

- Offer heritage grant
- Place on reserve list if any grants are not accepted or are not acted upon
- Do not offer grant

The number of applications submitted for 2018 - 2019 has increased with the level of enquiry being consistent with advice provided by the Heritage Advisor. The applications submitted are deserving of funding and have the potential to benefit heritage tourism and retention of community and social history in rural areas. The following provides details of each application and an assessment and recommendation in regard to funding for 2018 – 2019.

Application No.	1/2018-2019
Location:	'Caxton House', 83 - 85 Yass Street, Gunning - Lot 1 DP 738637
LEP 2010 listed:	Yes – Item number: 104

Proposal:	Refurbishment of the front of Caxton House, including replacement of the balustrade / verandah balcony, etc.
Estimated Cost:	\$ 3,500.00
Grant requested:	\$ 1,500.00
Assessment:	Level of Heritage Significance – ‘Caxton House’ is highly significant locally and contributes substantially to the heritage ambience of the Gunning business area. The course-dressed granite, two-storey building, was the first premises in Gunning occupied by the Commercial Bank of Australia.
Recommendation:	Offer \$1,500.00 grant

Application No.	2/2018-2019
Location:	<i>Raeburn</i> Homestead and Stables 157 Old South Road, Breadalbane - Lot 5 DP 569308
LEP 2010 listed:	Yes – Item number: 24
Proposal:	Repair and restore original window sills, cedar shutters, slate roofing and water penetration.
Estimated Cost:	\$6,256.80
Grant requested:	\$3,000.00
Assessment:	Level of Significance – <i>Raeburn</i> homestead is highly significant as part of the Chisholm family original holdings. The homestead was completed in 1881.
Recommendation:	Offer \$2,500.00 grant

Application No.	3/2018-2019
Location:	<i>Templeton</i> Residence and (former) Maternity Hospital, 34 Collector Road, Gunning – Lot 1 DP 1242982
LEP 2010 listed:	No - Locally significant / to be heritage listed at revision of LEP;
Proposal:	Replacement of roofing to restore the exterior historical presence of this Federation style building to conserve the heritage interior of the dwelling – part of an overall restoration.
Estimated Cost:	\$ 18,000.00
Grant requested:	\$ 3,000.00
Assessment:	Level of Significance – <i>Templeton</i> is highly significant to the Gunning community and is synonymous with the work of Midwife, Beatrice Maud Rayner, wife of J.G. Caldwell.

Recommendation:	Offer \$3,000.00 grant

Application No.	4/2018-2019
Location:	'Collett's Cottage' 943 Collector Road, Breadalbane – Lot 230 DP 750031
LEP 2010 listed:	No. Locally significant / to be heritage listed at revision of LEP.
Proposal:	Reinstatement of the verandah and bullnose roofing.
Estimated Cost:	\$ 8,000.00
Grant requested:	\$ 3,000.00
Assessment:	Level of Significance – 'Collett's Cottage' is a striking example of a typical late Federation style rural cottage. It is also of heritage significance for its association with the family of G.P. Collett, 'Greendale', and their services to the local Breadalbane community.
Recommendation:	Offer \$3,000.00 grant

Application No.	5/2018-2019
Location:	'Stephenson's Mill', 19 Roberts Street, Crookwell – Lot 1 DP 800629
LEP 2010 listed:	Yes – Item number 67
Proposal:	Replacement of 9 windows with double glazed units / rosewood frames / fly screens – as part of the overall conversion to residential use.
Estimated Cost:	\$ 6,657.65
Grant requested:	\$ 3,000.00
Assessment:	Level of Significance – Highly significant for its association with the Stephenson and Warn families and for its contribution to industrial heritage of Crookwell.
Recommendation:	Offer \$ 1,000.00 grant

Application No.	6/2018-2019
Location:	'James Valley' – Original Kitchen building - Lot 3 DP 15643, Crookwell
LEP 2010 listed:	No - Locally significant / to be heritage listed at revision of LEP - to be heritage listed at revision of LEP.

Proposal:	Reinstate the brick work to the original chimney - 'James Valley' kitchen.
Estimated Cost:	\$ 5,000.00
Grant requested:	\$ 2,500.00
Assessment:	Level of Significance – Highly significant to the Crookwell / Upper Lachlan district for its association with John Warn and family.
Recommendation:	Place on reserve list if any grants are not accepted or are not acted upon

Application No.	7/2018-2019
Location:	'James Valley', Stables - Lot 3 DP 15643, Crookwell
LEP 2010 listed:	No - to be heritage listed at revision of LEP.
Proposal:	Restoration of original stonework to the 'James Valley' stables.
Estimated Cost:	\$ 6,000.00
Grant requested:	\$ 3,000.00
Assessment:	Level of Significance – Highly significant to the Crookwell / Upper Lachlan district for its association with John Warn and family.
Recommendation:	Place on reserve list if any grants are not accepted or are not acted upon

POLICY IMPACT

The assessment and review of the grant applications has been undertaken in accordance with the Local heritage Fund Grant Guidelines.

OPTIONS

Table 1 provides a summary of the proposed Grant offers:

Table 1: Summary of grants

No.	Address	Work Proposed	Request	Offer
1	'Caxton House', 83- 85 Yass Street, Gunning - Lot 1 DP 738637	Conservation of the verandah balcony, doors etc.	\$1,500	\$1,500
2	'Raeburn' Homestead and Stables, 157 Old South Road, Breadalbane - Lot 5 DP 569308		\$3,000	\$2,500

3	'Templeton', 34 Collector Road, Gunning – Lot 1 DP 1242982	Replacement of roofing to restore the exterior historical presence.	\$3,000	\$3,000
4	'Collett's Cottage', 943 Collector Road, Breadalbane – Lot 230 DP 750031	Reinstatement of the verandah and bullnose roofing.	\$3,000	\$3,000
5	'Stephenson's Mill' 19 Roberts Street, Crookwell – Lot 1 DP 800629	Replacement of windows as part of the conversion to domestic dwelling	\$3,000	\$1,000
6	'James Valley' Lot 3 DP 15643, Crookwell	Reinstate the brick work to original chimney.	-	-
7	'James Valley' Lot 3 DP 15643, Crookwell	Restoration of original stonework to the 'James Valley' stables.	-	-

Conclusion

Given the increased number of applications received for funding under the 2018 – 2019 Local Heritage Places Grant Program, the allocation proposed in Table 2 provides what is considered an appropriate allocation of the total available \$11,000 grant funding.

Table 2: 2018–2019 Local Heritage Places Grant Program allocation of funding

No.	Address	Project cost	Request	Offer Grant
1	'Caxton House' 83 - 85 Yass Street, Gunning - Lot 1 DP 738637	\$3,048.00	\$1,500	\$1,500
2	'Raeburn' Homestead and Stables 157 Old South Road, Breadalbane - Lot 5 DP 569308	\$6,256.80	\$3,000	\$2,500
3	'Templeton', 34 Collector Road, Gunning – Lot 1 DP 1242982	\$18,627.00	\$3,000	\$3,000
4	'Collett's Cottage' 943 Collector Road, Breadalbane – Lot 230 DP 750031	\$8,000.00	\$3,000	\$3,000
5	'Stephenson's Mill' 19 Roberts Street, Crookwell – Lot 1 DP 800629	\$6,657.65	\$3,000	\$1,000
Totals		\$42,589.45	\$13,500	\$11,000

Offers for funding will be sent and applicants will be required to return a signed acceptance by a specified date. This acceptance relates to the funding and requirements for milestones and completion of the project. Projects successfully

funded must be commenced onsite by 9 February 2019. If work is not commenced by this date, Council reserves the right to withdraw the allocated grant funding and offer it to another applicant.

FINANCIAL IMPACT OF RECOMMENDATIONS

These grants are supported by the Heritage Division of Office of Environment and Heritage under the Local Heritage Places Funding Stream with up to \$5,500 for Period 1 (2017/18) and up to \$5,500 for Period 2 (2018/19) and the Local Government Heritage Advisor Grants with up to \$6,000 (2017/18) and up to \$6,000 (2018/19). Council's Management Plan 2018/2019 has allocated the required dollar for dollar amount to support this funding.

RECOMMENDATION That -

2. Council notes the content of the report and endorses the proposed allocation of the following grants:
 - 'Caxton House" 83-85 Yass Street, Gunning – Lot 1 DP 738637 - \$1,500.00
 - 'Raeburn' Homestead and Stables 157 Old South Road, Breadalbane – Lot 5 DP 569308 - \$2500.00
 - 'Templeton' 34 Collector Road, Gunning – Lot 1 DP 1242982 - \$3,000.00
 - 'Collett's Cottage' 943 Collector Road, Breadalbane – Lot 230 DP 750031 - \$3,000.00
 - 'Stephenson's Mill' 19 Roberts Street, Crookwell – Lot 1 DP 800629 - \$1,000.00
2. Letters of Offer be sent to all successful applicants.

ATTACHMENTS

Nil

Environment and Planning - 18 October 2018

ITEM 10.2 **Draft Upper Lachlan Housing Strategy - Project Scope**

FILE REFERENCE **I18/573**

AUTHOR **Director of Environment and Planning**

ISSUE

Providing details regarding the Draft Upper Lachlan Housing Strategy Project Scope.

RECOMMENDATION That -

1. Council receives and endorses the Draft Upper Lachlan Housing Strategy Project Scope.

BACKGROUND

Resolution No 235/18 stated that "Council give authority to the Director Environment and Planning to prepare a Scoping Plan for the Housing Strategy and report back to Council".

REPORT

Further to Resolution No 235/18 a Draft Upper Lachlan Housing Strategy - Project Scope has been compiled and is attached for Councillors consideration and comment.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There is a \$100,000 carry forward from 2016/2017 internally restricted reserve for a housing strategy / rural residential strategy within Upper Lachlan Shire.

RECOMMENDATION That -

1. Council receives and endorses the Draft Upper Lachlan Housing Strategy Project Scope.

ATTACHMENTS

1. Download	Draft Upper Lachlan Housing Strategy - Project Scope	Attachment
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UPPER LACHLAN HOUSING STRATEGY

DRAFT PROJECT SCOPE

September 2018

CONTENTS

BACKGROUND AND STRATEGIC CONTEXT	3
REGIONAL STRATEGIC CONTEXT	3
LOCAL STRATEGIC CONTEXT	4
PROJECT SCOPE AIMS	5
PROJECT SCOPE OUTCOMES	5
STRATEGY FRAMEWORK	5
HOUSING DELIVERY PLANS	5
PROJECT SCOPE DELIVERABLES AND TASKS	6
FIRST DELIVERABLE – DRAFT STRATEGY	6
SECOND DELIVERABLE – HOUSING DELIVERY PLANS	7
THIRD DELIVERABLE IMPLEMENTATION	8
RESPONSE TO PROJECT SCOPE BRIEF AND PROJECT REQUIREMENTS	8
PROJECT BUDGET	8
PROJECT MILESTONES	8
PROJECT APPRECIATION	9
PROJECT METHODOLOGY	9
KEY PERSONNEL AND EXPERIENCE	9
CONSULTANCY EXPERTISE	10
LODGING OF RESPONSES TO PROJECT BRIEF	10
PROJECT OUTPUT FORMAT	10
CONFIDENTIALITY AND COPYRIGHT	11
INSURANCES	11
RESPONSE EVALUATION	11
EVALUATION CRITERIA	11

BACKGROUND AND STRATEGIC CONTEXT

The *Tablelands Regional Community Strategic Plan 2016-2036* vision is to build and maintain sustainable communities while retaining the region's natural beauty. Underpinning this vision are five (5) key strategic priority areas. These include the environment, economy, community, infrastructure and civic leadership.

As part of achieving these priorities, a range of key strategies have been identified by the three (3) regional Councils, including Upper Lachlan Shire Council, with particular reference to the future development of each Council area. Of relevance to the development of a Local Housing Strategy (LHS) is *Strategy C05 – Maintain our rural lifestyle* which highlights as a key issue:

“the need to plan for growth (both population and industry and commerce) in ways and places that allow the character of the region to be retained in a majority of areas. Some areas will need to continue to grow as ‘service hubs’ to ensure the appropriate levels of services and infrastructure exist within reasonable distances”

Council now seeks to commence to develop a LHS that addresses housing demands and needs. The LHS will guide and form part of the planning and development for housing in the twelve (12) villages across the Shire. These villages are Crookwell, Gunning, Taralga, Collector, Grabben Gullen, Bigga, Tuena, Laggan, Dalton, Binda, Breadalbane and Jerrawa.

REGIONAL STRATEGIC CONTEXT

The *South East and Tablelands Regional Plan 2036 - Goal 4 Environmentally sustainable housing choices* highlights the role and importance of local housing strategies.

This Plan highlights that local housing strategies must consider *Settlement Planning Principles* in addressing specific planning directions including:

- *Direction 24: Deliver greater housing supply and choice*
- *Direction 25: Focus housing growth in locations that maximise infrastructure and services*
- *Direction 26: Coordinate infrastructure and water supply in a cross-border setting*
- *Direction 27: Deliver more opportunities for affordable housing*
- *Direction 28: Manage rural lifestyles*

In the narrative to this Plan for housing in Upper Lachlan Shire Council identified the need to support both the rural lifestyle and the unique cultural and historic heritage of the areas villages as well as provide for a variety of housing options and land developments to cater for an ageing population.

The Plan and other regional strategies and housing investigations (not listed but occurring in neighbouring LGAs) are the result of changes in local and regional community perceptions, population growth, housing demand and supply as well as physical and community infrastructure delivery.

These all influence the future agreed development directions for villages in Upper Lachlan Shire and provide context and a framework for development of the LHS.

Upper Lachlan Shire Council has a number of responsibilities to meet local housing needs. These include undertaking to:

- meet various agreed regional outcomes and endorsed community vision/s; and
- co-ordinate and facilitate the delivery of future housing needs through planning and infrastructure

Both of these responsibilities have a significant bearing on what a Strategy will deliver for the Shire.

LOCAL STRATEGIC CONTEXT

Council engaged in a Shire wide strategic assessment of growth options for all twelve (12) villages in 2009 through the development of the *Upper Lachlan Strategy 2020 Vision*.

This work was adopted by Council in 2010 and formed part of a comprehensive Local Environmental Plan for the Shire gazetted on 9 July 2010.

Part C of that Strategy identifies a Growth Strategy for Upper Lachlan including recommendations for growth for each village.

The growth strategy focused on two (2) overarching themes:

- *Urban development should be facilitated primarily in areas already zoned for that purpose. This includes all land within existing village boundaries – both vacant and developed areas. Opportunities for infill housing within developed areas can be supported. This approach provides greater housing choice and promotes living close to existing services and facilities. This reflects the needs of declining household sizes and an ageing population.*
- *Large lot residential living and rural small holdings should be focused around the existing Village zones. The future use of rural lands will seek to balance agricultural requirements, environmental constraints and minimise potential for land use conflicts. These areas comprise un-serviced lots that will be defined by minimum lot sizes for dwelling entitlements. Prime agricultural lands are a key resource and need protection. The Strategy aims to prevent future fragmentation of these areas.*

Since 2009 the following strategic plans, studies and investigations relevant to the development of a LHS have been released, prepared and/or have been adopted including:

- Council adopted a *Development Servicing Plan for Sewer* for Crookwell, Gunning and Taralga in February 2009
- Council adopted a *Development Servicing Plan for Water* for Crookwell, Gunning, Taralga and Dalton in February 2009
- Council adopted the *Upper Lachlan Development Control Plan 2010*. The Development Control Plan supports the provisions of *Upper Lachlan Local Environmental Plan 2010* which commenced on 9 July 2010
- The *Upper Lachlan Community Heritage Study* was adopted by Council at its meeting held 18 February 2010 as part of the comprehensive LEP for the Shire
- The *Upper Lachlan Shire Council Biodiversity planning framework* was adopted by Council at its meeting held 18 February 2010 as part of the comprehensive LEP for the Shire
- Council adopted a *Social and Community Plan* in 2013
- The *Upper Lachlan Ageing Strategy* was endorsed by Council in 2013. This Strategy was developed to react to the considerable ageing of the local community and the Strategy considers the key issues for older people within the Shire including housing and aged care
- Flood studies for Crookwell, Gunning, Collector and Taralga were prepared and adopted in 2014.

- The *Upper Lachlan Shire Council Villages of Crookwell, Gunning, Collector and Taralga Floodplain Risk Management Study and Draft Plan* was prepared in June 2017 and has been adopted by Council
- Council identified specific housing actions in the *Southern Tablelands Regional Economic Development Strategy 2018-2022* dated 21 June 2018

Council is currently undertaking a review of its Section 94 Contribution Plans prepared in 2007.

PROJECT SCOPE AIMS

The aims of the project are to:

- prepare a LHS that is consistent with current and future regional direction/s; and
- within the LHS framework develop a “housing delivery plan” for each village addressing the location, planning and delivery of residential housing for a sustainable, liveable and affordable Shire

PROJECT SCOPE OUTCOMES

STRATEGY FRAMEWORK

Council anticipates that the strategy will include a framework that:

- defines the different types of housing to be planned and delivered in each village,
- is consistent with current and future regional direction/s for housing,
- examines existing and future regional and local conditions (physical, environmental and social) that may affect the delivery of housing in each village,
- identifies key information gaps that will affect local planning for housing directions and delivery of infrastructure, and
- identifies short (0-5 years), medium (5-10 years) and long term (0+ years) priorities for housing

HOUSING DELIVERY PLANS

Council aims to prepare “housing delivery plans” for each of the twelve (12) villages.

The plans will be developed to reflect those villages with and without reticulated water, sewerage and existing road infrastructure.

Each plan will:

- address the location of both greenfield and infill housing,
- reflect short, medium and long term LHS priorities
- provide an agreed planning horizon,
- develop sustainable performance measures for planning, subdivision, infill and urban design principles,

- co-ordinate the provision and delivery of sustainable outcomes (physical, environmental and social infrastructure), and
- identify delivery priorities and key actions to initiate those priorities

PROJECT SCOPE DELIVERABLES AND TASKS

Council envisages that the project will include a number of tasks and deliverables to support the Project Scope Outcomes and these are identified below.

FIRST DELIVERABLE – DRAFT STRATEGY

This deliverable requires the development of the Draft LHS and completion of certain tasks including:

1. The Draft LHS will include a detailed analysis of previous strategic housing and growth directions, relevant regional and local data, reports, relevant documentation and information necessary to clearly define the different types of housing that is considered necessary to support each village. This analysis would also provide some context to the limits on certain types of growth. The analysis would examine the full range of housing options relevant to each village including, but not limited to, High Density, Medium density, Infill and Brownfields housing, Greenfields housing and Rural Residential housing.
2. The Draft LHS analysis will need to be discussed and confirmed with the local community. Engagement with the local community is required.
3. The Draft LHS analysis will need to be consistent with regional directions for housing. Engagement with relevant agencies and regional service providers will be needed. The successful delivery of local housing requires clear alignment to regional strategic outcomes.
4. The Draft LHS will develop sustainable village principles to guide housing development within each village.
5. The Draft LHS needs to examine and analyse current information (including any ongoing investigations) relating to existing regional and local conditions (physical, environmental and social) that would impact on housing delivery within each village. This would include, but not be limited to, known land capability and suitability investigations (e.g. flooding, drainage and heritage) future key infrastructure expansion and development (e.g. water, sewerage, road and transport) and current investigations, plans and planning controls.
6. Key information gaps from the completed analyses that directly affect local planning for housing need to be identified, clarified and examined within the Draft LHS. Some information gaps may need to be addressed by Council and agencies through other strategic investigations and studies. Some information gaps may also need to be addressed by other parts of the community including housing service providers. The Draft LHS will assist to clearly identify these gaps and responses necessary to support future housing.
7. Short (0-5 years) Medium (5-10 years) and Long term (10 +years) priorities for housing delivery must be identified within the Draft LHS. This would include identification of any “unconstrained” development areas, consideration of lead in times to address the demand for and supply of other land, timing of infrastructure delivery and resourcing.

The outcomes of the first deliverable (i.e. a Draft LHS) will be provided to Council in two stages:

- Stage 1 - a Draft LHS Report that addresses the Project Scope Deliverables and Tasks. This draft report is to be supported by sufficient detail suitable for Council to undertake wider public consultation and exhibition; and
- Stage 2 - a Final Report

Council will negotiate a separate engagement with the successful project consultant to review and prepare responses to any submissions received where Council consults and/or exhibits the Draft Strategy Report.

Council will confirm engagement of the successful consultant to commence preparation of the Second Deliverable and Third Deliverable in this project scope brief upon acceptance of the Draft LHS Report.

SECOND DELIVERABLE – HOUSING DELIVERY PLANS

This deliverable requires the preparation of Housing Delivery Plans as part of the LHS for each village.

To assist in developing the Housing Delivery Plans Council envisages establishing a working group with key Council staff, relevant service providers and elected representatives. The working group will provide technical and related input into the planning process. Establishment of the working group will be facilitated by Council in consultation with the successful project consultant.

The following tasks will be critical to the development of the Housing Delivery Plans:

1. Each Housing Delivery Plan **must** reflect the agreed directions in the Council endorsed LHS. It will be necessary to identify in the early development stage of each Plan short (0-3) and medium (5-10) term priorities affecting housing delivery. This task will also include addressing how those priorities are to be dealt with.
2. It will include separate analyses and levels of detail of future housing for each village including:
 - a. **Greenfield and known Infill housing areas** – these are to be identified and mapped. Mapping will include the extent of boundary locations, ownership patterns, zoning and future zoning changes, relevant constraint mapping and other relevant spatial data; and
 - b. **Other housing supply options (e.g. High Density, Brownfield and Rural Residential Housing)** – these areas of potential land and housing are to be quantified in each Plan in terms of their contribution to overall housing supply priorities. The Housing Delivery Plans will assist to establish the key principles to guide any further investigations.
3. The Housing Delivery Plans will need to consider the implementation timeframes established in the *Tablelands Regional Community Strategic Plan 2016-2036* and will need to examine the steps to ensure practical delivery of housing needs, current and future demands, timing of development and directions for desired housing within these timeframes. This will ensure each Housing Delivery Plan reflects Council's ongoing strategic planning vision
4. Council's vision for the Shire villages includes a diversity of housing choice reflective of local character, serviced by relevant community and local infrastructure. Each Housing Delivery Plan will provide clear direction on the required levels of servicing for future housing.

5. In conjunction with the working group and consistent with the sustainable village principles Council seeks to develop suitable mechanisms/measures that establish local sustainability benchmarks in support of minimum standards) for housing development. This will examine introducing planning, subdivision and urban design standards into Council's Development Control Plan.
6. The delivery of new housing will require a clear staging strategy and/or staging options to co-ordinate the provision of physical, environmental/sustainability and social infrastructure. This may include the use of a number of tools to guide future Greenfield development. The selected approaches will need to address desired development outcomes, general land layout including design principles for development, major land uses, transport and open space networks.
7. The Housing Delivery Plans will include an assessment of resources necessary to match priorities both within Council and external to Council.

The outcomes of the second deliverable (i.e. a Draft Housing Delivery Plans) will be provided to Council in two stages:

- Stage 1 - a Draft Housing Delivery Plan Report that addresses the second deliverable tasks. This draft report will form a component of the draft LHS and is to be supported by sufficient detail suitable for Council to undertake public consultation and exhibition; and
- Stage 2 - a Final Housing Delivery Plan Report

Council will negotiate separate engagement with the successful project consultant to review and prepare responses to any submissions received where Council consults and/or exhibits the Draft Housing Delivery Plan Report.

Council will confirm engagement of the successful consultant to commence preparation of the Third Deliverable in this project brief upon acceptance of the Final Housing Delivery Report.

THIRD DELIVERABLE

IMPLEMENTATION

Implementation will include addressing the key planning priorities of the Housing Delivery Report. Council does not anticipate that the successful consultant will be required to deliver all priorities. However Council anticipates that one of the priorities may include landholders seeking to rezone land and this may be included as a single amendment to the Upper Lachlan Local Environmental Plan 2010.

Council seeks an indicative budget for the preparation of the required statutory documentation to support rezoning process including:

- A Planning Proposal suitable for submission for a Gateway Determination providing justification for the rezoning/s based on Council's endorsed LHS and Housing Delivery Plans; and
- Recommended zoning and minimum lot size plans as required

RESPONSE TO PROJECT SCOPE BRIEF AND PROJECT REQUIREMENTS

PROJECT BUDGET

The project budget is \$100,000 (ex GST). Fees include all direct and indirect costs borne by the Consultant. No variation to the fees is permitted without the prior written approval of the Project Manager.

PROJECT MILESTONES

The project will be directed by Council's Director Environment and Planning. Council's Project Manager will be nominated prior to the commencement of the consultancy.

Council anticipates the timing of the project to meet the following indicative timeframe:

Project Milestone	Completion Date	% payment of Project Budget
First Deliverable – Draft LHS		30%
First Deliverable – Final LHS		15%
Second deliverable – Draft Housing Delivery Plan Report		25%
Second deliverable – Final Housing Delivery Plan Report		20%
Third deliverable – Implementation		10%

Notes:

- * The development of the Housing Delivery Plans may be a parallel process and is dependent on Council endorsement of the Draft LHS (first deliverable). Establishment of the Local Working Group may occur between adoption by Council of the draft LHS (post public exhibition) and delivery of the final LHS or earlier in the project timeline

PROJECT APPRECIATION

The consultant will provide a project appreciation response demonstrating an understanding of context and background to the project.

Council anticipates that responses to the project brief will demonstrate a clear understanding and methodology of the Project Scope Outcomes.

PROJECT METHODOLOGY

The consultant must provide a clear scope of work and a robust methodology, including a breakdown of tasks and deliverables.

A clear outline of the project deliverables, including a description of the level of detail and quality, is to be provided by the consultant.

KEY PERSONNEL AND EXPERIENCE

The consultants will demonstrate their skills, knowledge and experience by providing the following detail:

- nominate all team members, including all sub-consultants in the project team

- curriculum vitae for each team member, including membership of relevant professional bodies or institutes (as appropriate)
- current/future project commitments and a statement of availability
- details of relevant and recent projects of a similar size and scope
- details of past performance including supporting information of relevant projects
- examples of the level of documentation and graphic communication that the consultant team is capable of delivering
- details of achieved levels of success for these projects, awards and project referees.

CONSULTANCY EXPERTISE

The successful consultancy team will possess core skills, experience and qualifications in town planning, housing, urban design, architecture, landscape architecture, land use economics, infrastructure planning and design, traffic and transport planning, environmental science and community/stakeholder engagement skills.

In conjunction with the core consultancy experience, the consultant team will need to demonstrate specific expertise in sustainable housing development.

The consultant may also identify any particular area of expertise or skill that is considered to add significant value to the project outcomes.

LODGING OF RESPONSES TO PROJECT BRIEF

Responses to the project brief are to be lodged with Council by ***insert date***

Responses may be lodged by post to:

General Manager

Upper Lachlan Shire Council

PO Box 42

GUNNING NSW 2581

Electronic responses will also be accepted by Council and these can be emailed to council@upperlachlan.nsw.gov.au

PROJECT OUTPUT FORMAT

All reports and plans shall be in digital version in Word and PDF; size shall not to exceed 5Mb (but may be broken into 2 or more parts).

Graphics are to be in colour but legible in Black and White with 2 unbound and 10 bound colour copies of documentation for circulation will be required.

Plans and drawings are to be provided in an agreed format with Council

The final project outputs will comprise 2 unbound and 5 bound copies of plans and a final report in colour, addressing the tasks identified in this consultancy brief.

Electronic copies of all reports, plans and drawings (draft and final) are to be provided to the Project Manager during the life of the consultancy in an agreed format. Some material may need to be made available on the Internet.

CONFIDENTIALITY AND COPYRIGHT

The Consultant must agree not to discuss the work with any media organisation or member of the public other than to acknowledge they are undertaking investigations on behalf of Council. All enquiries are to be directed to the Project Manager.

The Upper Lachlan Shire Council will hold copyright of all documentation prepared as part of this consultancy.

INSURANCES

The Consultant is required to maintain appropriate levels of Professional Indemnity, Public Liability and Workers Compensation insurances, as required by Council.

RESPONSE EVALUATION

EVALUATION CRITERIA

A panel will evaluate submissions in accordance with evaluation criteria listed (not in any order of importance):

- *Price* - being total price of the consultancy
- *Previous Performance* - Demonstrated experience in similar projects and expertise
- *Delivery* - Demonstrated project methodology, delivery plan and timeliness

Council will award the project by applying these evaluation principles. In applying the principles, the Council will have regard to the report prepared by the panel and any other factors which it considers relevant.

11 WORKS AND OPERATIONS

The following items are submitted for consideration -

11.1	Heavy Vehicle Inspection Station	128
11.2	Proposed new Natural Disaster Recovery Arrangements	131

Works and Operations - 18 October 2018

ITEM 11.1 **Heavy Vehicle Inspection Station**

FILE REFERENCE **I18/514**

AUTHOR **Director of Works & Operations**

ISSUE

This report is intended to provide clarification regarding a Heavy Vehicle Inspection Station in Crookwell and the location of the Crookwell Depot and addresses Council resolution 193/18 and 283/18.

RECOMMENDATION That -

1. Council retains the Crookwell Depot at its current location in the medium term;
2. Council consider further the location of the Crookwell Depot in the long term within the Building Review Committee.

BACKGROUND

Council considered heavy vehicle inspection stations in February 2018 and resolved

24/18 **RESOLVED** by Cllr Searl and Cllr Culhane

1. Council encourage commercial suppliers and continue to lobby NSW State Government to provide Heavy Vehicle Inspection services within Upper Lachlan Shire local government area at no cost to the Council.

Consequent to the Council resolution, Council did not submit an Expressions of Interest (EOI). Council also raised this issue with the relevant Minister for Roads Office seeking the establishment of a Heavy vehicle Inspection Station (HVIS) at a site other than the Council's depot.

In response to these submission requesting the location of a Heavy Vehicle Inspection Station within the Upper Lachlan Shire Council, the Roads and Maritime Services met Council encouraging submission of an EOI, however, without financial support to build the facility.

Council has indicated to the Roads and Maritime that Council will be upgrading the existing facility for its own needs at its existing site of the Crookwell Works Depot.

Council's current site requires upgrades to improve compliance with Work Health and Safety and Environmental requirements at the Works Depot. The amenities building

Works and Operations

HEAVY VEHICLE INSPECTION STATION cont'd

require upgrades including the provision of suitable pit for examination of vehicles in addition to several other upgrades.

A wash bay needs to be constructed in compliance with the standards of the day. These issues require urgent attention without a delay.

Subsequently Council have resolved, to undertake a review of the heavy vehicle operation as a part of the resolution 193/18 and 283/18.

Please note, any vehicle over 4.5 tonnes and over is considered a “heavy vehicle”. Land acquisition at the depot will be considered as a part of a separate report to the Council.

REPORT

Council does not have an alternative location available for the depot at this point in time. There is an existing relatively new shed used for storage as stores and have some room available that can be used as workshop facility with moderate modifications. The existing workshop and amenities can be demolished to construct staff amenities and vehicle wash bays in order to comply with the standards of the day.

The proposed configuration can reduce cost of construction compared to a brand new facility elsewhere.

On one hand, Council does not have B Double vehicles. Crookwell is a rural township. The depot existed at its current location for several years. The current depot location is close to the town and makes emergency response quicker. The current site is being used for petroleum products and workshops for several years requiring costly clean-up costs if relocation is considered.

On the other hand, proximity to the riparian zone and residential areas is a drawback, however, in summary, the development of the existing location is the best financial choice for Council at the present moment.

Should Council wish to consider a long term view of the depot, it may wish to consider alternative and suitable locations as a part of the agenda for the “Building Review Committee”.

For clarification purpose, long term is considered as 10 years or more. Medium term is considered as 5 to 10 years. Short term is considered as 1- 5 years.

POLICY IMPACT

Council is required to provide safer and suitable and efficient location for its workforce. Council must comply with applicable Work Health and Safety and Environmental Legislations.

Council take appropriate measures to comply with the provisions of the legislation and must be seen to be complying with the provisions of the legislation.

Works and Operations

HEAVY VEHICLE INSPECTION STATION cont'd

OPTIONS

1. Retain the depot at its current location and upgrade facilities to comply with WHS and Environmental requirements;
2. Consideration relocation part or the entire facility.

Option 1 is recommended given the risks of WHS and Environmental non compliances and fines.

FINANCIAL IMPACT OF RECOMMENDATIONS

The scope of the development works is not developed in full. A concept is being developed before an estimated cost could be provided to Council.

RECOMMENDATION That -

1. Council retains the Crookwell Depot at its current location in the medium term;
2. Council consider further the location of the Crookwell Depot in the long term within the Building Review Committee.

ATTACHMENTS

Nil

Works and Operations - 18 October 2018

ITEM 11.2 **Proposed new Natural Disaster Recovery Arrangements**

FILE REFERENCE **I18/571**

AUTHOR **Director of Works & Operations**

ISSUE

This report provides information regarding the proposed interim new arrangements in relation to the Natural Disasters within Upper Lachlan Shire Council LGA.

RECOMMENDATION That -

1. Council retains the existing arrangements for Natural Disaster response.

BACKGROUND

The NSW State Government has reviewed the Natural Disaster Management and Recovery Arrangements and has proposed a revised model as an interim measure to allow the use of internal resources for natural disaster responses.

The proposal carries huge risks for the Council and the impact is unclear until detailed arrangements are in place and tested through a natural disaster event. It is worth noting that Upper Lachlan Shire Council has had several natural disasters over the past decade including one disaster event totalling over \$5m and there have been at least two further events within the last 10 years that were individually over \$1m each in expenditure.

Council must seriously deliberate the implications of the recommendation before making a final position.

REPORT

The NSW State Government has proposed to allow NSW Local Councils to use internal labour hire, however, if Council were to take up this offer, it may have to contribute 25% of the overall costs of any Natural Disaster event. The Fact Sheet annexed as Attachment 1 provides further information on the proposal.

The proposal carries a calculator that provides details of Council contribution based on the size of the event and other details. A sample copy of the calculator showing the input page is attached as Attachment 2.

A feedback sheet explains the nature of the proposal. A copy is attached as Attachment 3.

Council staff have been briefed on the proposal and copy of the presentation is attached as Attachment 4.

Works and Operations

PROPOSED NEW NATURAL DISASTER RECOVERY ARRANGEMENTS cont'd

On one hand, if Council accepts the proposal, for large size events, Council may be liable for large contributions. However, it may be seen as a positive with the community, that local council helping its community in times of a natural disaster. The immediate response time could be extended to 3 months as opposed to 3 odd weeks. If the natural disaster events are small say less than \$500,000, this model provides better outcomes overall. This option provides additional internal works for Council's labour force.

On the other hand, if Council stays with existing arrangements, Council is exposed to a maximum risk of \$29,000, however, it is not permitted to use its internal resources for the recovery works, contractors must be utilised.

Council staff are still expected to respond to emergencies regardless of the size of the event. Each event uses part of the Council's maintenance funds that Council are not permitted to claim against. In the eyes of the community Council may be seen as less responsive, however this approach carries the lesser risk of major cost over-runs if there is a large size event, as Council pays a maximum of \$29,000.

Council can decline to accept the new arrangements.

In summary, financially, it is a lower risk to retain the existing arrangements and not to use internal resources.

POLICY IMPACT

Natural Disaster Response and Recovery Arrangements guidelines.

OPTIONS

Council can accept or decline this offer before the arrangements start in November 2018.

FINANCIAL IMPACT OF RECOMMENDATIONS

The financial impact is \$29,000 if Council accepts the recommendation.

RECOMMENDATION That -

1. Council retains the existing arrangements for Natural Disaster response.

ATTACHMENTS

1. ↓	OEM_DRFA_fact sheet September 2018	Attachment
2. ↓	Calculator input page for the Council meeting Oct 2018	Attachment
3. ↓	Day-Labour-Feedback-Request information	Attachment
4. ↓	Module-1-DRFA-2018-Presentation to staff	Attachment



Information for NSW Local Councils

DRFA 2018: Disaster Recovery Funding Arrangements

The Commonwealth is replacing the existing Natural Disaster Relief and Recovery Arrangements (NDRRA) with the Disaster Recovery Funding Arrangements (DRFA) on 1 November 2018.

To comply with the DRFA and to remain eligible for future funding assistance from the Commonwealth, the NSW Government is revising the NSW disaster assistance arrangements.

The most significant changes under the DRFA impacting local councils relate to the Restoration of Essential Public Assets, which includes public roads, bridges and other infrastructure.



DRFA 2018

The DRFA is part of the Commonwealth's response to the 2015 Productivity Commission's inquiry into disaster funding arrangements and a major audit of the NDRRA carried out by the Australian National Audit Office.

The DRFA establishes a framework for the Commonwealth to share the cost of disasters with the NSW Government, local councils and other stakeholders. The proportion of the Commonwealth's contribution in any given year is dependent on the total amount of disaster expenditure on certain measures, which varies from year to year. Historically, over the last 10 years, the NSW Government has contributed over 70% of disaster assistance funding, with the Commonwealth contributing about 30%.

The Office of Emergency Management (OEM) has liaised with the Commonwealth, NSW state agencies and local councils to ensure that NSW is ready for the introduction of the DRFA from 1 November 2018.

Restoration of Essential Public Assets

The key changes under the DRFA relate to the Restoration of Essential Public Assets. These changes include:

- Three new sub-categories:
 - i) Emergency Works
 - ii) Immediate Reconstruction Works, and
 - iii) Essential Public Asset Reconstruction Works
- Revised time limits for:
 - a) compiling estimated reconstruction costs
 - b) restoration works completion; and
 - c) submission of final reimbursement claims
- Evidence requirements for damaged essential public assets:
 - a) pre-disaster condition
 - b) scope of damage
 - c) evidence that the damage is a direct result of the eligible disaster; and
 - d) photographic evidence demonstrating the completion of works.
- More detailed and comprehensive requirement for damaged asset data to be included in funding claims, as well as the requirement for long-term record keeping for audit purposes.

Revised NSW Agency Guidelines

The NSW Government is revising state and agency guidelines and submission forms to comply with the DRFA. The revised guidelines will be published by 1 November 2018:

- **NSW Disaster Assistance Guidelines (NSW DAG), 2018 edition.** The Disaster Assistance Guidelines are the NSW Government disaster funding policy arrangements and define funding arrangements between the state and councils.
- **NSW Natural Disaster Essential Public Asset Restoration Guidelines.** This is a new set of guidelines consolidating the Roads & Maritime Services and Public Works Advisory disaster assistance arrangements. The guidelines cover funding assistance eligibility requirements for Restoration of Essential Public Assets.
- **Form 306.** The new Form 306 is a revised and consolidated version of the current claim submission form. The revised Form 306 captures all evidence and data required for internal controls and auditing purposes.

Support and Training

OEM is committed to provide councils with ongoing support and training for a successful transition to meet all DRFA requirements:

- Councils can request one-on-one video conference support sessions via email: drfa.support@justice.nsw.gov.au
- In July/August 2018 the first module of training was completed at 7 locations in NSW. The second training module for councils is scheduled for October/November 2018 in Grafton, Maitland, Nowra, Wagga Wagga, Parkes, Narrabri and Sydney. Registration is open to councils via the support portal www.drfa.support/training
- During the 2018/2019 disaster season, OEM will provide support through various channels including online and phone. An in-person training and support team of Public Works Advisory engineers and external service providers will be available on the ground for councils needing additional assistance.

Interim Day Labour Arrangements

From 1 November 2018 the NSW Government is removing restrictions on day labour (including internal plant and equipment hire) for councils that opt-in to a new co-funding model aligned with the DRFA cost-sharing principles.

Background

Initial consultation and testing of the DRFA occurred with 15 selected councils across the state in collaboration with the Office of Local Government (OLG), Roads and Maritime Services, and Public Works Advisory. Seventy percent (70%) of councils provided feedback via an on-line survey circulated in April 2018. Several councils expressed a preference to claim disaster funding assistance for costs relating to day labour (incl. internal plant and equipment hire).

Key observations on the basis of case studies and stakeholder consultation indicated that:

- Timeliness of restoration works is often the most important driver especially in situations when local access is restricted. End-to-end quoting, tendering and procurement processes can result in delays between the disaster event and required restoration works.
- Not all damage restoration works can be carried out by contract labour due to the remoteness of the location or difficult terrain. In these situations, the councils have no choice but to use day labour.
- It is costly and inefficient to engage contract labour to carry out minor works particularly when the works are spread over large areas. In these circumstances, day labour is preferred.
- Given the urgent nature of Emergency Works, councils typically use day labour to complete these works, whilst reconstruction works are more likely to comprise a mixture of day labour, overtime and contract labour.
- The capacity of councils to substitute contract labour and overtime with day labour is limited by the size of their workforce, the scale and nature of the damage.

Other Jurisdictions

In considering the inclusion of day labour and internal plant and equipment hire costs, OEM

evaluated the Commonwealth funding model and impact on NSW. A fundamental principle of DRFA is that recovery is a shared responsibility and that councils affected by the same eligible disaster should receive the same assistance.

OEM also reviewed the implementation of day labour provisions in Western Australia and Queensland, when they were temporarily eligible under the NDRRA. Compared to NSW, Western Australia and Queensland have more closely aligned their council co-funding models with the NDRRA and DRFA cost-sharing principles. It was noted that the implementation of these day labour provisions required an assurance framework to ensure a value-for-money outcome across all levels of government.

During discussions with councils, a revision to the pre-DRFA co-funding model was proposed which is similar to the approach taken by other jurisdictions. This revised co-funding model demonstrates:

- a) Shared responsibility and risk between stakeholders across all layers of government.
- b) A cost sharing formula linked to financial capacity which helps ensure an efficient and equitable allocation of resources.

The co-funding model proposed by the NSW Government limits the financial risk to councils with a capped approach per event and year. It also implements a less costly cost-sharing model for councils in comparison to the co-funding agreement between the Commonwealth and the NSW Government under the DRFA.

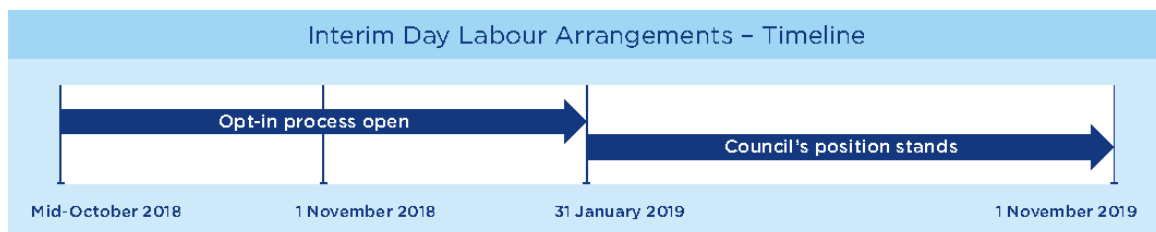
Implementation of Day Labour Arrangements

The NSW Government has approved the implementation of interim NSW Day Labour Arrangements from 1 November 2018.

- The interim Day Labour Arrangements include:
 - a) eligibility to claim for costs related to day labour (incl. internal plant and equipment hire)

- b) an extended time limit for Emergency Works from 21 days to 3 months, and
- c) a new co-funding model for councils aligned with the DRFA cost-sharing principle.

- The condition for councils to take advantage of the new interim Day Labour Arrangements is the acceptance of a new co-funding model (outlined on the last page).
- Councils have the option to stay with the pre-DRFA arrangement, which means:
 - a) day labour costs (incl. internal plant and equipment hire) remain ineligible for funding assistance
 - b) the time limit for Emergency Works remains at 21 days; and
 - c) the co-funding for councils remains the same as under the pre-DRFA policy (outlined on the last page).
- By mid-October 2018 all councils will receive relevant information, including details about the opt-in process and how to advise OEM on their position.
- Local councils should advise OEM of their position regarding the Day Labour Arrangements by 1 November 2018, and no later than 31 January 2019.
- Only councils that have opted-in to the new Day Labour Arrangements prior to an eligible disaster can claim for day labour, internal plant and equipment hire and Emergency Works up to the three (3) month time limit.
- Once a council has advised OEM of their position regarding the new Day Labour Arrangements, the council's position will stand until 1 November 2019.
- If a council has not advised OEM of their position and an eligible disaster impacts their local government area after 1 November 2018, the council will be regarded as having opted-out of the new Day Labour Arrangements.
- Day Labour Arrangements consultation with local councils will continue until October 2019. (Consultation will also include the NSW mitigation policy.)



New Co-Funding Model

Outlined below is the new co-funding model aligned with the DRFA cost-sharing principle.

- i. Each financial year, a threshold for activating Restoration of Essential Public Asset funding (Emergency Works, Immediate Reconstruction Works and Essential Public Asset Reconstruction Works) will be calculated for every local council. This threshold will be the lesser of 0.75% of the council's total rate revenue in the financial year two (2) years prior or \$1 million (excluding GST).
- ii. For a council to receive funding for Restoration of Essential Public Assets arising from an eligible disaster, the total estimated cost of restoration works must exceed the council's threshold (excl. GST).
- iii. The council must contribute funding or resources to a level that is equivalent to their threshold or 25% of the cost of these works, whichever is lower.
- iv. A council's contribution for restoration of essential public assets arising from all declared eligible disasters in a financial year will be capped at 2% of their total rate revenue in the financial year two years prior to the financial year in which the eligible disasters occurred.

A council's total rate revenue comprises the four rate categories: residential, farmland, business and mining.

Information for individual local council's rate revenue is available from the Office of Local Government website at:

www.olg.nsw.gov.au/public/my-local-council/yourcouncil-website

Councils that opt-in and accept the new co-funding model are eligible for day labour (incl. internal plant and equipment hire) costs, and have an extended time limit of 3 months to complete Emergency Works.

Pre-DRFA Co-Funding Model

Outlined below is the pre-DRFA co-funding model.

- i. Roads and Maritime Services and/or Public Works Advisory will fund 100% of eligible Emergency Works costs (limited to 21 days, and excluding day labour and council's own plant and equipment); and
- ii. For Immediate Reconstruction Works and Essential Public Asset Reconstruction Works on local roads and road infrastructure, councils will be required to contribute 25% of the assessed cost up to \$116,000 (i.e. \$29,000 maximum) for each eligible disaster, capped at \$58,000 per financial year; and
- iii. For Immediate Reconstruction Works and Essential Public Asset Reconstruction Works on other essential public assets, councils will be required to contribute 25% of the assessed cost up to \$116,000 (i.e. \$29,000 maximum) for each eligible disaster, capped at \$68,000 per financial year, and minus any contributions made for works on local roads and road infrastructure in (ii.).

Councils staying with the pre-DRFA arrangements are not eligible for day labour, internal plant and equipment hire costs, and must complete Emergency Works within 21 days.

Regardless of a council's position on the Day Labour Arrangements, all councils must comply with the new eligibility requirements under the DRFA commencing on 1 November 2018.



For more information visit the support portal: **www.drfa.support**

Office of Emergency Management: Proposed Co-Contributions Comparison Calculator

1.0 Co-Contribution Assumptions

1.1 TEST DATA

Council rate revenue

\$

6,900,000

Council Claim Values

STEP 1

STEP 2

Please input council rate revenue for your council in the cell above
Please input test / sample claim values in the cells below (after in

	RMS	PWA
Event 1	\$	\$
Event 2	\$	\$
Event 3	\$	\$
Event 4	\$	\$
Event 5	\$	\$

1.2 Current NSW Policy Assumptions

Thresholds and Caps

Threshold per event

Total cap per financial year

RMS/PWA cap per event

RMS cap per financial year

RMS cap per financial year

116,000

68,000

29,000

2

58,000

\$

\$

\$

\$

\$

X RMS/PWA cap per event

Council Contribution

<Threshold

%

25%

1.3 Proposed Co-Contribution**Thresholds and Caps**

Threshold per event part 1

Threshold per event part 2

Cap per Financial Year

% of council rates revenue

\$

% of council rates revenue

0.75%
1,000,000
2.00%

Council Contribution

REPA Claim < Threshold

REPA Claim > Threshold

%

%

100%
25%

1.4 NSW Commonwealth Cost Sharing / Contribution Model**Thresholds and Caps**

Threshold per event part 1

Threshold per event part 2

% of council rates revenue

X Threshold 1

0.225%
1.75

Council Contribution

< Threshold 1

Between Threshold 1 and Threshold 2

> Threshold 2

%

%

%

100%
50%
25%

Day Labour Implementation Request for Feedback

IMPLEMENTATION APPROACH

The NSW Government is proposing to conditionally offer the following measures to local councils:

1. Local Councils will be able to make claims for the cost of their internal workforce during normal hours (day labour) for emergency works, immediate reconstruction work and reconstruction of essential public assets.
2. Local Councils will be able to make claims for the cost of the use of their internal plant/equipment for emergency works, immediate reconstruction work and reconstruction of essential public assets.
3. Extending the existing 21-day clean-up period to 3 months for clean-up, emergency works and immediate reconstruction works.

The availability of these measures is dependent upon the local council's acceptance of revised co-contribution arrangements based on NDRRA / DRFA cost sharing principles and capacity to pay (*see proposed co-contribution details on page 4*).

Local councils may conduct their own cost/benefit analysis to determine whether this offer is in the interests of their local community. Those councils that do not accept the offer will remain under the current co-contribution arrangements but will not be able to claim the above benefits.

PROCESS & TIMELINE

- All councils are requested to provide early feedback on the proposed implementation measures via a survey (below).
- The NSW Government will make a final decision having considered the feedback on the proposed offer. Should the offer be made, it would be available from 1 July 2018 onwards.
- Local Councils are not required to make an immediate decision from 1 July 2018 and may continue to consult with OEM regarding their circumstances.
- It is proposed to conduct a review of these arrangements after 12 months of operation. Consultation with all councils will continue throughout this period.

INSTRUCTIONS

- This survey is being circulated to councils to obtain early feedback on a proposed model for making eligible day labour related provisions.
- Please review the attached DRFA Factsheet, the DRFA Key Changes and this document, prior to taking the survey.
- Please review the co-contributions proposed, using the attached sample calculator. Councils can test sample claims and evaluate impacts of the proposed co-contribution model. Historical claims data has been provided by RMS & Public Works Advisory.
- Councils are encouraged to attend any one of the rolling information sessions (video/tele conference) being conducted during the feedback period.
 - Schedule – May'18 every Tue, Wed & Fri 1:30 to 2:30 pm
 - Join using this link <https://nsw OEM.webex.com/join/oemvc>
 - Or dial in on 02 9037 0069, Access Code: 575 964 983 # & Attendee ID: #
- Councils unable to attend the video/tele conferences can send a request with a preferred time to DRFA.Support@justice.nsw.gov.au
- The survey can be accessed here: <https://www.surveymonkey.com/r/N6X5YQM>
- A response to the survey is requested by 21 May 2018; however, OEM will continue to be available for consultation.
- Comments provided in the survey will enable the NSW Government to provide options for early adopter councils to commence eligibility of day labour and related co-contribution provisions, in time for start of the DRFA (expected 1 July 2018).

BACKGROUND

The Office of Emergency Management (OEM), commenced consultation with fifteen (15) pilot councils in September 2017 on various aspects related to the Commonwealth proposed Disaster Recovery Funding Arrangements (DRFA).

Consultation in 2017 and early 2018 assisted in developing options for consideration on the use of day labour and plant hire for emergency works, immediate reconstruction works and reconstruction of essential public assets.

THE CASE FOR DAY LABOUR

As part of the day labour analysis, data and case studies were collected from representative councils. Key observations from the feedback were:

- Timeliness of repairs is often the most important driver especially in situations when the local access is restricted. End to end quoting, tendering and procurement processes can result in delays between disaster event and required repairs.
- Not all damage repair works can be carried out by contract labour due to the remoteness of the location or difficult terrain. In these situations, the LGAs have no choice but to use day labour.
- It is costly and time inefficient to engage contract labour to carry out minor works particularly when the works are spread over large areas. In these circumstances, council's preference is to use day labour.
- Councils incur additional costs even when engaging contract labour including supervising, scoping and procuring the works and ensuring quality control.
- Emergency works rely heavily on day labour, whilst restoration of essential public assets is more likely to comprise a mixture of day labour, overtime and contractor labour. Given the immediate nature of emergency works, councils typically use day labour to complete these works.
- The capacity of councils to substitute contract labour and overtime with day labour is limited by the size of their workforce, the scale of the damage and the nature of the damage.

OPTIONS DEVELOPMENT

- In considering the inclusion of day labour and plant hire costs, OEM reviewed the implementation of day labour and plant hire in Western Australia and Queensland, jurisdictions that have adopted these provisions. It was noted that implementation of these provisions requires an assurance framework to ensure that it achieves a value-for-money outcome across all levels of government.
- OEM also evaluated the Commonwealth funding model and impact on NSW State, if these provisions were to be made eligible. A fundamental principle of NDRRA/DRFA is that recovery is a shared responsibility and that those affected in the same way by the same eligible disaster should receive the same assistance, within the limitations of the arrangements. It was noted that Western Australia and Queensland, have more closely aligned their council co-contribution arrangements with the NDRRA/DRFA principles, when compared to NSW.
- During discussions with councils a revision to the current co-contribution scheme was proposed to align with the NDRRA principles, if NSW was to consider implementing the day labour provisions. The model proposed is similar in approach taken by other jurisdictions (where the use of day labour has been implemented) and demonstrates:
 - Shared responsibility / risk between stakeholders across all layers of government. While the responsibility is shared the NSW proposed model limits the risk.

- Efficient and equitable allocation of funding. The cost sharing formula is linked to financial capacity which helps to ensure an efficient and equitable allocation of resources.
- Provision of a safety net. Capped approach is applied per event and per financial year.

CO-CONTRIBUTION MODEL

Proposed:

- i. Each financial year, a threshold for activating essential public asset funding will be calculated for every local council. This threshold will be the lesser of 0.75% of the council's total rate revenue in the financial year two (2) years prior or \$1 million (excluding GST).
- ii. For a council to receive funding for emergency works, immediate reconstruction works and essential public asset reconstruction works arising from a declared natural disaster, the total estimated cost of these works must exceed the council's threshold, and the council must contribute funding or resources to a level that is equivalent to their threshold or 25% of the cost of these works, whichever is lower.
- iii. A council's contribution for emergency works, immediate reconstruction and essential public asset reconstruction works arising from all declared natural disasters in a financial year will be capped at 2% of their total rate revenue in the financial year two (2) years prior to the financial year in which the disasters occurred.

Current:

- i. The Council pays 25 per cent of the first \$116,000 (excluding GST) of the eligible costs arising from a declared disaster and nothing thereafter.
- ii. If a council experiences multiple declared disasters greater than \$116,000 during a financial year, the council will be liable to pay a maximum of:
 - a) \$29,000 for the first and second event
 - b) \$10,000 for the third event
 - c) Nothing for any subsequent event.
- iii. While the total that may be paid by a council in any financial year is capped at \$68,000, the co-contribution for recovery of local roads is capped at \$58,000 per financial year.



Disaster Recovery Funding Arrangements | DRFA 2018

Factsheet



The Commonwealth is expected to replace the existing Natural Disaster Relief and Recovery Arrangements (NDRRA) with Disaster Recovery Funding Arrangements (DRFA) on 1 July 2018.

Most of the changes relate to road and bridge type assets, also known as Essential Public Assets (EPA's).

The Office of Emergency Management, Department of Justice (OEM) is implementing the transition for local government in association with NSW Roads & Maritime Services, NSW Public Works Advisory and the Office of Local Government.

The DRFA replaces the NDRRA:

- The Natural Disaster Relief and Recovery Arrangements (NDRRA) are the current Commonwealth arrangements for providing financial support to states and territories for expenditure on relief and recovery measures for natural disasters and terrorism incidents. These arrangements cover Commonwealth cost sharing with States, including prerequisites upon which assistance is contingent, types of expenditures eligible to be claimed and formulas for cost sharing.
- The Disaster Recovery Funding Arrangements (DRFA), are the Commonwealth-State funding arrangements that are expected to replace the NDRRA on 1 July 2018.

Why is the Commonwealth making changes:

- The DRFA is part of Commonwealth's response to the 2015 Productivity Commission inquiry into disaster funding arrangements, and a major audit of the NDRRA.

Commonwealth-State Funding Distribution:

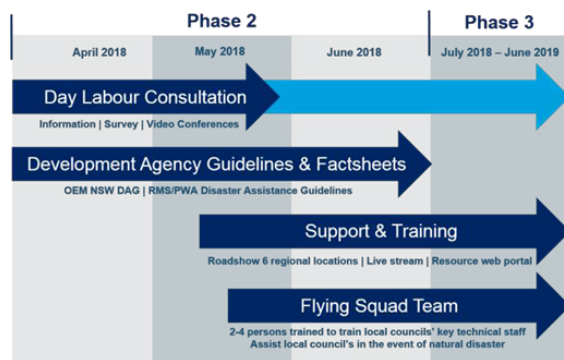
- Historically, the NSW Government has contributed to about 70% of disaster funding and is committed to implementing the DRFA to provide eligibility for measures that benefit community and to ensure that NSW remains eligible for Commonwealth disaster funding.

NSW Government Implementation

- The NSW Government is revising State and Agency guidelines to align with the DRFA and to provide funding for new/revised measures of benefit to community and local government.



Delivery and Engagement Phases



Phase 1 | Sept'17 – Feb'18

The Office of Emergency Management, Department of Justice (OEM) has in the past year liaised with the Commonwealth, NSW State agencies and Local Councils to ensure that NSW is ready for the introduction of the DRFA on 1 July 2018.

Initial testing of the DRFA has occurred with 15 selected councils across the State in collaboration with the Office of Local Government, NSW Roads and Maritime Services and NSW Public Works Advisory. Consultations with pilot councils were completed in February 2018.

Phase 2 | April'18 – Jun'18

The NSW Government has approved further consultation with local government on the implementation of day labour related provisions. In the first instance, a survey will be mailed out to all councils on 24 April 2018, to obtain feedback on the proposed options for implementing day labour related provisions. A similar feedback was also obtained from the pilot councils during Phase 1 of the engagement.

Several information sessions will be delivered for Councils during this period. Face to face training sessions for council technical staff will be delivered at six locations (Grafton, Maitland, Nowra, Wagga Wagga, Parkes & Narrabri) in June 2018. Further information on this can be found in the Day Labour Implementation document.

Feedback on options will be considered with a view to introduce day labour related provisions to

align with the DRFA, currently expected to commence on 1 July 2018.

Phase 3 | Jul'18 – Jun'19

Consultations with local councils will continue for a period of twelve (12) months after commencement of the DRFA. During this time the Office of Emergency Management will continue to assist and onboard councils in the use of day labour related provisions.

Councils will be provided support to comply with the revised provisions. Face to face training opportunities will be provided to all councils in the first 12 months. Councils in need of support during disaster events will be directly assisted.

more information @

<https://drfa.support> or email
DRFA.Support@justice.nsw.gov.au

DRFA 2018 Key Changes

IMPLEMENTATION FRAMEWORK

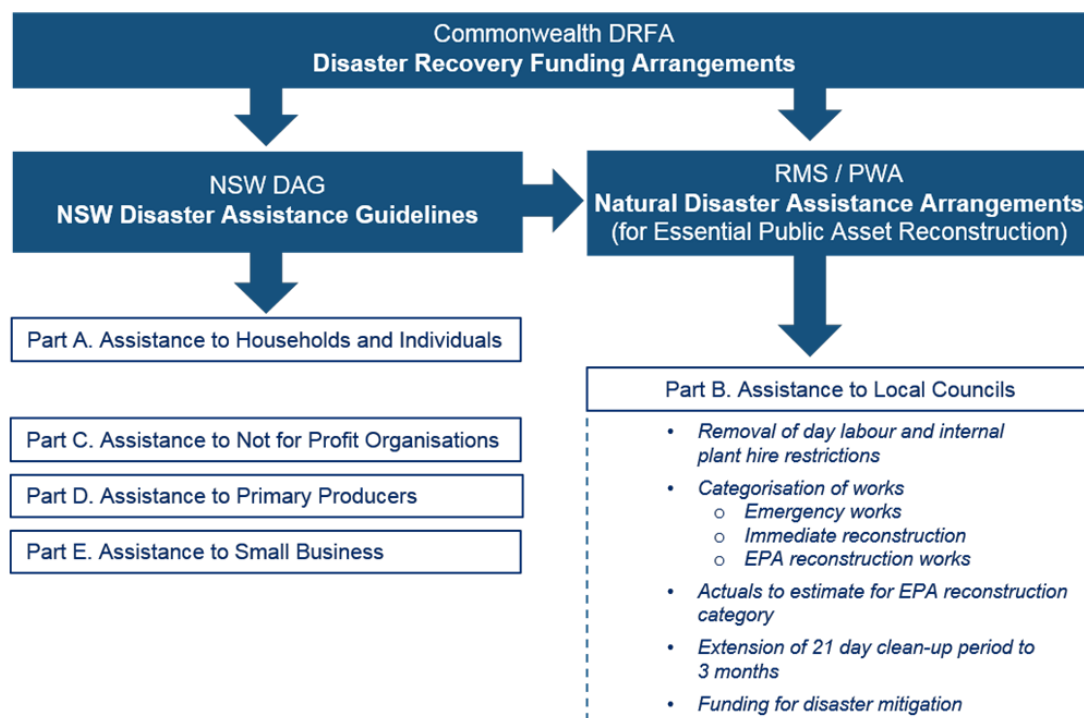
Commonwealth | State Arrangements:

The Natural Disaster Response and Recovery Arrangements (NDRRA) and the Disaster Recovery Funding Arrangements (DRFA) provide a mechanism for the Australian Government to assist States and Territories in meeting the costs of disaster relief and recovery. It provides only partial reimbursement of actual State expenditure under some circumstances.

NSW Proposed Implementation:

The Commonwealth DRFA will be implemented by the NSW Government through changes in State and Agency policies and guidelines. Information and training will be available online and also during face to face technical training/information events.

The NSW Disaster Assistance Guidelines (NSW DAG), NSW Roads and Maritime Services (NSW RMS) & NSW Public Work Advisory (NSW PWA) guidelines will be amended to incorporate new and revised measures. Most of the changes relate to claims arising from repair/restoration works of road and bridge type assets also known as essential public assets (EPAs)



KEY CHANGES

1. Removal of Day Labour & Internal Plant Hire Restrictions

The DRFA permanently removes restrictions on the use of normal-hours salary and wages staff ('day labour') and internal plant/equipment hire.

NSW Proposed Implementation:

The NSW Government is proposing to offer day labour and related measures to those local councils that agree to revised co-contribution arrangements. If a council does not wish to take up this offer, it will continue to be subject to the current co-contribution arrangements but it will not be able to claim the relevant benefits. At this stage council feedback is sought on the proposed model. *Further information is available in the Day Labour Implementation Paper.*

2. Re-Categorisation of Works

The DRFA introduces three (3) categories of disaster assistance to replace a previous NDRRA category called "restoration of essential public assets". The new categories are

- i) emergency works;
- ii) immediate reconstruction works; and
- iii) essential public asset reconstruction works.

NSW Proposed Implementation:

The NSW DAG and NSW RMS & NSW PWA Agency guidelines will be amended to consolidate all current disaster assistance for essential public asset restoration into the three (3) categories that are used in the DRFA.

3. Actuals to Estimate Model

The key change being introduced is the shift from an actuals-based model, where funding for restoration works is based on the actual cost of works completed, to an estimates-based model. Claims for emergency works and immediate reconstruction works (completed in less than 3 months) can continue to be made on actuals.

NSW Proposed Implementation:

An initial review of the claims process during the pilot council consultation phase, has determined that it meets the DRFA requirements. Councils can continue to use the existing process for claims on essential public assets. Existing funding rules in the form of an upper limit grant and only actual expenditure up to the approved amount on any item will continue.

Changes to processes such as variation of estimates for approved conditions (e.g. geotechnical issues) will be made to the agency guidelines (NSW RMS & NSW PWA) and submission documents (e.g. Form 306) to align with the new requirements. Training will be available online and also provided during face to face technical training events, scheduled for June 2018.

4. Disaster Mitigation Funding

Under the DRFA, states may keep any excess Commonwealth funding that they gain from actual reconstruction costs falling below their original certified estimates. These excess funds may arise

because the Commonwealth will reimburse disaster funding against estimated reconstruction cost, not the actual cost.

NSW Proposed Implementation:

Where funding becomes available, the amount offered for distribution is based on efficiencies achieved by local councils and NSW Government agencies during the delivery of natural disaster restoration projects in past years, and the level of Commonwealth assistance provided to the NSW Government.

It is proposed for funding to be allocated to local councils, NSW government agencies and to regional and state-level funding pools in the following proportions:

60% to be returned to the local councils and NSW Government agencies that helped to deliver the efficiencies.

30% to be allocated to regional funding pools for subsequent allocation to disaster mitigation activities and projects within the region, based on priority.

10% to be allocated to a state-level fund for subsequent reallocation to disaster mitigation activities and projects of state significance.

5. Extension of the 21-day clean-up funding period to 3 months

The DRFA introduces a 3-month time limit for emergency works and immediate reconstruction works. The time limit starts when the asset becomes accessible to council.

NSW Proposed Implementation:

The NSW Government is proposing to offer an increased claim period from the current 21 days to 3 months for clean-up, emergency works and immediate reconstruction works. This offer is conditional upon the local council accepting revised co-contribution arrangements. If a council does not wish to take up this offer, it will continue to be subject to the current co-contribution arrangements but it will not be able to claim during the increased claim period (unless provided an extension). At this stage council feedback is sought on the proposed model. [Further information is available in the Day Labour Implementation Paper.](#)

Changes to processes will be made in the agency guidelines (NSW RMS & NSW PWA) and submission documents (e.g. Form 306) to align with new requirements. Training will be available online and also during face to face technical training events, scheduled for June 2018.

6. Community Recovery Officers

The Commonwealth DRFA will provide dollar-for-dollar funding to employ temporary (12-months) Community Recovery Officers (CROs) for certain disasters where a minimum threshold of assistance has been given to affected households and individuals. The purpose of CROs will be to work with affected communities to: identify recovery needs; assist in accessing relevant information and resources to develop community recovery programs; and provide community capacity building as required.

NSW Proposed Implementation:

In circumstances where a Natural Disaster meets Australian Government eligibility criteria, the NSW Government may provide a temporary Community Recovery Officer (CRO), for a full-time equivalent period of up to 12 months, to work with the disaster-affected community.

The provision of CROs is reserved for Natural Disasters where the Department of Justice – Office of Emergency Management (OEM) assesses that the Australian Government's criteria have been met, there is a need to employ such an officer, and their functions cannot be completed by existing local government and community services sector personnel in the disaster-affected community.

DRFA 2018 Technical Training Module 1



Transport
**Roads & Maritime
Services**



Public Works
Advisory



Justice
Office of
Emergency Management

This presentation is not a policy document. Its use is for illustration and content delivery purposes only.

Please restrict circulation to internal staff members only.

Aspects of content are under review and not final.

Technical Training Workshop

Agenda

- ▼ **10:00-11.30 | Presentation by Office of Emergency (OEM), Roads & Maritime Services, and Public Works Advisory**
- ▼ **11:30-12:00 | Asset Edge - Recover Overview**
- ▼ **12:30-1:00 | Lunch**
- ▼ **1:00-2.00 | Recap, Q&A, Feedback**

DRFA 2018

Disaster Recovery Funding Arrangements



- ▼ Financial assistance for the purpose of relief and recovery
- ▼ Cost sharing between the Commonwealth and state and territories.
- ▼ Final version released in June 2018
- ▼ In effect from 1 November 2018

DRFA Cat B only pp. 16-31

essential public asset

- Is a transport or public infrastructure asset which is owned and maintained, or operated and maintained, by an eligible undertaking (e.g. a local council)

Transport	Roads Road infrastructure (including footpaths, bike lanes and pedestrian bridges) Bridges Tunnels Culverts
Public infrastructure (Health, Education, Justice, Welfare)	Public hospitals Public schools Public housing Prisons / correctional facilities Police, fire and emergency services' stations Levees State territory or local government offices Storm water infrastructure

DRFA Guideline 1 – An essential public asset

~~essential public
asset~~

Examples of assets which are not considered essential public assets:

- a) sporting, recreational or community facilities (for example, playgrounds, ovals, showgrounds, skate parks, swimming pools and associated facilities.
- b) religious establishments (for example, churches, temples and mosques, and
- c) memorials

DRFA Guideline 1 – An essential public asset

eligible disaster

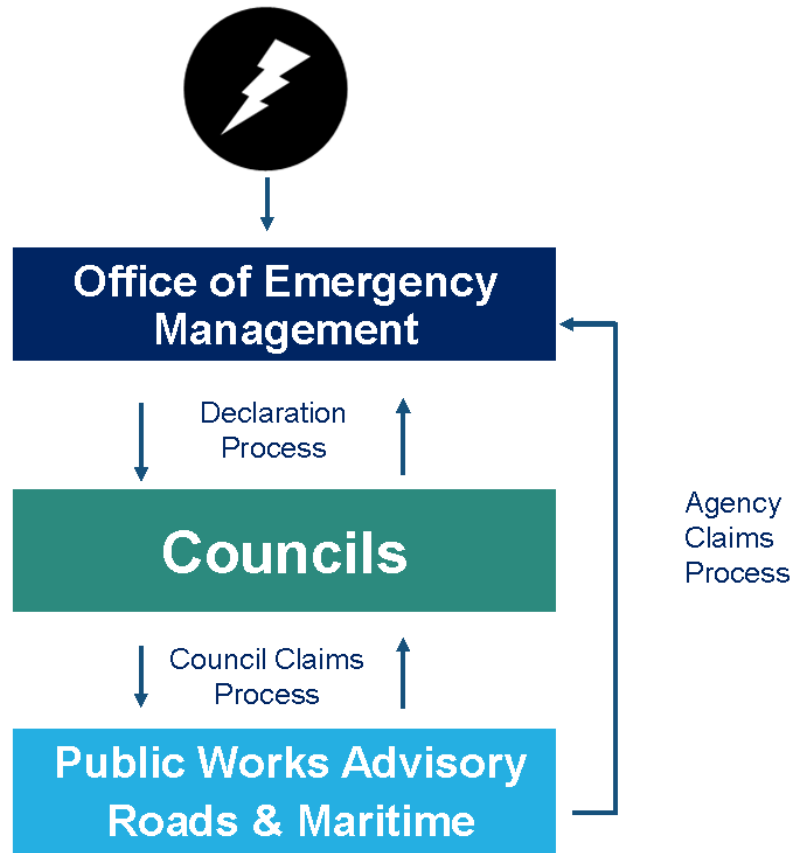
- A coordinated multiagency response was required
- State expenditure exceeds the small disaster criterion
- All declared natural disaster events are listed on: www.disasterassist.gov.au



DRFA p. 5

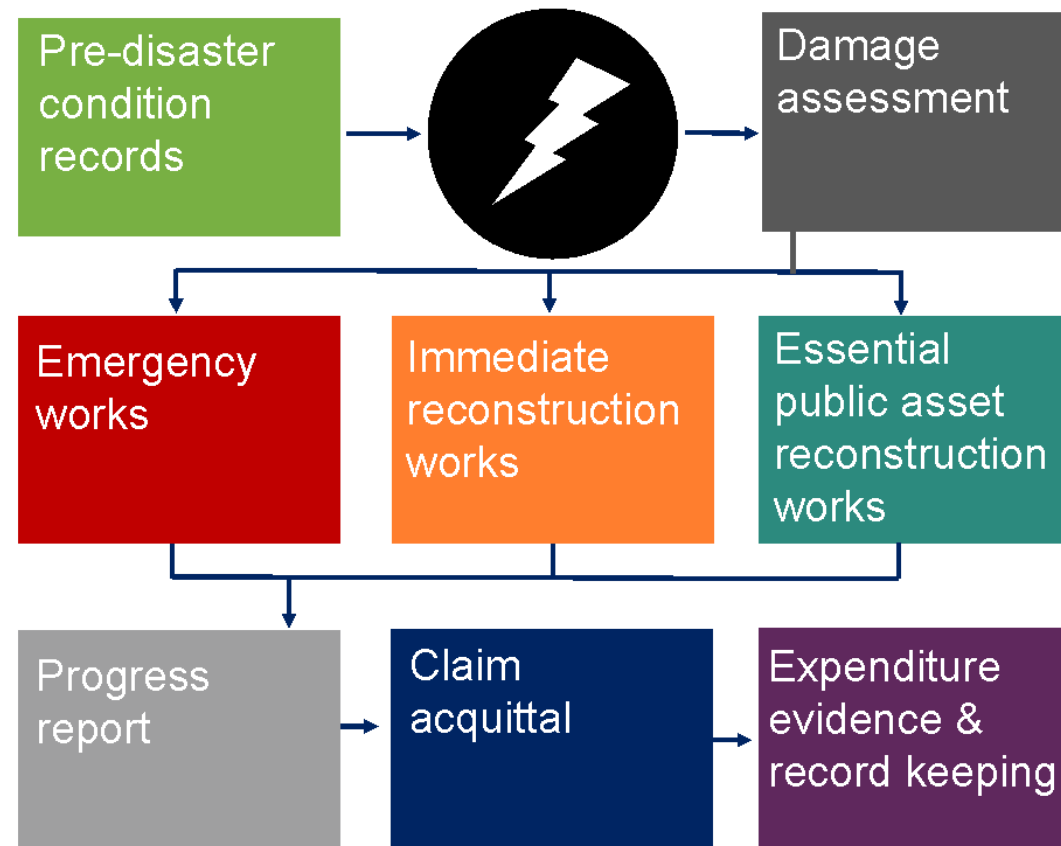
DRFA Organisations

Agency claims process



EPA Lifecycle

Essential public assets restoration process

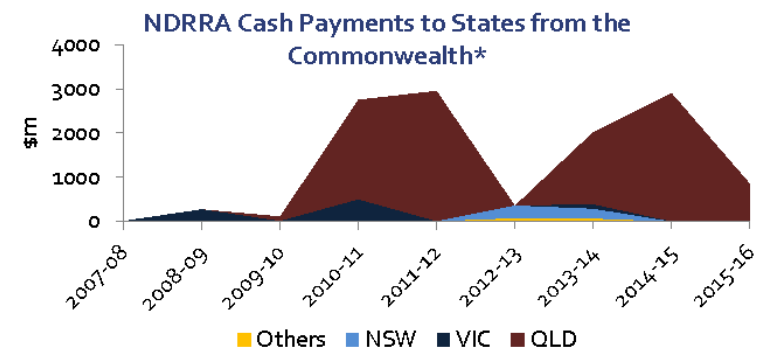
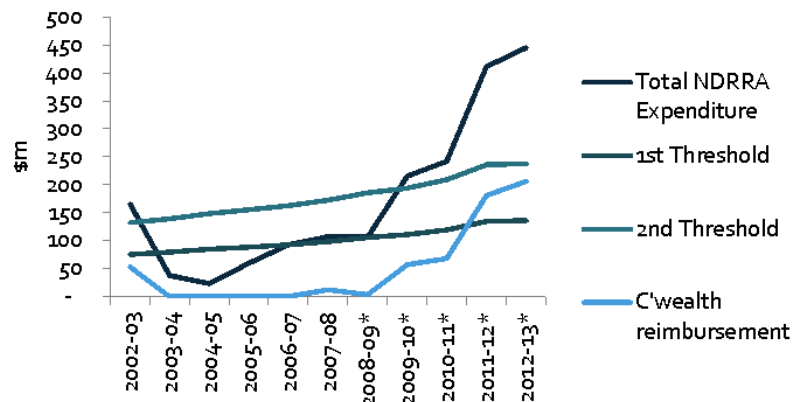


DRFA 2018

Natural Disaster Expenditure is rising



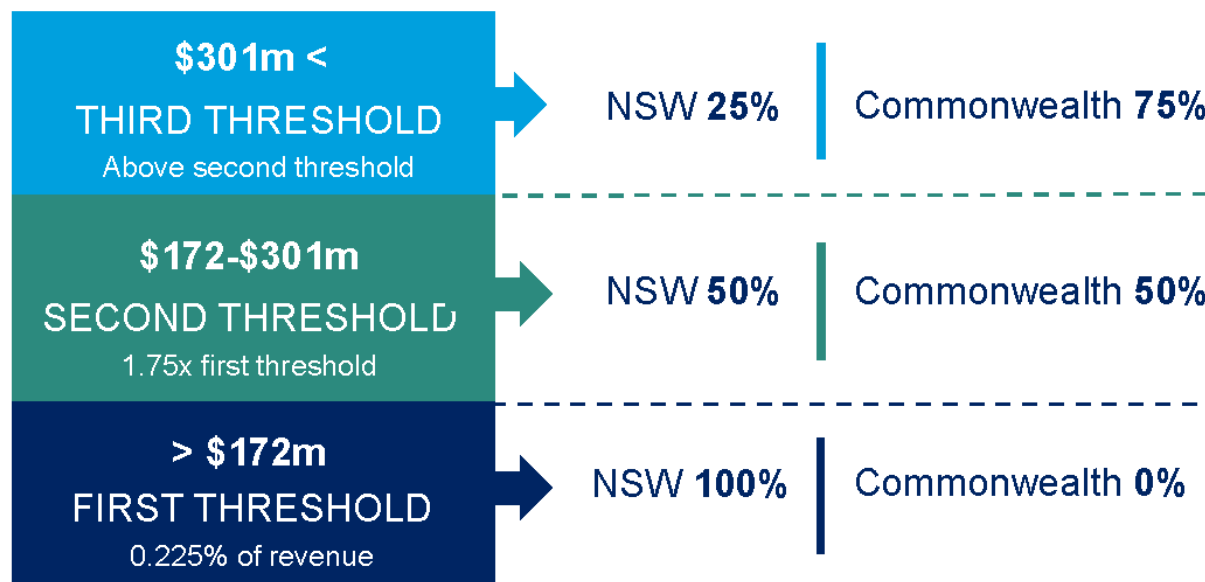
NSW NDRRA expenditure and reimbursement



DRFA co-contribution model

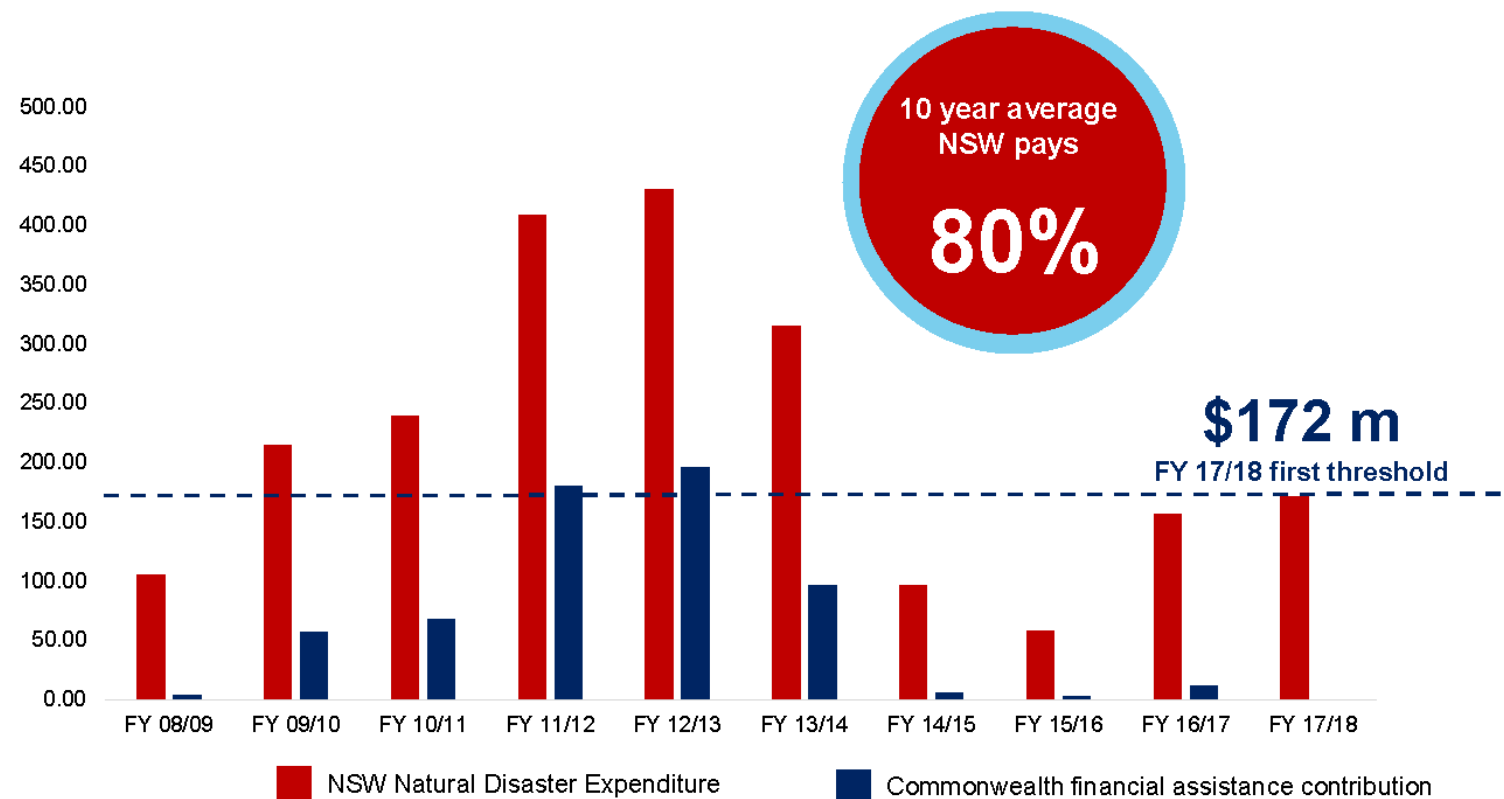
Commonwealth's cost-sharing principle

FY 17/18



NSW Disaster Expenditure

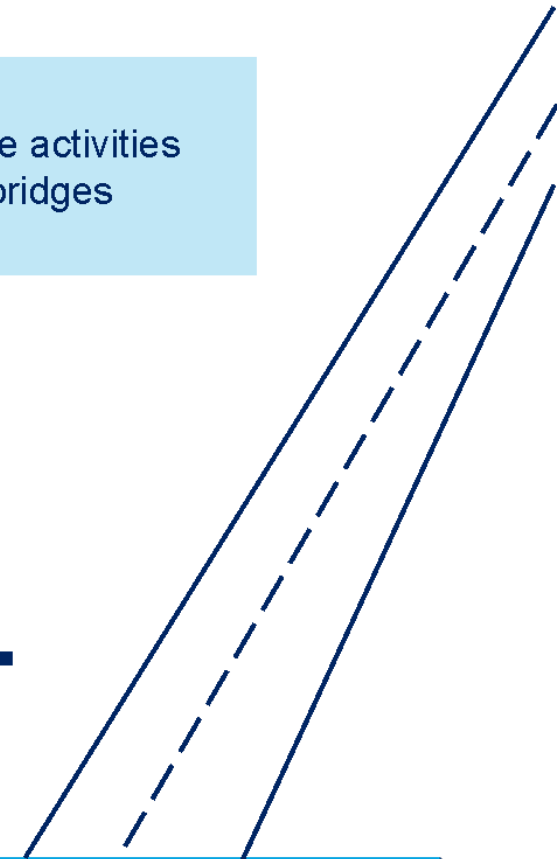
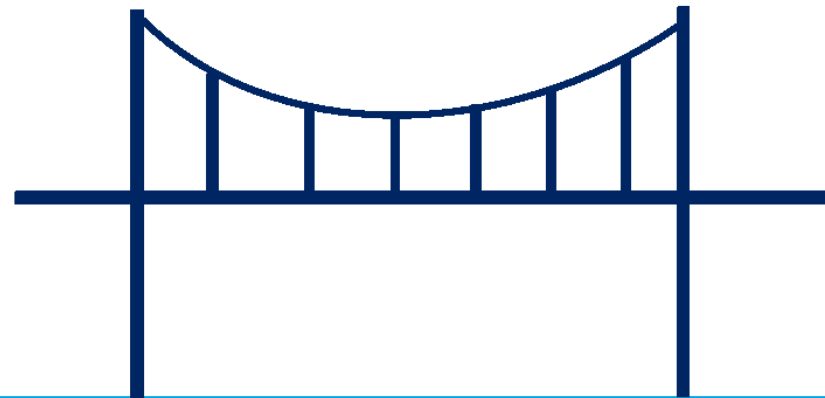
10 year average Commonwealth financial assistance



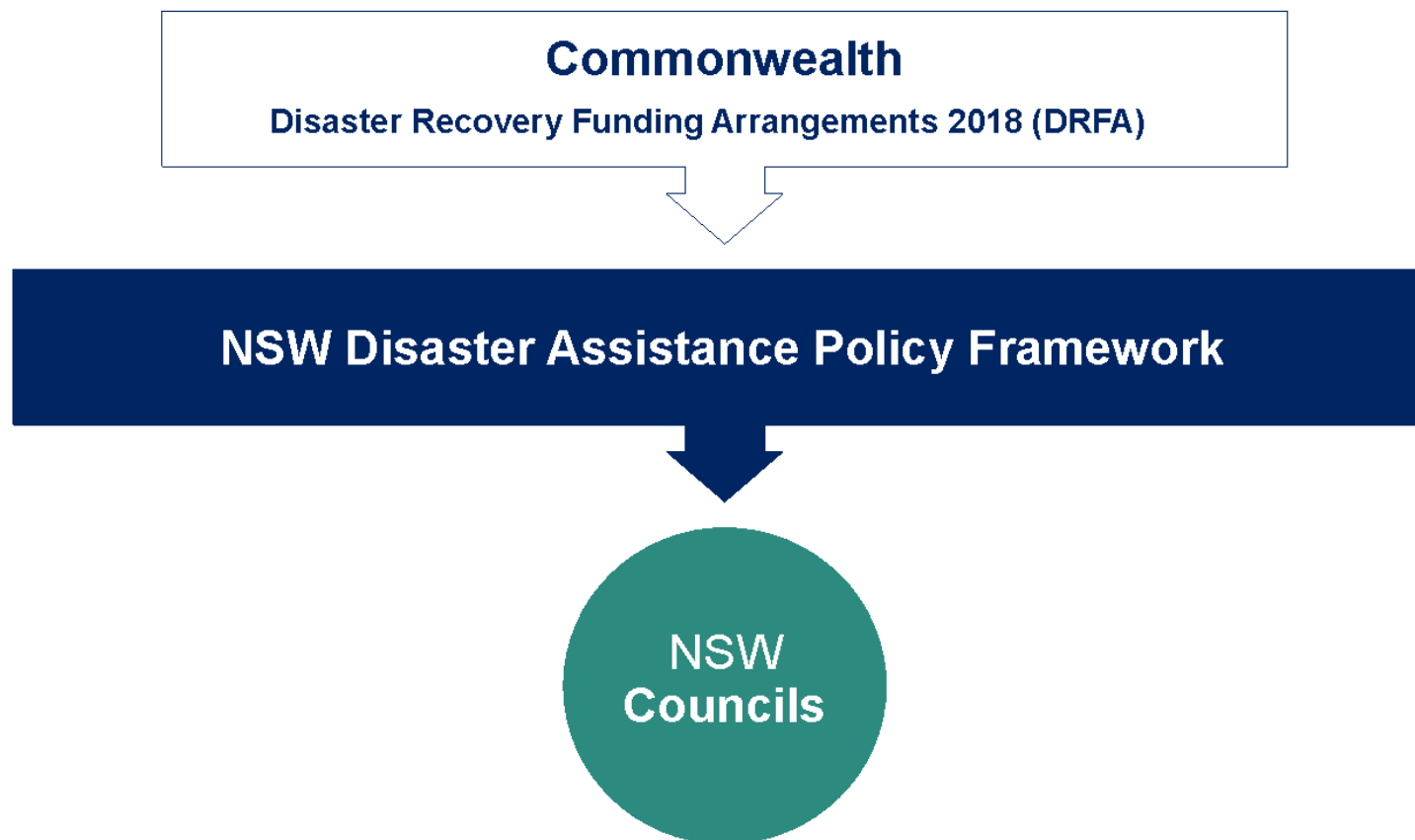
NSW Disaster Expenditure

Recovery and restoration costs of roads and bridges

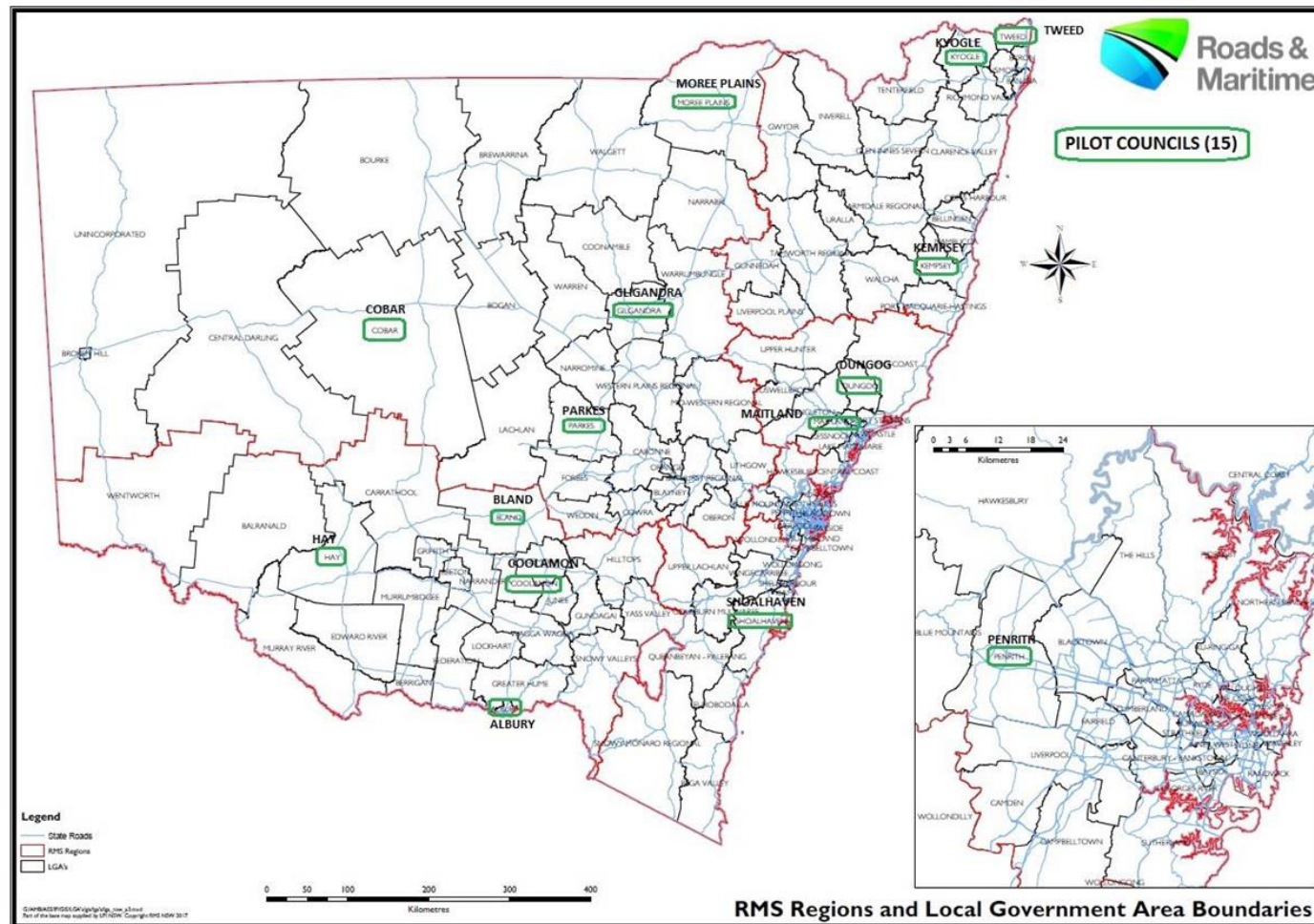
> 80 % of total natural disaster expenditure activities
relate to restoration of roads and bridges



NSW Policy Framework



DRFA Testing Pilot Councils



NSW Policy Framework

Day Labour Arrangements

NSW Natural Disaster Expenditure



Council's
co-contribution

- Staff / labour costs
- Internal plant hire
- 3 months clean up and emergency works



NSW Policy Framework

Day Labour Arrangements – revised co-contribution model

NSW Natural Disaster Expenditure



Council's
co-contribution

- ▼ Co-contribution trigger threshold is the lesser of:
 - 0.75% of rate revenue, *or*
 - \$1 million

- ▼ Once threshold is activated council contributes with the lesser of:
 - 0.75% of rate revenue, *or*
 - \$1 million, *or*
 - 25% repair / restoration expenses

- ▼ Maximum annual contribution capped at 2% of rate revenue

Day Labor Arrangements – co-contribution examples

17

DRFA 2018 | Day Labour Survey

Email/Phone calls = 128 Local Councils

24 April	Email 1: Feedback request - Day Labour provisions 128 Local Councils General Managers	✓
26 April	Email 2: ROC / JO Briefing offer - Day Labour provisions 17 ROC / JO	✓
01 May	Email 3: Council information sessions – Day Labour Provisions 128 Local Councils	✓
07 May	Email 4: ROC / JO Briefing offer - Day Labour provisions 14 ROC / JO	✓
08 May	Email 5: Engineers & Key Technical Staff Local Councils	✓
17 May	Email 7: Reminder feedback request – Day Labour Provisions Local Councils	✓
29 May	Email 8: Extended deadline 4 June feedback request – Day Labour Provisions Local Councils	✓

Survey Responses:

Total (68%):



Proposed Day Labour Provision



Video Conference Local Council attendance = 26 of 128

01 May	02 May	04 May	04 May	07 May	08 May	09 May	11 May	15 May	16 May	18 May
2	0	2	4	3	1	1	1	4	4	4

Web portal analytics:

<https://drfa.support>

New users total:

308

Regional cities visiting web portal (approx.):

80

Engagement summary:

Local Councils active engagement with OEM (web portal, video conf., phone calls and survey):

100

ROCs / JOs:

Scheduled meetings

9 May | RAMROC

21 May | CENTROC

24 May | REROC

7 June | WSROC

LGNSW:

Electronic newsletter

27 April

11 May

NSW Policy Framework

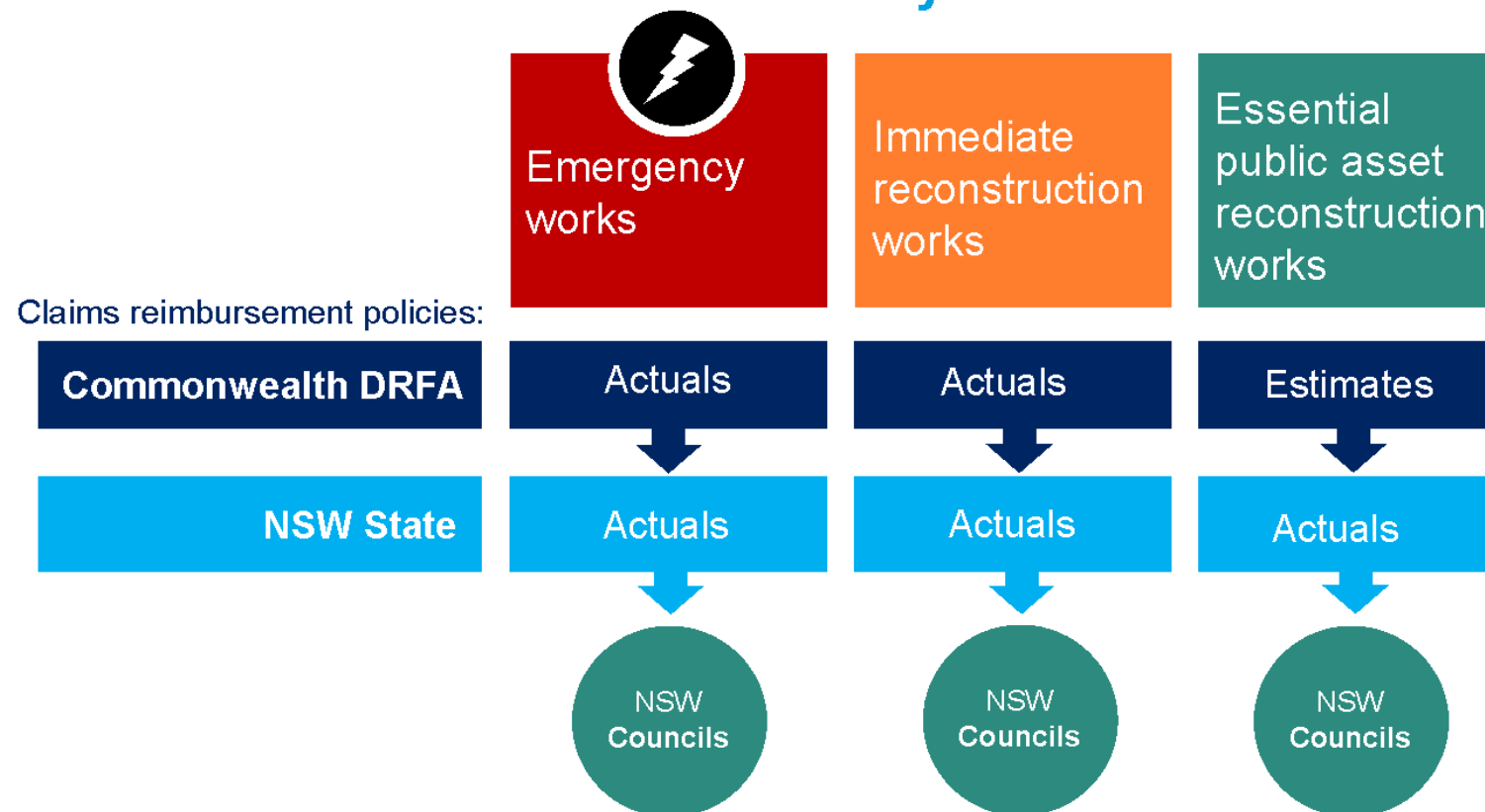
Day Labor Arrangements commence 1 November 2018



DRFA

Key reimbursement change – actuals to estimates

Affects state reimbursement only



NSW Policy Framework

Mitigation

In certain financial years, funding may become available under the DRFA for disaster mitigation activities and projects.

The funding will be allocated in the following proportions:

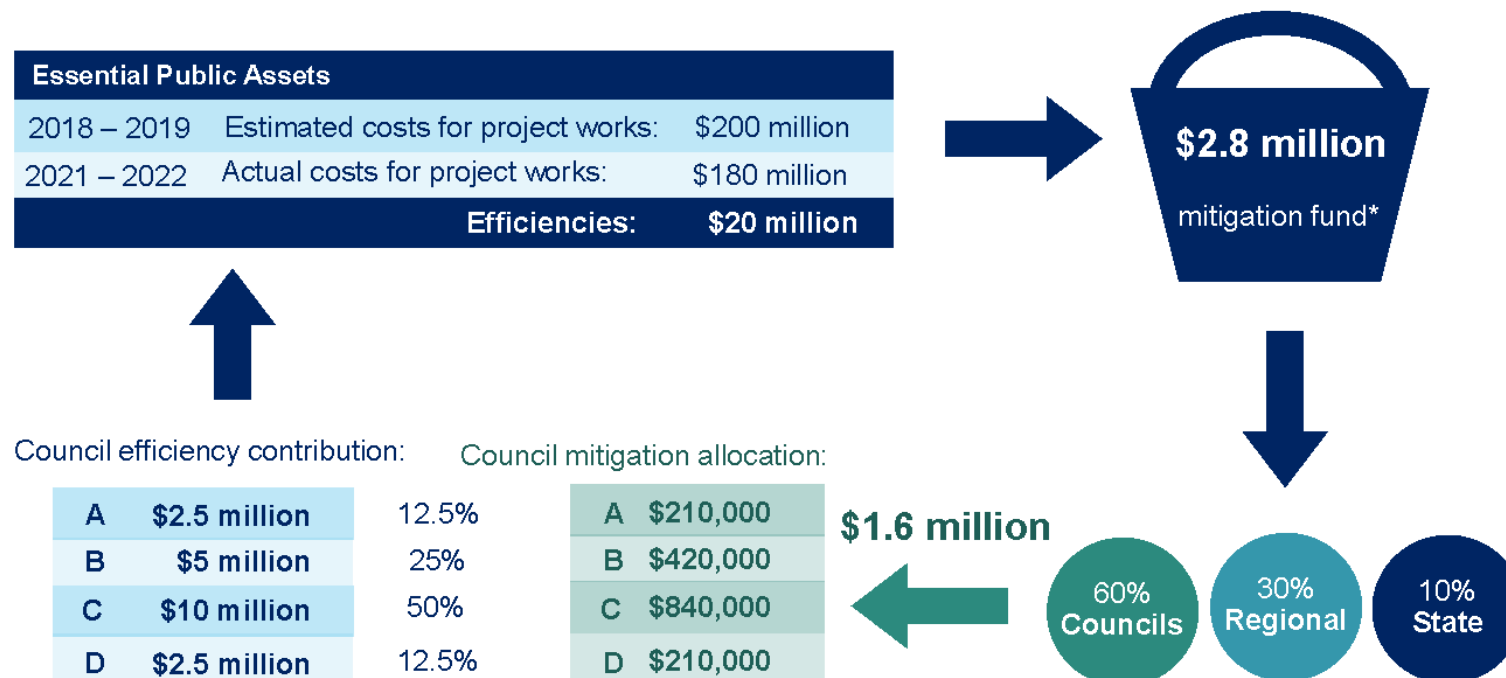


DRFA p. 31

21

NSW Policy Framework

Mitigation (example)

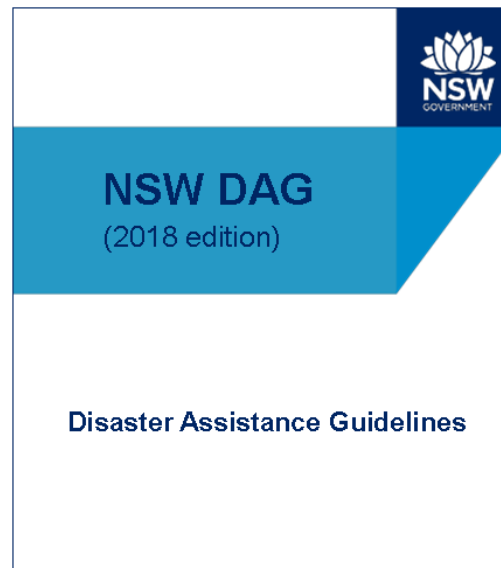


* The mitigation fund is the result of total efficiencies, Commonwealth reimbursement rates and specific provisions within the DRFA.

NSW Policy Framework

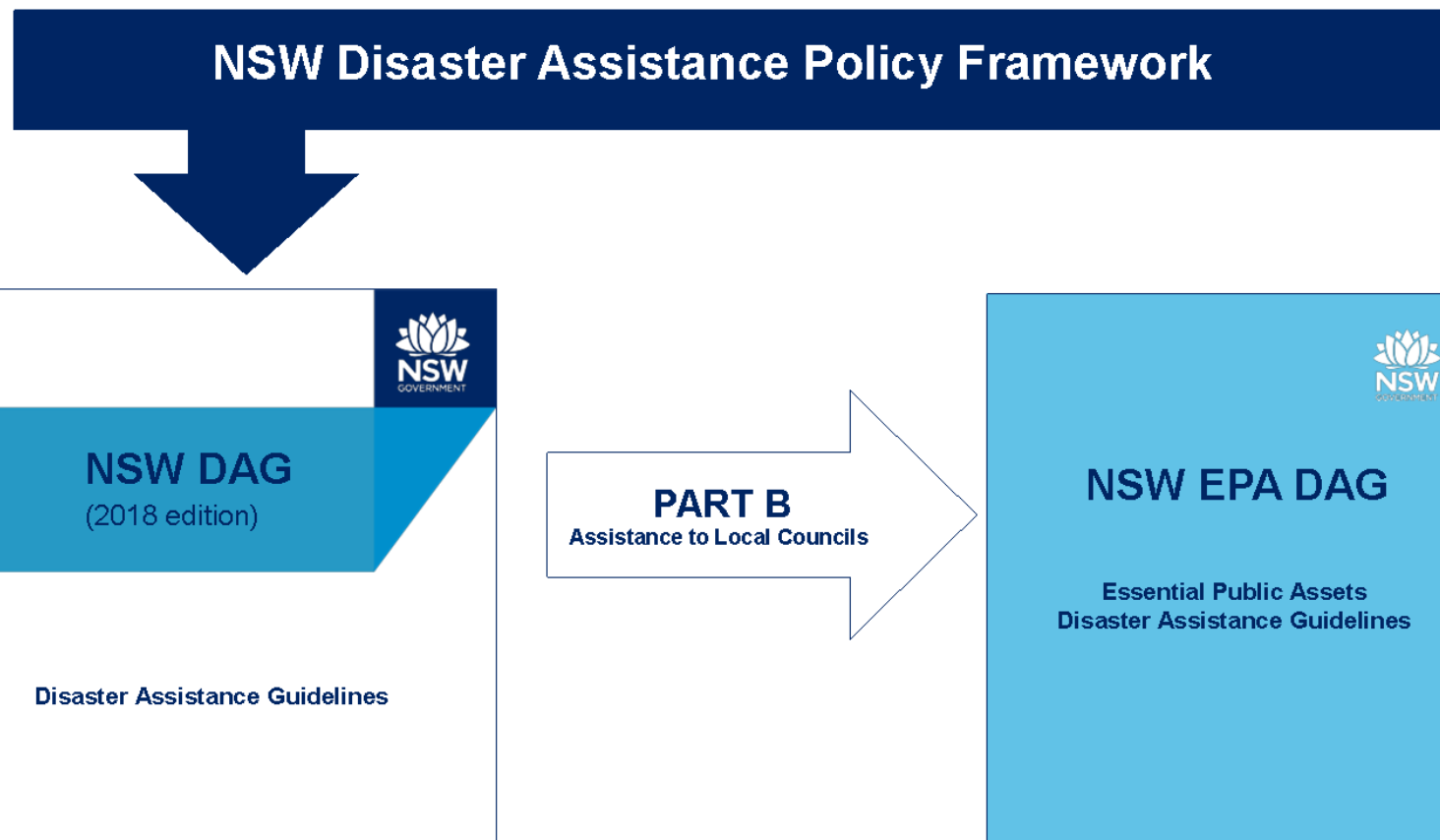
NSW disaster assistance guidelines

NSW Disaster Assistance Policy Framework



NSW Policy Framework

NSW disaster assistance guidelines




NSW EPA DAG

NSW Essential Public Assets Disaster Assistance Guidelines



NSW EPA DAG

Disaster Assistance Application Form 306

 Justice Office of Emergency Management	Form 306
NSW Essential public asset disaster assistance application	
1.0 Claim details	Claimant: [Council] Eligible disaster ID: [Disaster]
Council Inputs	
Eligible disaster ID	[Disaster]
Council name / Claimant	[Council]
End of Worksheet	

EPA Function Framework

Defining the pre-disaster function

The process to define the **pre-disaster function** of an essential public asset:

1 Primary asset function	
category	<i>Transport or Public infrastructure</i>
sub-category	<i>For example, road, bridge, public hospital or public school</i>
2 Asset classification	
type	<i>e.g. sub-arterial road, local road</i>
capacity	<i>One lane / two lane, two lane with pedestrian walkway</i>
layout and materials	<i>dimensions e.g. lane width, pavement depth materials e.g. gravel, concrete, asphalt</i>

DRFA pp. 27,28

NSW EPA DAG

Pre-disaster condition records

Pre-disaster
condition
records

- A. geospatial data**, including satellite images
- B. visual data**, including photographs or video footage
- C. maintenance records**
- D. asset registers**
- E. Inspection report during damage assessment**

DRFA p. 26

28

NSW EPA DAG

Damage assessment

Damage
assessment

- A. geospatial data**, including satellite images
- B. visual data**, including photographs or video footage
- C. asset inspection reports**

DRFA p. 26

29

NSW EPA DAG

New disaster assistance categories



Funding assistance eligibility conditions:

- Pre-disaster condition evidence
- Evidence the damaged asset is a direct result of eligible disaster
- Visual evidence of works carried out
- Long-term record keeping of expenditure for auditing purposes

DRFA p. 17

30

NSW EPA DAG

Emergency works



- **Time limit: 3 months***
- **Eligible claims are paid on actuals**
- **Day labour and internal plant hire costs***

Additional eligibility conditions:

- Assessing authority must be **advised** by the council of the scope of emergency works prior to commencement

* Councils staying with the current co-contribution arrangements are not eligible for day labour and internal plant hire and are only eligible for 21 days of emergency works.

NSW EPA DAG

Immediate reconstruction works

Immediate
reconstruction
works

- **Time limit: 3 months**
- **Eligible claims are paid on actuals**
- **Day labour and internal plant hire costs****
- **Full reconstruction of damaged asset**

Additional eligibility conditions:

- Assessing authority **must approve** scope of immediate reconstruction works prior to commencement
- Reconstruction works must comply with the principle of essential public assets **pre-disaster function**

** Councils staying with the current co-contribution arrangements are not eligible for day labour and internal plant hire expenditure.

NSW EPA DAG

Essential public asset reconstruction works

Essential
public asset
reconstruction
works

- **Time limit: 24 months from EOFY of eligible disaster**
- **Cost estimation based funding, released after eligible reconstruction work has been carried out**
- **Day labour and internal plant hire costs*****
- **Full reconstruction of damaged asset**

Additional eligibility conditions:

- Assessing authority **must approve** estimation costs prior to reconstruction works commencing
- Reconstruction works must comply with the principle of essential public assets **pre-disaster function**
- The established **pre-disaster function** must be documented in estimation and Form 306

*** Councils staying with the current co-contribution arrangements are not eligible for day labour and internal plant hire expenditure.

NSW EPA DAG

Independent technical review

Essential
public asset
reconstruction
works

Independent Technical Review

Must take place if:

- 1) The estimated project reconstruction cost is \$25 million or more.
- 2) An alternative reconstruction solution is preferred causing a variance between the original and preferred solution is > 50% than the original estimated reconstruction cost and has a value of \$5 million to \$25 million.
- 3) Special circumstances give rise to a variance that is 15% greater than the estimated cost and is more than \$1 million.
- 4) The Commonwealth elects to have it reviewed.

DRFA pp. 32 - 33

34

NSW EPA DAG

Variation as a result of special circumstances



DRFA pp. 10, 32 - 33

35

NSW EPA DAG

Progress report

Progress
Report

Project / works progress update:

- Actual incurred expenditure
- Estimated costs to complete
- % of works physically completed
- Current project start and finish dates
- Any variances: scope, cost or time

NSW EPA DAG

Progress report

Claim
acquittal

Lodged to the assessing authority:

- < 3 months following completion works
- may be subject to further review by the Commonwealth for compliance.

NSW EPA DAG

Expenditure evidence & record keeping

Expenditure
evidence &
record keeping

Councils must:

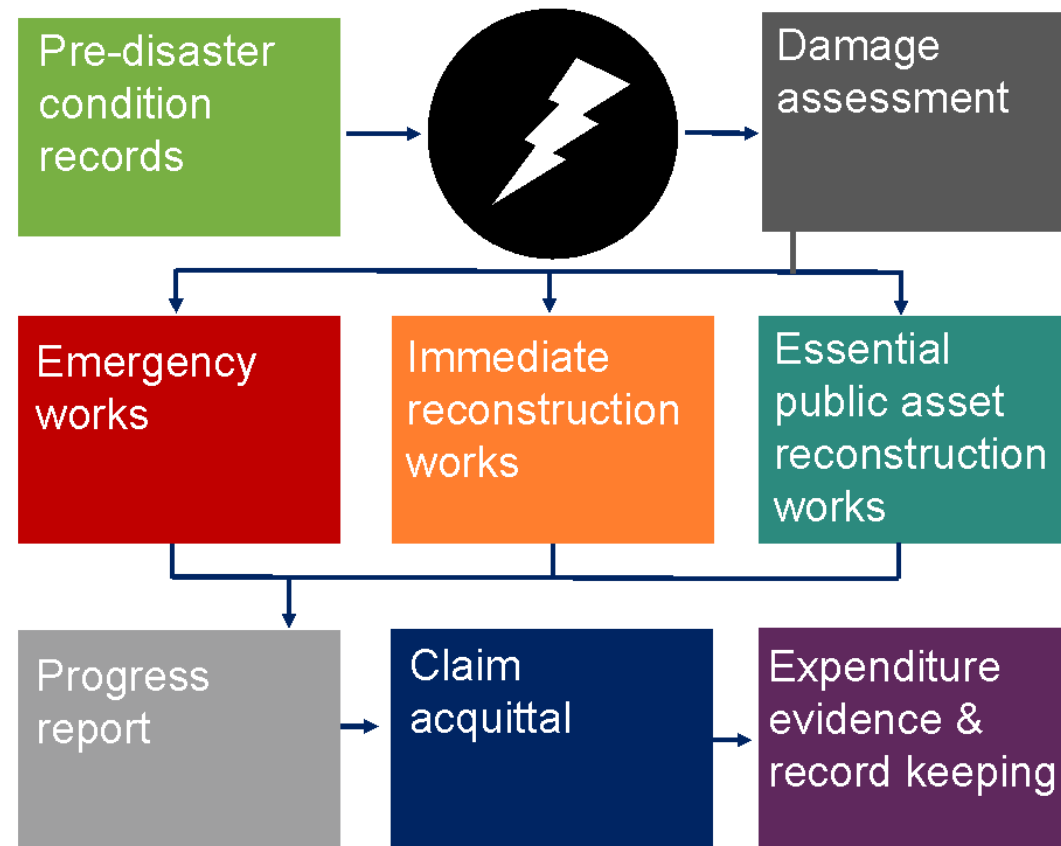
- Keep audit trail for 7 years from end of FY
- Upon request relevant documentation to be made available within three weeks
- Upon request, complete audit trail demonstrating a direct relationship between activities and eligible expenditure

DRFA p 43

38

NSW EPA DAG

Essential public assets restoration process



DRFA / NSW EPA DAG

Assurance & auditing

- **Annual assurance engagement**
by a State appointed auditor in accordance with ASAE3150
- **Internal controls** need to be:
 - a. designed, signed off by the State Audit Office (AO), and
 - b. then implemented.

DRFA p. 37

40

Internal controls

[illegible]

DRFA p. 38

NSW EPA DAG

Examples eligibility assessment scenarios

Bridge structure

Scenario	Eligibility assessment
<p>A timber bridge has been made structurally unsound by the recent flood event and is required to be replaced.</p> <p>It is current policy to replace timber bridges with concrete due to the shortage of appropriate structural timber materials and the cheaper whole-of-life cost of concrete bridges.</p>	

NSW EPA DAG

Examples eligibility assessment scenarios

Drainage / culverts

Scenario	Eligibility assessment
<p>The entire length of a three cell 600mm diameter culvert has been damaged as a result of flood waters.</p> <p>The original three cell 600mm diameter culvert was designed to Q20 flood immunity.</p> <p>The current engineering standard for this location stipulates that Q50 flood immunity should be provided. This flood immunity increase results in an additional cell (i.e. four cells in total) to comply with the current engineering standards.</p>	

NSW EPA DAG

Examples eligibility assessment scenarios

Embankment / batters

Scenarios	Eligibility assessment
<p>A local road is split level, with a steep embankment/cut between the two travel lanes for a length of about 100m.</p> <p>A 10m length of the batter slumps, washing away part of the higher roadway.</p> <p>The council proposes constructing a retaining wall for the full 100m length as it all has potential to collapse one day.</p>	

NSW EPA DAG

Examples eligibility assessment scenarios

Floodways

Scenarios	Eligibility assessment
<p>A concrete floodway remains structurally sound after a recent flood event, but the embankments at the approaches have been severely scoured and washed out, resulting in a large gap between the floodway and the eroded embankment/road.</p> <p>The floodway could be extended by 10m to cross the gap left by the erosion</p>	

NSW EPA DAG

Examples eligibility assessment scenarios

Road – sealed

Scenarios	Eligibility assessment
Sections of pavement on a sealed road have been inundated with water, with rutting <80mm visible three months after the activated disaster event.	

NSW EPA DAG

Examples eligibility assessment scenarios

Road – unsealed

Scenarios	Eligibility assessment
<p>A section of 1200m of unsealed road has been damaged by an eligible disaster.</p> <p>There is no remaining gravel on the road.</p> <p>Formation grading and gravel re-sheeting is proposed on the existing 8m unsealed road.</p> <p>There is evidence demonstrating re-sheeting of the road within five years before the eligible disaster.</p>	

NSW EPA DAG

Examples eligibility assessment scenarios

Signs / fencing / guardrail

Scenarios	Eligibility assessment
<p>The 20m section of guardrail on the approach to a bridge abutment was destroyed following high-velocity flows from an activated disaster event.</p> <p>The current design standard for the guardrail dictates that the guardrail approach needs to be 30m.</p>	





Thank you!



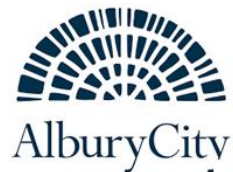


Thank you!





Thank you!



Greater
Hume
Council



FEDERATION
COUNCIL



Wagga Wagga
City Council





Thank you!





Thank you!



WALGETT
SHIRE COUNCIL



GWYDIR
SHIRE COUNCIL

Questions

Contact

<https://drfa.support/contact/>

or email

DRFA.Support@justice.nsw.gov.au

12 FINANCE AND ADMINISTRATION

The following item is submitted for consideration -

- | | | |
|------|---|-----|
| 12.1 | Draft Plan of Management for a RV Friendly Town overnight parking site at Willis Park Crookwell | 206 |
|------|---|-----|

Finance and Administration - 18 October 2018

ITEM 12.1 **Draft Plan of Management for a RV Friendly Town overnight parking site at Willis Park Crookwell**

FILE REFERENCE **I18/529**

AUTHOR **Director of Finance and Administration**

ISSUE

Providing submissions received in relation to the public exhibition of the Draft Plan of Management for a RV Friendly Town overnight short stay parking site at Public Reserve Number 71527, known as Willis Park, Hay Street Crookwell, being Crown Land, Lot 174 DP 753042.

RECOMMENDATION That -

1. Council does not proceed with the adoption of the Draft Plan of Management – Public Reserve Number 71527, Willis Park at Hay Street Crookwell for a RV Friendly Town overnight short stay parking site.

BACKGROUND

At the 16 August 2018 Council Meeting, Council resolved under Resolution Number 241/18 as follows:-

“That the concept site plan be amended to locate the driveway entry to the RV area to the southwest corner of the site away from the existing residence and then the Draft Plan of Management – Public Reserve No. 71527, Willis Park at Hay Street Crookwell, be placed on public exhibition for a period of 28 days.”

REPORT

Council management commenced investigations to meet the short term overnight parking site requirement for the RV Friendly Town program at the potential site of Public Reserve Number 71527, known as Willis Park, being Crown land Lot 174 DP 753042. The land is used as an off leash dog park in Hay Street Crookwell.

The Campervan and Motorhome Club of Australia (CMCA) RV Friendly Town program has an assessment criteria for an applicant to meet the short term overnight parking criterion. For the assessment criteria to be met it requires a 24 hour to 48 hour short stay period available for caravans and/or RVs. Short term parking must be available for a total of ten big caravans or RVs and the site must be on even ground and not be prone to bogging or flooding.

A Plan of Management for a specific chosen short term overnight parking site is a requirement under the *Crown Land Management Act 2016* for a crown land public reserve and is also a necessary compliance and risk management practice to ensure the use of this public land meets community expectations.

Finance and Administration

DRAFT PLAN OF MANAGEMENT FOR A RV FRIENDLY TOWN OVERNIGHT PARKING SITE AT WILLIS PARK CROOKWELL cont'd

The Draft Plan of Management was placed on public exhibition for 28 days and with a closing date of 28 September 2018. The Draft Plan of Management was advertised in the Goulburn Post and Crookwell Gazette as a Public Notice seeking community feedback from the relevant users of the public reserve, adjoining neighbours, nearby residents, businesses, members of the public and community groups.

A neighbour notification process was undertaken in conjunction with the public exhibition period to facilitate feedback from land owners that may potentially be adversely affected regarding the potential site.

Director of Finance and Administration Summary

A total of 20 submissions were received by Council during the public exhibition period. The majority of the submissions object to the proposed identified Hay Street Crookwell location of the RV Friendly Town overnight parking site. Also, a number of submissions object to the RV Friendly Town proposed site being used in conjunction with the pre-existing off the leash dog park. There are zero submissions in support of the Willis Park site.

All public submissions are attachments to this report provided for Councillor's information and consideration. The concerns raised in the submissions are generally reflected as follows:-

1. Objection to Council funds being spent to benefit tourist and RV groups, should instead focus on ratepayers and residents and upgrade existing roads and community facilities. Waste of public money for the benefit of a few travelers.
2. Objection on basis that a free RV Friendly Town facility for tourists will not add significant monies to the local economy as the RV users are not going to spend money in the town. Council will not recoup the capital investment and local businesses will not benefit from RV users shopping locally.
3. Cost to ratepayers for upgrade to the site (\$74,233). Costs of upgrading the Hay Street road connecting the site with tree clearing and bitumen sealing expense (\$206,879). Ongoing costs of Council staff monitoring the site and ensuring compliance by RVs and policing short stay rules. Costs of managing the RV Friendly Town facility such as rubbish removal and grounds mowing and maintenance.
4. Possible pollution or environmental damage by RV users dumping of grey waste and food waste in close proximity to Kiamma Creek. Lighting of camp fires and BBQs create a bushfire risk.
5. Objection stating that an Environment Impact Statement has not been prepared for Kiamma Creek which borders the identified site. Protecting of the waterway from debris generated from the potential RV site is a concern.
6. Importance to maintain open green space for growing population with young families and retirees in the vicinity of a large subdivision requiring outdoor relaxation.

Finance and Administration

DRAFT PLAN OF MANAGEMENT FOR A RV FRIENDLY TOWN OVERNIGHT PARKING SITE AT WILLIS PARK CROOKWELL cont'd

7. Unsuitability of the Hay Street site to meet CMCA guidelines stating the land is a flood prone, uneven and sloping terrain and a wet boggy location. Stormwater drainage onto the site would be necessary to alleviate these concerns.
8. Unsuitability of the Hay Street site as the location is too far away in walking distance from the Crookwell main street. The walk to the town centre is along a dusty gravel road with no footpaths.
9. Concerns with road safety at the entry and exit of the intersection of Hay Street to Saleyards Road. Also, concerns at sharing of a single car park at the RV site.
10. Noise disturbance, exhaust fumes from RVs and loss of visual amenity to adjoining and nearby residents with RV generators used all hours and irregular hours of traffic movements. There will be an adverse effect on the property land value of neighbouring properties.
11. Council has a duty of care to all residents and especially neighbouring land owners to the proposed RV Friendly Town site. Privacy concerns for existing and long term adjoining residents to the site.
12. Traffic management issues with regards to an unsealed gravel road that is narrow and additional traffic movements will create road safety issues for property owners, dog park users and RV traffic. The increase in traffic from this site would exasperate dust to nearby residents creating health concerns for neighbours and also dust will create further traffic issues.
13. Objection to the decrease in available land for use as an off the leash dog park as part of the proposal. The Informal Dog Park available land area is disjointed as parts of land for use by dogs is flood prone and unusable for part of the year.
14. Various and multiple concerns are stated with regards to the existing condition of the off the leash dog facilities. Submissions state that the off the leash dog park facilities require improvement. Only one bench seat for up to 3 people to sit. No shade facilities for dog owners, no picnic facilities or table/chairs, old outdated signage, fencing and gates require upgrade with installation of dog proof fencing.
15. Suggestions to use the existing Caravan Park and/or AP&H Crookwell Showground instead of creating a new RV Friendly Town site. Suggestion to make low cost or free accommodation available at the Crookwell Caravan Park.
16. Objection states that the creation of RV Friendly Town site may result in the demise of the existing Crookwell Caravan Park. The RV, caravans and campers will choose the free overnight camping option.
17. Negligible economic benefits from RV market. The Draft Plan of Management does not provide cost/benefit analysis for RV site. No estimated maintenance costs and no dollar spend detailed at local businesses. No independent study to show if RV market spend money, in a town the size of Crookwell, greater than maintenance costs.

Finance and Administration

DRAFT PLAN OF MANAGEMENT FOR A RV FRIENDLY TOWN OVERNIGHT PARKING SITE AT WILLIS PARK CROOKWELL cont'd

18. The Draft Plan of Management excludes a large part of the community from utilising the available public space.
19. A submission questions why free parking instead of low or nominal value overnight parking cost. The decision by management for free parking was based on the cost for staff resources to manage compliance and fees collection.
20. A submission states there is community anger and outrage that Council is prepared to carve up a community facility in response to CMCA's set of criteria.
21. An alternative location for a RV Friendly Town short stay site is suggested within the Railway corridor land located off Park Street near the Crookwell Men's Shed. This alternative potential site is in closer proximity to the Crookwell main street. The Goulburn Crookwell Heritage Railway Inc. state that an RV park in Park Street would be fully compatible with their activities and look forward to the area being tidied up from its current neglected physical state. Note: costs will be incurred for improvements necessary at this site.
22. An alternative location for a RV Friendly Town short stay site is suggested at Kiamma Creek Pat Cullen Reserve off Marsden Street. Note: costs will be incurred for improvements necessary at this site.
23. An alternative location is suggested for an off the leash dog park at Gordon Park in Crookwell. Note: costs will be incurred for improvements necessary at this site.

Summary

There have been alternative locations identified in the public submissions that have not been further examined at this point in time. Before progressing with any further potential sites, Council should consider and be clear in its intent on whether the town and Crookwell community and businesses support the RV Friendly Town concept and contemplate if the benefits of any potential RV site outweigh the costs and concerns raised to date by the community within the attached public submissions and consider concerns already raised when the Roberts Street Car Park site was identified.

It is my recommendation, after consideration of the neighbours concerns and wider community concerns voiced in the public submissions, that the proposed Willis Park Hay Street site is not the appropriate location for a RV Friendly Town short stay site.

POLICY IMPACT

This is a potential new Council Plan of Management.

Finance and Administration

DRAFT PLAN OF MANAGEMENT FOR A RV FRIENDLY TOWN OVERNIGHT PARKING SITE AT WILLIS PARK CROOKWELL cont'd

OPTIONS

1. That Council does not proceed to adoption of the Draft Plan of Management – Public Reserve Number 71527, Willis Park in Hay Street Crookwell, in response to community concerns and objections to the proposed site.
2. That Council adopts the Plan of Management – Public Reserve Number 71527, Willis Park in Hay Street Crookwell noting unbudgeted project site capital works of fencing the land perimeter and providing a sealed entrance to the RV site and a gravel road within the land boundary at a preliminary cost estimate of \$74,233 to allow permissible use of the potential site.

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no budget allocation within the Council 2018/2019 Operational Plan for establishment works to facilitate the RV Friendly Town short stay site.

The preliminary strategic cost estimate of fencing both areas of land and providing a sealed entrance to the RV site and a gravel road within the land boundary is \$74,233.

The preliminary strategic cost estimate for the upgrade of the entire road length of Hay Street, Crookwell, is \$206,879.

RECOMMENDATION That -

1. Council does not proceed with the adoption of the Draft Plan of Management – Public Reserve Number 71527, Willis Park at Hay Street Crookwell for a RV Friendly Town overnight short stay parking site.

ATTACHMENTS

1. ↓	Plan of Management - Public Reserves - Wills Park Hay Street	Attachment
2. ↓	David Carter - Submission RV park	Attachment
3. ↓	Sharon Bartolo Thearle - Objection to rv site	Attachment
4. ↓	Crookwell Neighbourhood Centre Inc - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Alternative Space Submission	Attachment
5. ↓	Meg Francis - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Objection Submission	Attachment
6. ↓	Sharon & Colin Pitt - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Objection Submission	Attachment
7. ↓	Marion Brace - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Submission	Attachment
8. ↓	Ian & Jan Denney - Comment on Dog Park Proposal	Attachment
9. ↓	Janet Sutherland - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Suggestion Submission	Attachment
10. ↓	Jenny Redhead - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Suggestion Submission	Attachment
11. ↓	Terry & Sherryl Storrier - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Suggestion Submission	Attachment
12. ↓	Dianne Layden - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Objection Submission	Attachment

Finance and Administration**DRAFT PLAN OF MANAGEMENT FOR A RV FRIENDLY TOWN OVERNIGHT PARKING SITE AT WILLIS PARK CROOKWELL cont'd**

13. ↓	SF & LE O'Brien Building - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Objection Submission	Attachment
14. ↓	Jeffrey Vaughan - Submission RV site	Attachment
15. ↓	Neil Skelly - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Suggestion Submission	Attachment
16. ↓	Catherine Duff - Submission - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Submission	Attachment
17. ↓	B & Y Hatch - Submission - Draft Plan of Management - Willis Park Crookwell	Attachment
18. ↓	Barry & Marion Jordan - Submission Draft Plan of Management - Willis Park Hay Street Crookwell	Attachment
19. ↓	Mr Don Southwell - Submission - Draft Plan of Management - Willis Park Hay Street Crookwell	Attachment
20. ↓	Jenifer Heffernan - Draft Plan of Management Public Reserves RV Willis Park Hay Street - Objection Submission	Attachment
21. ↓	Goulburn Crookwell Heritage Railway - Willis Park RV area response to ULC advice 080928	Attachment



DRAFT

PLAN OF MANAGEMENT

**PUBLIC RESERVE NUMBER 71527
WILLIS PARK, HAY STREET,
CROOKWELL**

Draft Adopted:

Council Resolution No: 241/18

COUNCIL PLAN OF MANAGMENT – WILLIS PARK, HAY STREET, CROOKWELL

Contents

1. Introduction

- 1.1 Land Summary
- 1.2 Plans of Management
- 1.3 Purpose of the Plan of Management
- 1.4 Classification and Categorisation of Land

2. Management

- 2.1 Issues
- 2.2 Objectives

3. Policy and Framework for Management

- 3.1 General
- 3.2 Maintenance

4. Priorities and Performance

5. Request for scheduled works – Schedule 1

6. Variation

7. Relevant Legislation and Council Policy and Procedures

Appendix 1 – Willis Park, Hay Street Crookwell Site Plan

COUNCIL PLAN OF MANAGMENT – WILLIS PARK, HAY STREET, CROOKWELL

1. Introduction

The *Local Government Act 1993* ("the Act") requires that Councils must classify Public Land as "operational" or community" and that Plans of Management must be prepared for Community Land.

All of the Land in this Plan of Management is Public Land located within the Upper Lachlan Shire Council local government area.

Upper Lachlan Shire Council is the appointed Land Manager responsible for the care, control and management of the Land in this Plan of Management.

This Plan of management is to provide a framework for the operational and strategic use and management of the Land. The Plan aims to define the values, use, management practices and directions of the Land and be consistent with its public purpose or categorisation.

1.1 Land Summary

Name of Land and Location

1. Public Reserve Number 71527, known as Willis Park, Hay Street Crookwell – Lot 174 DP 753042, Parish of Kiamma and County of Georgiana.

Owner

Crown Reserve land gazetted 1/6/1945 and managed by Upper Lachlan Shire Council.

Permissible Uses

The proposed combined use of public recreation and RV car parks are permissible under the current zoning of the *Upper Lachlan Local Environmental Plan 2010* (as amended) and consistent with this Plan of Management.

Permissible Tenures

Leases and Licences for any purpose consistent with the purpose of the Land or the core objectives as categorised under the *Local Government Act 1993*, and are permissible under this Plan of Management.

1.2 Plans of Management

The Act requires that Council prepare a Plan of Management to identify the important features of the Land, clarify how Council will manage it and how it may be used or developed.

These plans become the regulatory instruments, which bind the land owner and give statutory authority to other types of plans.

COUNCIL PLAN OF MANAGMENT – WILLIS PARK, HAY STREET, CROOKWELL

Following preparation, a Plan of Management for Community Lands needs to be placed on public exhibition for not less than twenty eight days. Public comments are taken into account before Council considers adopting the plan.

1.3 Purpose of the Plan of Management

Upper Lachlan Shire Council (ULSC) has prepared a Plan of Management for the Land to meet legislative requirements of the *Local Government Act 1993*, and to reinforce and conserve the Land's values and gain acceptance through public consultation for proposed works.

The Plan of Management is designed to provide clear guidelines for the effective management of Community Land within the Upper Lachlan Shire local government.

The Plan of Management will clarify how Council will manage it and how it may be used or developed. This will result in clear and achievable management strategies that reflect the Council's and the community's expectations.

Specific objectives of the Plan are to:

- Identify the values of the Land to the community and values of Community Land in accordance with the Crown Reserve gazettal.
- Identify and address the key issues, including leases and licences, conflict between users, and the needs of the residents.
- Identify potential opportunities for sustainable future development of the Land based on community priorities and budgetary considerations.
- Recommend performance measures by which the objectives of the Plan shall be achieved, and the manner in which those measures are addressed.
- Prepare guidelines for future management, planning and the ongoing maintenance of the Land.
- This Plan of Management will provide a basis for assigning priorities in the programming of works and budgeting for new or upgraded facilities.

1.4 Classification and Catergorisation of Land

The Act requires that councils must classify Public Land as "operational" or "community" and that Plans of Management must be prepared for Community Land.

The Land included in this Plan is classified as "Community Land" under the *Local Government Act 1993*, (the Act).

COUNCIL PLAN OF MANAGEMENT – WILLIS PARK, HAY STREET, CROOKWELL

2. Management

2.1 Issues

The following issues have been identified as being relevant to the land:

1. Level of Maintenance; this relates to the level of maintenance required to maintain the area to a standard satisfactory to users.
2. Community/User Involvement; Council has identified the need for community / user involvement in maintaining, preparing and contributing to the use of operational land.
3. Future Planning (including upgrading and improvements); as is the case with all infrastructure there is an ongoing need to maintain, upgrade and improve facilities.

2.2 Objectives

The objectives of this Plan of Management are to put into place strategies which will:-

1.
 - a. Provide a facility/area that is responsive to the demand and needs of the community;
 - b. Optimise the use of the facility/area; and
 - c. To ensure access and equity to community facilities for the use of Council's residents and ratepayers.
2. Establish a defined maintenance program for the area that is clear to both Council and the users of the facility/area;
3. Comply with the requirements of the *Local Government Act 1993* and other relevant statutes.

3. Policy and Framework for Management

3.1 General

The use of the Land will be subject to overnight stays by travelers. Specifically, the land use allows short term overnight parking up to 48 hours for self-contained recreational vehicles (RVs), motorhomes, campervans and caravans for nil fees per night.

In addition the Land is a public reserve for the use of the Land within a dedicated land area designated for off the leash dog park use.

COUNCIL PLAN OF MANAGEMENT – WILLIS PARK, HAY STREET, CROOKWELL

3.2 Maintenance

In this regard the Council is responsible for the co-ordination of operations and for maintenance of the facility.

Individual user groups and individual RVs, caravans, campervans and motorhomes have the responsibility to clean the site and adhere to noise and behavior standards.

All use of the area is subject to approval and authorisation by Council and must be conducted within the rules and regulations as specified by Council.

The core maintenance of any facility is regarded as being the provision of a clean, tidy and effective facility. The provision of same will be undertaken by means of funds allocated in Council's Operational Plan.

4. Priorities and Performance

The action priorities and performance measurement for the Operational Plan are as follows:-

Objectives	Performance Targets	Statement of Means (Actions)	Timing	Performance Assessment
To provide a facility that is responsive to the demand and needs of the community.	Monitor use of facility and maintain awareness of facilities required by user groups.	Consult with user groups, review of existing facilities and program Upgrades/ Improvements – See Schedule 1	Ongoing	Level of user satisfaction.
To optimise use of the area.	Promote use of the facilities and maintain awareness of the availability of the facility with the community.	Advertising and improvement of facilities.	Ongoing	Increase in use of area.
To establish a defined Maintenance Program.	To ensure that the role of Council and users is clearly defined and understood. A core level of maintenance is to be recognised.	Implementation of a maintenance program which complements Council's responsibilities.	Ongoing	Level of user acceptance and understanding.
Encourage the community to participate in the operation / development of the facility.	Monitor participation by community/users in facility maintenance, improvements, development.	Response by Council to requests; Council staff consult with users.	Ongoing	Levels of user/community input.

COUNCIL PLAN OF MANAGEMENT – WILLIS PARK, HAY STREET, CROOKWELL

Plan for progressive improvement of the quality and appearance of the area (as funds become available).	Determine improvement work with associated costings on an annual basis.	Participation by users, community and Council in future development.	Operational Plan submission	Level of community satisfaction.
To form a component of Council's Land Management strategies.	Consistent with other Plans of Management established by Council.	Establishment of the Plan in conjunction with other Plans of Management.	Ongoing	Application of strategies.
To comply with <i>Local Government Act 1993</i> and other legislative requirements.	Develop and review Plan.	Meet statutory requirements.	Within 3 years	Level of user satisfaction. Review and upgrade Plan.

5. Request for Schedule of Works – Schedule 1

- Removal of any existing outdated signage of the area.
- Erection of new signage detailing:-
Limiting of overnight stays
Parking restrictions (Indicated on map identified as Appendix 1).
- Installation of stock proof and dog proof fencing and gravel road off street access and internal gravel road access with defined parking area spaces. (Indicated on map identified as Appendix 1).

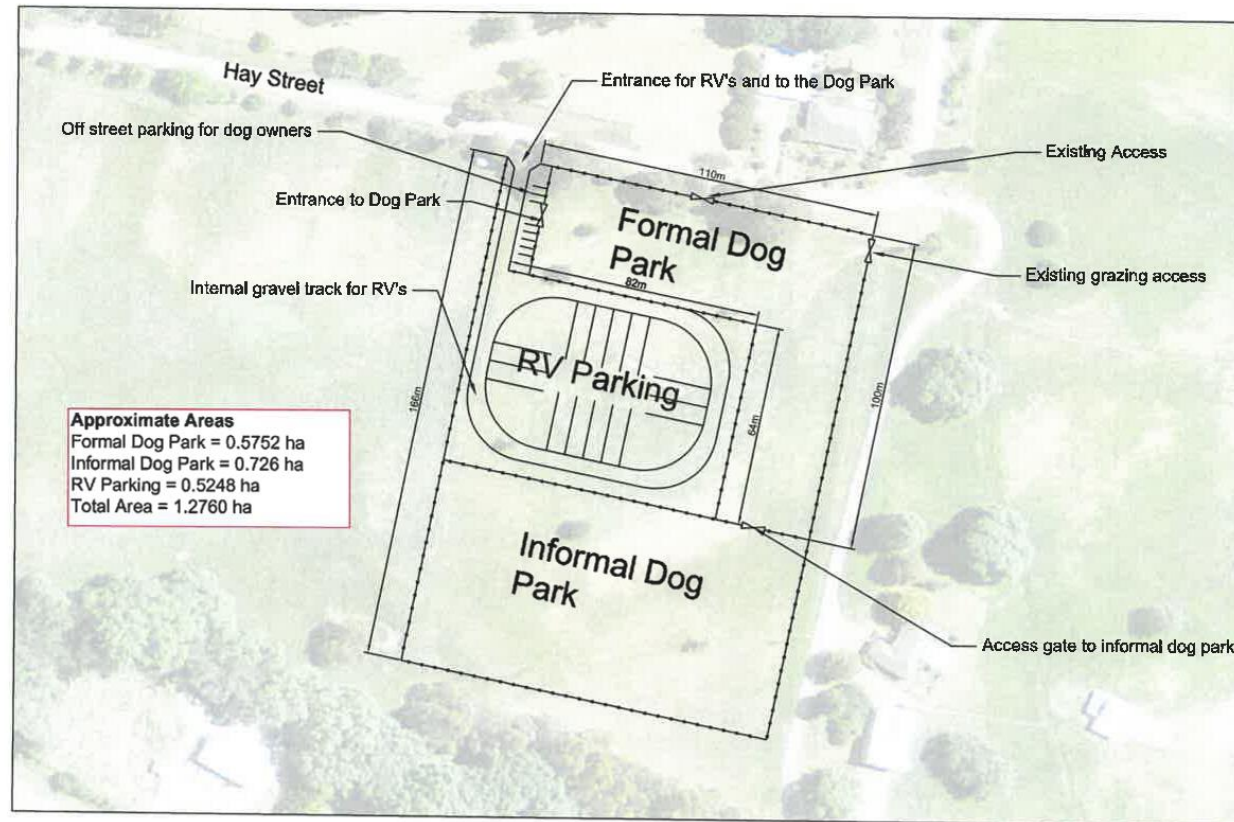
6. Variation

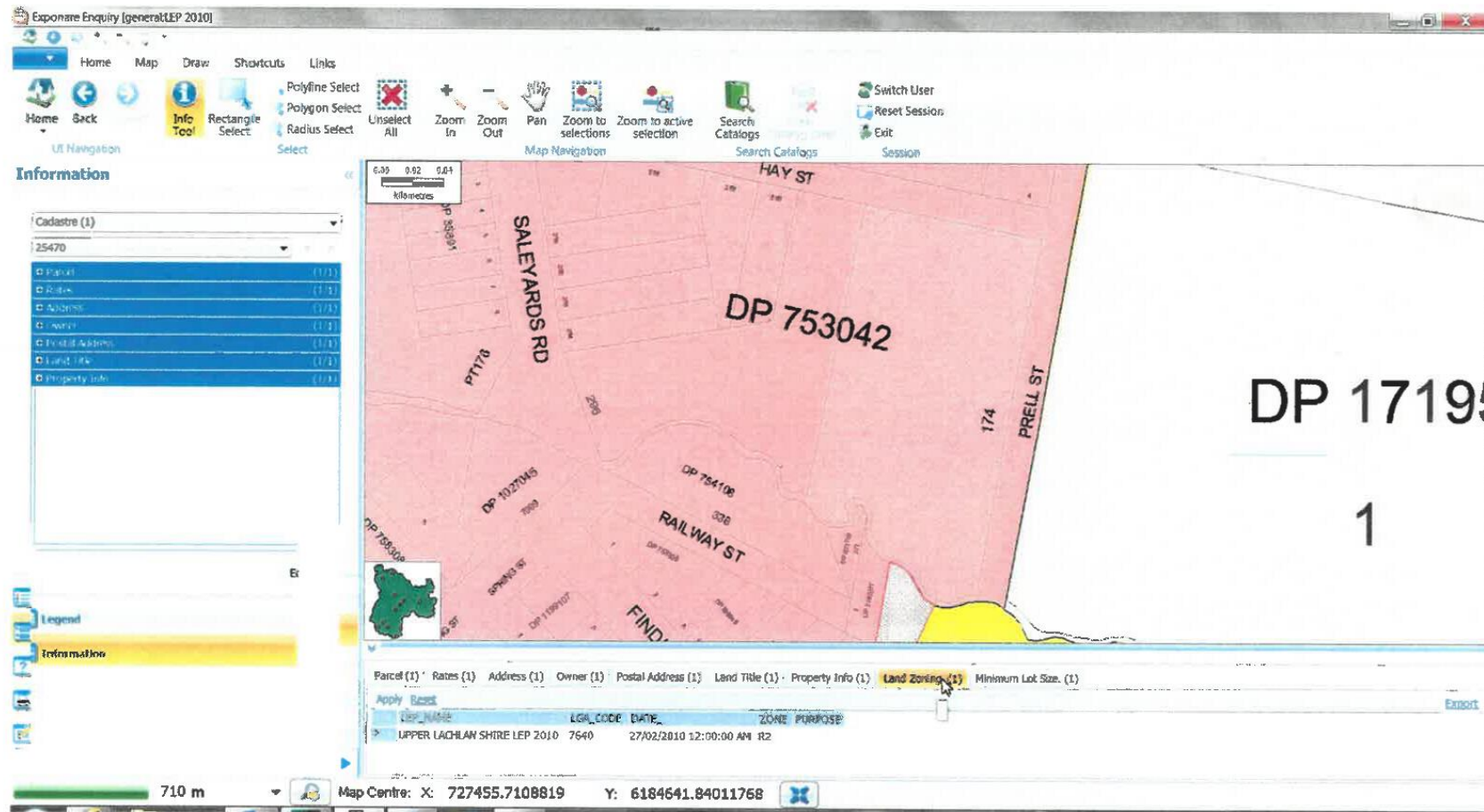
Council reserves the right to reasonably vary the terms and conditions of this Plan of Management in conjunction with community feedback to ensure it continues to meet Council's requirements.

7. Relevant Legislation and Council Policy and Procedures

The Following Legislation and Council Policies and documents that are relevant to this Plan include:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Environmental Planning and Assessment Act 1979;
- Upper Lachlan Local Environmental Plan 2010;
- Upper Lachlan Shire Councils Integrated Planning and Reporting documents;
- Crown Land Management Act 2016;
- Code of Conduct for Councillors, staff and delegates of Council;
- Service Delivery Policy;
- Code of Meeting Practice and Policy;
- Any other relevant legislation and guidelines as applicable.





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Upper Lachlan Shire Council

File Note

TO: DIRECTOR FINANCE AND ADMINISTRATION – ANDREW CROKE
FROM: DIRECTOR ENVIRONMENT AND PLANNING - TINA DODSON
SUBJECT: WILLIS PARK – HAY STREET, CROOKWELL – PUBLIC RESERVE NO 71527 (LOT 174 DP 753042)
DATE: 6 JULY 2018

Andrew

Further to your request please be advised of the following:

Zone: R2 Low Density Residential

Area: Approx. 3.47ha

Flood: The land is identified as being flood prone land (1:100 year flood).
In accordance with the adopted FRMP&S 2016 – Flood Vulnerable Residential activities are required to address the following requirements:

- Floor levels to be equal to or greater than Main Stream and Minor Tributary Flooding Minimum Floor Level (100 year ARI flood level plus 500mm freeboard).
- Reliable access for pedestrians or vehicles are required in the event of 100 year ARI.
- Applicant is to provide an area to store valuable equipment above the MSMTF MFLA.

Proposal: The proposal (car parks) meets the criteria of Clause 20, 20A and Schedule 1 Exempt development – general provisions of the State Environmental Planning Policy (Infrastructure) 2007.

Extract and supplementary information relating to Lot 174 DP 753042 is attached for your information.

A handwritten signature in black ink, appearing to read "Tina Dodson".

Tina Dodson
Director Environment and Planning

From: [David Carter](#)
To: [Upper Lachlan Shire Council](#)
Subject: RV park
Date: Friday, 31 August 2018 8:56:43 AM

Att JOHN BELL

Morning John

I was wondering if thought has been given to leasing the area next to and on the north side of the Mens Shed for the proposed RV parking area. Quite a bit of earth work but easy access and close to the centre.

Just a thought Cheers David Carter

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

From: [Sharon m Thearle](#)
To: [Upper Lachlan Shire Council](#)
Subject: Objection to rv site
Date: Sunday, 2 September 2018 7:25:09 PM

Sharon Thearle
3 Wade st
Crookwell
sharonthearle@gmail.com
3.9.2018

Mr J.K. Bell,
General Manger,
P.O. Box 42
Gunning NSW 2581

Draft Plan of Management – Public Reserve Number 71527
Willis Park, Hay Street, Crookwell

I object to the proposed repurposing of the above Public Reserve from the only off-lease dog park for the benefit of residents to the proposed short stay (24-48 hours), nil fee paying RV site.

Estimated costs of \$74,233 for the proposed RV site, together with the suggested upgrade of Hay Street estimated at 206,879 – an estimated total of \$281,112.00 – is money that should be spent for the benefit of residents and ratepayers, not just within Crookwell but for the surrounding communities in Upper Lachlan Shire Council

1. Roads such as the Peelwood Road (add details such as grading, or sealing....)
2. Need for the heated hydrotherapy pool
3. Repair of footpaths in Crookwell and surrounding villages
4. Upgrading fencing to the existing off-leash Dog Park, extra rubbish bins in park, to enable more people and their dogs to use it.
6. There is already a nil fee paying RV site at Gunning – only 30 minutes away
7. The suggested site – the off-leash dog park – is subject to bogging and flooding

Please use our money wisely...
Sharin Thearle

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John Bell
General Manager
Upper Lachlan Shire

4th September 2018

Dear Sir,

Re - Proposed RV Friendly Town Parking Site and Alternate Off Leash Dog Park Area

The Crookwell Neighbourhood Centre neither supports or opposes the proposed RV friendly town site at Willis Park in Hay Street, Crookwell. However, we appreciate the opportunities a site like this could bring to our business Centre and to the broader Crookwell community.

In previous correspondence, we addressed concerns that community members voiced to us when we were conducting community consultation for a proposed project, upgrading of the Off Leash Dog Park. At the time we were unaware of council's proposal for the RV friendly town.

In further communication with community members that use Willis Park for their off leash dog exercising area, there has been a very strong objection to the size of the area set aside in the new proposal.

The Crookwell Neighbourhood Centre would like to put forward that the Council look at a new Off Leash Dog Park to be established at Gordon Park, Gordon Street Crookwell. This park has an old cricket pitch but no other facilities. This park is a short walk to Clifton Park where the new public amenities will be built, giving community members future access to amenities as required.

The area of this park is much larger than the site set aside in the current proposal and could be a better exercise area for the dogs. In the future, the area could also include a separate

enclosure for smaller dogs. This site would only need to be fenced until additional funding could be sourced. This park is currently maintained by council but is a very under utilised community area.

We understand that there are many factors to be taken into consideration when changing the use of a community space. If Council chooses to consider giving the community an off leash dog exercising area at Gordon Park the Crookwell Neighbourhood Centre would like to partner with Council and apply for funding to help establish what could be a new and exciting community gathering space.

Kind Regards

Linda Stephenson

Crookwell Neighbourhood Centre Inc.

Email: crookwellinc@yahoo.com.au

9 Laver Place

Crookwell NSW 2583

September 9, 2018

The General Manager

Upper Lachlan Shire Council

Spring Street

Crookwell NSW 2583

RE: Willis Park, Hay Street, Crookwell

Why should we make Crookwell an RV Friendly Town? We have a great caravan park, amenities block and kitchen. It is great when driving past and it has numerous vans filling the spots. A short walk to the street, to check out our Information Centre, interesting shops, supermarket, and all the other business's that we are lucky to have in this town.

What is the point of an RV site when we have all of the above!!! When all sites taken at Caravan Park the Showground has been used. A lovely quiet spot and still close enough for a walk to the street. Gunning being part of the Upper Lachlan Shire, seems to have excellent use being made of their park. One or two nights being free from what I hear. Why do visitors to our town here not get the same deal? One rule here and another there. A few free nights accommodation is encouraging to stay longer and hopefully spend money.

How much extra will it cost us as rate payers yearly to have this park set up and managed as in rubbish bins installed and emptied. Dog waste disposed off, grounds kept mowed and tidy etc. Does this RV business include caravans, motorhomes, tents and whatever else people may use? Has there been any studies done on this situation? Us as rate payers shall get nothing out of this. Its not hard to see as a resident what council should be spending money on here. Vacant blocks overgrown and cars left on them, dirty street and road signs that need attention and was put to council 3 yrs ago by the Progress Assoc. Pavements in front of shops which are owned by council washed frequently, main street road cleaned properly. No doubt we as ratepayers would all have a list. A clean tidy town is always noticed.

These RV users who want free accommodation are not going to spend money in this town.

Please consider the rate payers and all citizens who keep this town running through hard work and voluntary positions.

Yours faithfully,

Meg Francis

Upper Lachlan Council
Crookwell

Dear Council

RE: PROPOSED DEVELOPMENT OF FREE RV/CARAVAN PARK

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
11 SEP 2018
File No:

We both have been campers all our lives and to date we travel in our caravan or camper trailer approx. 10 weeks per year. In all these weeks we have never "free camped" in a town. The reason for this as we have seen the caravan parks where people are employed loose their jobs and in turn leave the area, which affect the community with schools etc.

We are of the belief and we have met numerous free campers in our travel and they just use caravan parks for the washing machines, water and just to top up on essentials before there next stint of free camping. We have been in towns have a coffee and we have meet these people with there cup and tea bag walk into a coffee shop and ask for hot water.....so they don't spend money in the towns like we would expect them to do.

We have a fantastic caravan park in the most ideal location with the new camp kitchen and dump point, close to the town. Why do we need somewhere else for them to stay? How many nights per year is the caravan park at full capacity??? Why not make the caravan park free of charge??

Our reasons for this are:

- What happens to the grey waste from these RV's – they will just let it go on the ground and that will eventually have an effect on the Kiamma Creek.
- The rubbish left behind, they will dump it on the ground.
- These people will not spend money in the town, ask the businesses in Mildura when the Country Music Festival is on!!!
- The demise of the existing caravan park we have.
- What in Crookwell do we offer for the RV's to come here??? The sock shop and wind farms.

In conclusion we are opposed to this development in Crookwell.

Yours sincerely

Sharon & Colin Pitt

Delivered by hand

11, Bray Street,
Crookwell,
N.S.W. 2583

14/9/18

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
14 SEP 2018
File No:

F.T.A.O. The General Manager

Mr J.K. Bell

*Subject : Draft Plan for Crown Land Reserve
DP71527*

Willis Reserve, Hay Street.

*I object to the above reserve being changed
from an Off Leash Dog Park for residents to
a 24-48 hour stay, no fee, RV van park, with
limited area for local dogs, for the
following reasons :-*

*In councils revised plan of Willis Reserve,
the dog park is shown as a totally disjointed
area of left over pieces of the block that,
apart from the area nearest Hay Street, are
the areas that become water logged. This
means that it will be useless for exercising
dogs a large proportion of the year.*

*From councils point of view, this is the ideal
way to split up the land available, as by*

1

giving Dog owners the land that takes storm water to the creek, it will save council huge expenditure on drainage when constructing the RV van park.

There are a number of issues regarding the actual RV park area which will have to be addressed before a park can become available to the public.

- i) The area will need to be monitored daily to ensure that the period of stay of "up to 48 hours" is not exceeded.*
- ii) The area will need to be monitored to ensure that the RV's and caravans that arrive are equipped with their own in van sanitary requirements. This will require 24 hour surveillance as people without the correct facilities could arrive at 11.30p.m. and vacate the park before 6a.m.*
- iii) Willis Reserve is not a comfortable stroll from the main*

street and I believe it is too far for people to walk to town to spend their tourist dollars. Therefore if this RV park is to boost tourism in Crookwell it will need a transport service of some description, to the main street.

There is no way that Hay Street would remain a dirt road with the amount of traffic projected by the councils RV park plan. These RV's are small buses, not cars, therefore the \$206,000 will be required in the foreseeable future.

It is highly likely, that council, to push the project through, will decline to upgrade Hay Street at the outset, so that the costs incurred by Ratepayers will look minimal. However, if the RV park is used (which it will be as it is free) then in the next 6-12 months the road upgrade will be introduced by council as a "necessity due to increased usage"

This increased usage will have been caused by the council investing Ratepayers money in the free RV van park, when they could

use this money to improve roads i.e. the Peelwood Road, for the Ratepayers

These are my objections to councils plans and do not take into account the two residents opposite Willis Reserve, who will, if the plan is approved, instead of looking out over fields, be looking out over a mish-mash of vans with the noise, exhaust fumes etc that go hand in hand with having a camp site close by. I am sure they will not be pleased by the prospect which may affect the value of their property as well as their view.

I would like to point out while on the subject of the Dog Park that dog owners are required to keep the area clean however, the council should also do the right thing by the dog owners and cut the grass, so that the area is suitable for dogs to be exercised. I have taken dogs countless times to Willis Reserve only to find the grass is so high that no dog owner would entertain taking their dog

into the park. Council should put
Ratepayers first, which they are not doing.

Yours sincerely,

M.A. Brace

M.A. Brace

5

'Linden'

Kennedy Road

Grabben Gullen

NSW

18 September 2018

Mr J K Bell

General Manager

Upper Lachlan Shire Council,

PO Box 42

Gunning

NSW 2581

Dear Mr Bell

We write to object to and comment on the Draft Plan of Management for Public Reserve Number 71527.

We have no personal or vested interest in the area subject to the proposed management plan but are concerned that our ratepayer funds are spent constructively and on community priorities.

Our points of concern are:

The plan as presented does not demonstrate compliance or consistency with Objectives 1 & 2 as written in the plan. In particular there is no evidence presented of a facility that is responsive to the needs or demands of the community, nor that it optimizes the use of the facility for the community. In fact the plan excludes use of a large proportion of the area by the community, instead allocating it to those from outside the community and moreover, free of charge. Furthermore the maintenance of the facility is left to the free-users, clearly with the deficit to be picked up by the Council at ratepayers' expense!

There is no attempt in the proposal as provided to unequivocally provide any benefit/cost analysis. If the users of the RV area are projected to be overnighers where is the benefit to the community? Surely a fully costed schedule of works and projected maintenance should be available before Council proceeds any further and this information should be made available as

part of the management plan proposal. Surely there are more projects worthy of ratepayer funding than the one proposed in this plan.

The site plan itself is confusing with the RV parking area positioned between the 'Formal' and 'Informal' Dog Parks.

In summary we cannot support the proposed plan as it has not been subjected to any benefit/cost analysis and just does not reflect priority expenditure of ratepayer funds.

Yours sincerely,

The image shows two handwritten signatures in black ink. The signature on the left is 'Ian Denney' and the signature on the right is 'Jan Denney'. Both are written in a cursive, flowing style.

Ian and Jan Denney

100 Cotta Walla Lane
Crookwell NSW 2583

17/9/2018

Mr John Bell
General Manager
Upper Lachlan Shire Council
P.O. Box 42
Gunning N.S.W. 2581

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
21 SEP 2018
File No:

Dear Sir,

Re - Crookwell Dog Park.

I am appealing to you + fellow members of council not only to keep the dog park without reducing the size but also to improve the facility to make it practical for rate payers to use, which at present it is not.

I am old + arthritic and now have trouble walking my little dogs and I would certainly use the dog park on a regular basis if the dogs were not able to escape through the gaps especially at the gate as is the present situation.

As there is only one seat and not much shade it is really inadequate.

Could I suggest the dog park in Clifford St. Yoolburn as a model it is an excellent + well supported facility for the dogs + their owners, this is where I have had to take my dogs which entails the half hour drive each way.

This facility has plenty of seating, good shade, provision for dogs to drink, waste collection bins + bags and good fencing + gates.

Not only do the dogs have a great time but also the dog owners it is quite a social gathering which is helpful to aged, lonely people.

I hope you give this your favourable consideration.
Yours faithfully Janet Sutherland

To : The General Manager – Mr John Bell
 Upper Lachlan Shire Council
 PO Box 42 Gunning 2581

12 September 2018

**RESPONSE TO THE DRAFT PLAN OF MANAGEMENT -
POTENTIAL FREE OVERNIGHT RV PARKING SITE
LOT 174 WILLIS PARK Hay Street CROOKWELL**

Attachments : 1 - 11

Original map with suggestions

Revised map with suggestions

Pics - dogs on waterlogged lower slope of Lot 174

Pic – Bin after extraction from mud & weeds

Pic –Stored rolls of rusty fencing material

Pic – Current OFF LEASH PARK sign

Pics - Stormwater approaching Willis Park

Copy of Crookwell Gazette editorial

Copy of letter to editor - Crookwell Gazette

Point from

File Note – Ordinary Meeting of Council held on 16 August 2018

Area : Approx 3.47ha..... The land is identified as being flood prone land

The 3.47 hectares would appear to include the High School Cow Paddock with a boundary on Saleyards Road.

Also a small paddock to the rear of the DOG PARK with a boundary on Kiamma Creek.

Regardless of intention this is clearly misleading when considering Council's Proposal to create an RV Park in addition to the existing Dog Park on the current space of Lot 174.

Council also fails to address that only about half the sloping, irregular, saturation prone terrain is remotely suitable for movement & parking of RVs.

The issue of insufficient space for dog exercise on the Original MAP was "solved" by naming areas most prone to waterlogging INFORMAL DOG PARK on the Revised MAP.

During a casual discussion re original allocations with a Councillor I pointed out that the planned RV Entrance and driveway would be in the path of storm water coming downhill via Prell St across Lot 174 to Kiamma Creek.

On the Revised MAP this rain compromised area is included in the FORMAL DOG PARK & the RV Entrance was transferred to the dry side.

The top half of the current DOG PARK is the only usable part of Lot 174 during wet periods. Revised Map allocates about 2/3 of this dry portion to the RVs.

POINTS TO CONSIDER

* ' A minimum immediate cost to ratepayers of \$74,233 with ongoing maintenance and future upgrades ' to establish the RV PARK.

Does this take into account the amount of 'gravel road ' & levelled sites necessary to support motorhomes parking on unstable ground in wet weather ?

2

If the upgrade of 400m of Hay Street goes ahead there will be an additional cost of \$206,879 - This is a very high financial outlay for access to a FREE facility for non rate payers.

Surely there are roads more critically in need of funding than this short NO THROUGH ROAD.

The intention is for 'removal of drainage, culvert installation, tree clearing, road widening, pavement, bitumen resealing works & removal of current signage '.

Current signage is the DOG PARK sign. No mention is made of replacement. It just refers to new RV signage.

* We have a CARAVAN PARK.

* RV Parking is currently provided at the Showground by A P & H.

Crookwell resident rates are already subsidising Gunning FREE RV PARK with amenities of toilets & hot showers.

Gunning RV Park is situated in the middle of town on the bitumen with street lighting. It is a short stroll to food outlets.

The proposed Crookwell RV PARK will be so far from shops and food outlets that few would attempt to walk it, especially at night.

RV Park users have told me they are reluctant to leave their site by vehicle in case another RV takes the space during their absence.

The financial benefit from accommodating RV travellers is being promoted as a reason for us to spend \$281,112 plus ongoing maintenance & upgrades.

Realistically the most likely spending would be on self catering food & fuel. Also being realistic, the visitors are likely to stock up on both items in the larger centres where they take advantage of lower prices before arriving in Crookwell.

* Criteria demanded by the CMCA RV program ' THE SITE MUST BE ON EVEN GROUND & NOT BE PRONE TO FLOODING OR BOGGING '.

Does Council believe Lot 174 meets the criteria ?
Or are they planning massive drainage & earthworks to make it fit the criteria ?

* NON PAYING RVs will be allowed to use the Caravan Park Dump Point. This would appear most unfair for the PAYING GUESTS at the Caravan Park.

Would it not be more cost effective to offer all visitors 48 hours FREE PARKING at the CARAVAN PARK & abandon any attempt to re-purpose a totally unsuitable venue at a cost of \$281,112 in addition to making the town DOG PARK unusable.

GREEN SPACE

* While researching alternative sites for an RV PARK it became obvious that remaining unused CROWN LAND in town is more water compromised than Willis Park. This may explain why such an unsuitable site was selected.

- In future years remaining GREEN SPACE will become increasingly valuable to locals as the population increases.
- The 66 house estate close to Willis Park will have a large number of young families & retirees requiring outdoor relaxation.

3

Clifton Park in Laggan Road caters more to physical exercise than relaxation.

Willis Park can be accessed on foot via the NO THROUGH ROAD on Prell Street – a much safer alternative for children & older pedestrians than crossing busy Laggan Rd.

Simple infrastructure like swings, picnic tables & bench seats would provide a social gathering point.

MAINTENANCE.

* Maintenance at the dedicated Willis Park Off Leash is FREE to Council.
Grass control has been provided by sheep from the adjacent farm for 31 years

Infrequent mowing was necessary during lush seasons & to provide thistle control.

Replacement dog proof fencing was provided by council along the Hay St boundary on request from a dog park user several years ago.

The damaged bench was repaired at the same time.

A bin for dog faeces was installed but never emptied till August 2018 when it had to be dug out of the mud & long grass.

The bin had long since overflowed so dog walkers ceased to pick up faeces.

Dog walkers did attempt to move the bin outside the park for collection but it is locked to a post.

A request for a doggie bag dispenser when the bin was installed was refused.

The tap which had dripped since before installation of the new fence was repaired in August 2018.

Rolls of rusty barbed wire & ringlock which comprised the original Hay St boundary fence are still on site, leaning against the new fence.

This must fall into the category of "DERELICT & DANGEROUS" which has worried Council in the past about infrastructure exposed to the Public.

I would point out that dog park users have previously made so few maintenance demands on Council that we were assumed not to exist.

As providing maintenance to the proposed RV PARK does not appear to be a problem I now make a request for future upgrades and maintenance at the DOG OFF LEASH -

The area of bog & rushes surrounding the dam in the High School Paddock backs up into the Dog Park. It attracts & provides natural cover for snakes.

A fence across that corner to separate dogs, owners, picnickers and snakes during summer would be helpful.

Sheep will not graze the coarse ground cover & conventional mowing would be difficult if not impossible due to wet, uneven terrain.

The fence would need to allow passage of water.

It is the drainage point for storm water from Lot 174 to Kiamma Creek.

Has Council considered that the present walking course promoted to residents & visitors along a quiet, tree lined country lane will be transformed into a roadway best avoided by anyone seeking scenic exercise on foot or mobility scooter ?

4

SUGGESTIONS FOR UPGRADING FACILITIES AT LOT 174

During this dispute over territory I read available State & Local Government information regarding OFF LEASH DOGS PARKS.

The number of dogs & OFF LEASH PARKS is increasing.
Due to resulting social benefits their design & facilities are improving.

As a long time user of Willis Park I wondered why many dogs are exercised on the streets or sports grounds.

I started to question dog owners in Crookwell.

The answers were surprising & varied – a selection is listed below.

1 " I didn't know we had a dog park. Where is it ? "

Not easy to find. Situated between a cow paddock & a sheep paddock with only a small sign at the gate dating back to CROOKWELL SHIRE COUNCIL.

No effort is made by Council to advertise existence of a DOG PARK.
There is no directional signage in town, on Hay Street or at the Caravan Park to guide visitors.

People use Pat Cullen Reserve to exercise dogs off leash.
Some are local, others from the Caravan Park.
Most express surprise when I mention we have an OFF LEASH.

2 " It's useless for small dogs. They go under the gates & there are holes in the fence "

The current situation does favour large, active dogs.

3 "I'm frightened of snakes in the long grass "

People worried about children as well as dogs regarding snakes & long grass.
Regular mowing in summer months plus fencing off the corner near the dam would help.

4 " I didn't know I had to close the farm gates before letting my dog off & it ran away "

There is no sign at the gate explaining the need to check two farm gates before releasing dogs.

5 " The paddock was full of sheep. My dog would chase them "

The arrangement to save cost of slashing Lot 174 means there are sometimes sheep grazing in the dog park.
They usually walk back to the farm if you get behind them but not all dog walkers are confident sheep handlers.

6 "You can't use it without gumboots after rain "

A possible solution would be to fence across at the halfway mark where the terrain becomes irregular & muddy with patches of standing water.
Dog walkers could decide to close off the bottom half during prolonged wet periods.

5

7 " We used to take a picnic but there is only one bench & no table"

Due to the bin not being emptied for years there was nowhere to dispose of droppings so picnic rugs are not an option.

Conclusion - Reasons for low use are many and varied.

Council contributed by not maintaining the OFF LEASH to an acceptable standard.

They have failed to promote the DOG PARK through any form of publicity.

Due to terrain & snake problems a lot of dog owners prefer to use alternative venues like the sports fields.

**Regular Dog Park users have kept a low profile.
Existing conditions have persisted for so long that we hesitate to question them.
The exception was a request for dog proof fencing along Hay St which was done shortly after submission to the general manager.**

Suggestion by Councillors to divide the DOG PARK into FORMAL & INFORMAL areas has some merit.

The FORMAL area could be fenced to a level where small dogs are catered for without restricting high energy requirements of the rest.

Seating & picnic facilities in the top area regarded as FORMAL would bring more people with dogs & children to enjoy the space.

Jenny Readhead
37 Cowper St Crookwell 2583

ph 48 322107
e jennyreadhead@bigpond.com

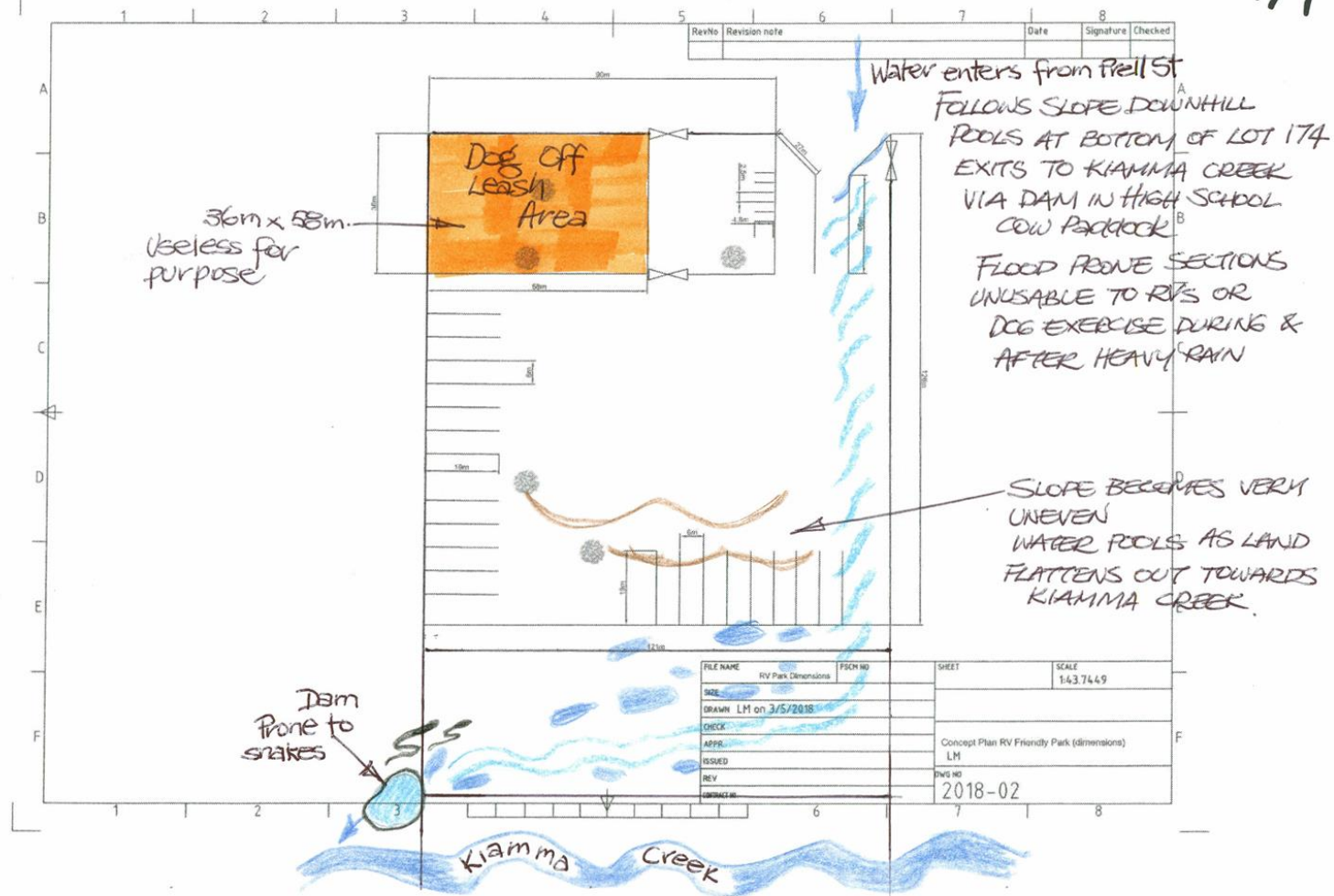


Item: 12.2

Attachment 3.: Plan of Management - Public Reserves - Willis Park Hay Street

FIRST PROPOSAL for SHARED RV & Off Leash Site Lot 174

1

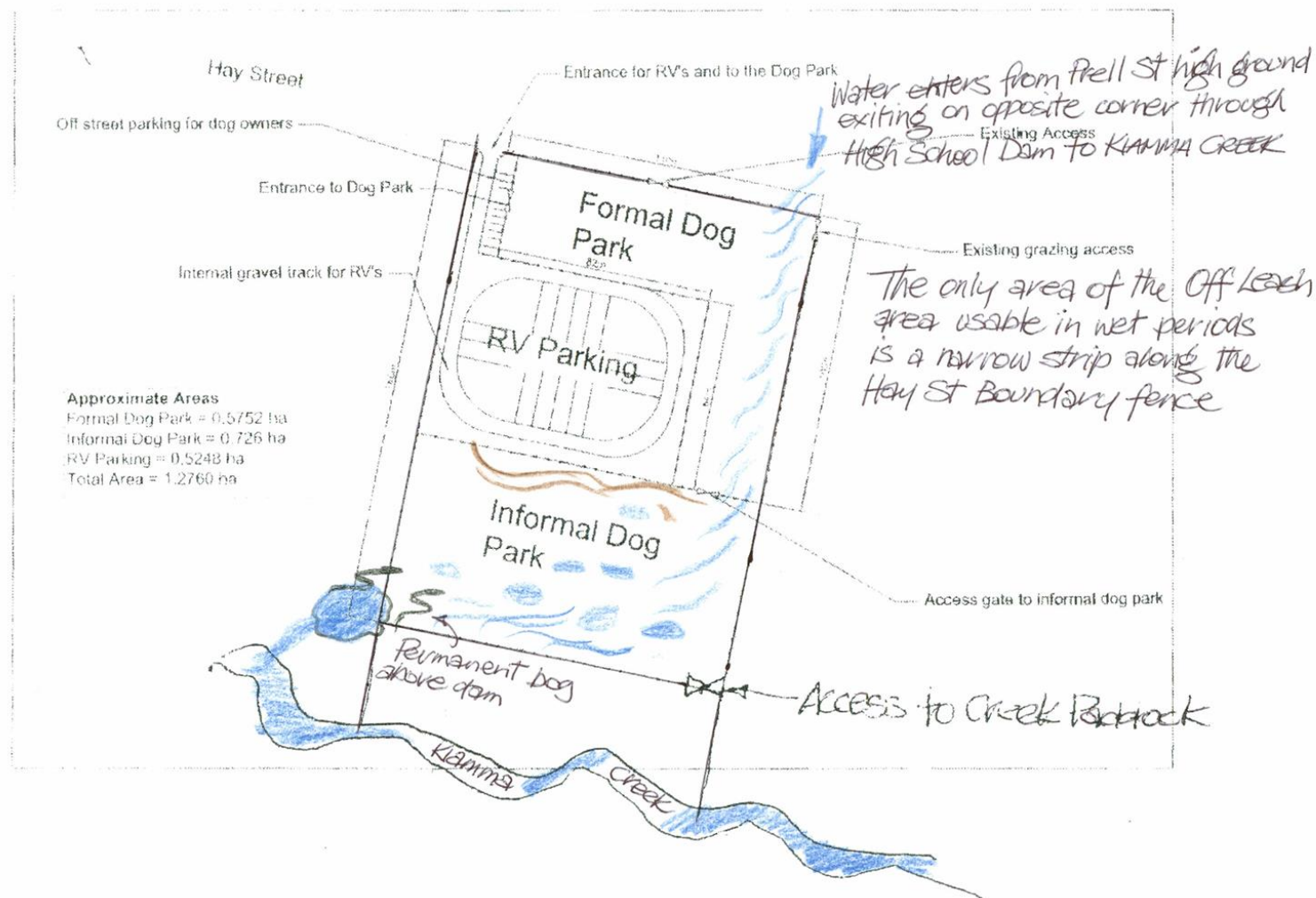


Ordinary Meeting of Council held on 16 August 2018

Page 202

Revised Proposal for shared RV & Off Leash Site Lot 174

2





LOT 174 AFTER 14mm RAIN - TAKEN MONDAY 20 AUGUST 2018

4



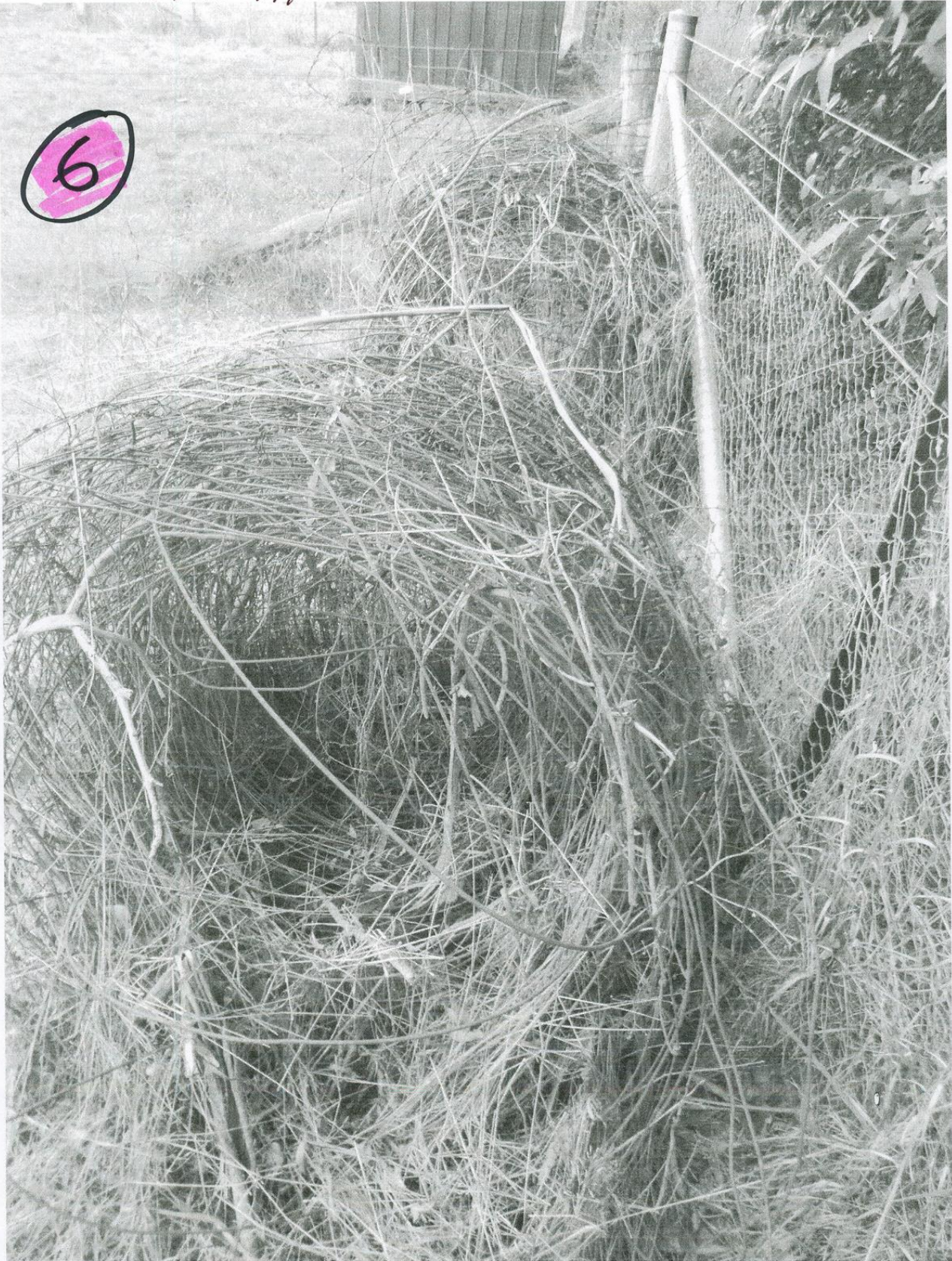
LOT 174 AFTER 4mm RAIN OVER 2 DAYS - TAKEN 20 AUGUST 2018

5



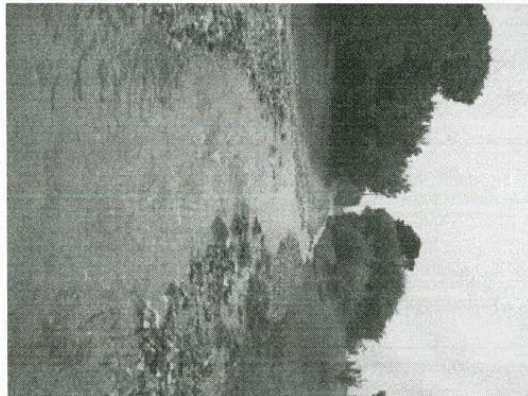
OFF LEASH AREA - NEW TAP & BIN AFTER EXCAVATION FROM MUD & EMPTYING - LATE AUGUST 2018

BARBED WIRE & RINGLOCK FROM OLD FENCE RESTING AGAINST NEW FENCE
TAKEN 8/9/2018



7

STORM WATER APPROACHING LOT 174 DOWN PEEL ST.
THIS IS JUST ABOVE THE PROPOSED RV ENTRANCE
ON THE MAP OF FIRST PROPOSAL.





STORM WATER OFF FREEL ST. DIVIDING AT CORNER OF HAY ST
BEFORE ENTERING LOT 174.
IT CONTINUES DOWN THE SLOPE OF THE OFF LEASH PARK
UNTIL IT JOINS KIAMMA CREEK VIA THE DAM MARKED
ON BOTH MAPS.

9

greater cost with potentially life-threatening consequences. According to Fire and Rescue

fuel (grass) moisture content about 12 per cent of oven-dry weight, and humidity 14

LETTERS TO THE EDITOR

What's on your mind? Share your thoughts

IMPASSABLE AND IMPOSSIBLE

You may be surprised to learn that the council is considering the expenditure of \$74,233 to make Crookwell a "potential RV friendly town overnight stay site at the public reserve in Hay Street". This is the off-leash dog park.

In addition, they anticipate "ongoing maintenance costs plus upgrade of facilities". More ratepayers' money will be used to upgrade 400 metres of Hay Street to handle the RV traffic. This includes removal of drainage, culvert installation, tree clearing, road widening, pavement, bitumen resealing works and removal of signage. The council estimate this will cost \$206,879.

What benefit can Crookwell ratepayers expect for this investment? People who use the RV park will pay no fees. We will be subsidising RV users to a minimum of \$281,112.

Considerable research and money have already been spent on the project by the council. They have proved there is no Aboriginal claim on the land, but failed to investigate whether it floods. No local knowledge of the terrain has been sought. Residents in Hay and Prell streets and users of the off-leash area could have informed the council that in any rain event, almost half the park, which slopes down to Kiamma Creek, becomes waterlogged. Storm and subterranean water from the steep hill to the cemetery join standing water on the flat, and render the area impassable.

One of the criteria imposed by the RV Association for accreditation says "... and the



YOUR SAY: Wet and boggy ground is no more suitable for Upper Lachlan dogs than it for RVs, a letter-writer says. Photo kumarnm

site must be on even ground and not prone to bogging or flooding." Clearly this criteria is not met, but the council still considers the site suitable. A councillor in favour of the RV park told me it would be drained if necessary. It would be necessary after every rainfall.

The space allocated to the exercise of dogs after the conversion to an RV park would be useless in wet weather as it collects water and is therefore inadequate for purpose.

Concerned ratepayers should write to the council, especially as the draft management plan is on public exhibition for another 20 days. Letters to the *Crookwell Gazette* and contacting Facebook sites would also be helpful.

Jenny Readhead, Crookwell

ENOUGH IS ENOUGH

As landholders of a property that overlooks Crookwell Wind Farm II, we would like to congratulate Yass Valley Council voting against wind farms in their shire after a rescinded motion was lost 7 votes to 2 at a

meeting on June 29.

Quoting Deputy Mayor Kim Turner: "I was lucky enough to go and have a look at Crookwell 2", he told *The Land*. "I can honestly say I was horrified by the general destruction of the countryside. It's all very well to sit in Canberra and say 'we are going to save the planet' and pat each other on the back. Canberra is not a host to wind turbines. The ACT does not host any wind turbines, but as neighbours we do, we are next to it, and we say enough is enough."

We bought our property in 1980 and sit right on top of the Great Dividing Range. The landscape from some of our paddocks reaches as far as the mountains behind Canberra. Now our view consists of giant turbines, which our taxpayers' money subsidises. We endorse Cr Turner's remark enough is enough.

Lyn Dawson, Roslyn

HAVE YOUR SAY

|| crookwellgazette.com.au/opinion/letters/send-a-letter-to-the-editor

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POST

PO Box 51,
Crookwell,
NSW, 2583

The Crookwell Gazette welcomes articles, story tips and letters to the Editor. Preference is given to letters of 250 words or less. Submissions must include the name and address of the author and a daytime phone number for clarifications (only the author's name and suburb of residence are published). Letters may be edited for space clarity or legal reasons and may be published on our web

CROOKWELL GAZETTE Tuesday September 04 2018





crookwellgazette.com.au

Tuesday August 28, 2018 CROOKWELL GAZETTE 3

NEWS

Off-leash loss concerns

BY CLARE MCCABE

THE loss of an off-leash dog area is concerning residents as plans progress for a potential RV site at Willis Reserve.

The plans, currently being amended, will be revealed by Upper Lachlan Shire Council by August 31. The community will be given 28 days to respond with their views.

Changes to the concept

plan at the August 16 council meeting included moving the access into the RV site and position of RV parking bays.

The proposed park is part of a nation-wide project of the Campervan and Motorhome Club of Australia 'RV Friendly Town' program.

The potential site is at Willis Reserve adjoining Kiamma Creek on Hay Street. The

identified site is Crown land and is presently used as an off-leash dog park. The draft plans of August 16 show the changes expected to the boundaries of the park.

The draft concept plan of August 16 included a preliminary assessment of costs, including \$74,233 for fencing requirements, a sealed entrance to the RV site, and a gravel road within the land

boundaries.

In addition, potential cost implications also included an upgrade to Hay Street because of potential traffic and road safety issues at the proposed site. The upgrade to Hay Street would include drainage, culvert installation, tree clearing, road widening, and pavement and bitumen reseal works. A strategic cost estimated the scope of this

work at \$206,879.

The draft plan has been slated on community forums, with many residents upset over the proposed use of the town's only off-leash dog park. Other concerns raised include the estimated costs of the road upgrade.

The council's director of finance Andrew Croke said plans would go on public exhibition this week and

encouraged people to voice views in the appropriate forum.

"No decision has been made by council ... to categorically say this is the site," he said. "This is a potential RV Friendly Town site. The most important aspect is the public consultation, which we are about to do now, and that will inform council's next steps."

Put garden waste out next week



74 Wade Street
CROOKWELL NSW 2583
22 September 2018

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

Dear Sir

WILLIS PARK RV FRIENDLY PARK

Firstly we would like to say congratulations on considering trying to make Crookwell an RV friendly town. Crookwell would certainly benefit from being recognised as RV Friendly as we have observed in the past few years the increasing numbers of Caravans on the roads as we travel north during the Winter months, and the constant stream of caravans travelling through or stopping in Crookwell. We all need to buy fuel, groceries, enjoy our coffee, browse around the shops and dine out at times while travelling this big brown land. Some of the travellers are on pensions and find caravan park fees expensive and at times have to look for a cheaper alternative, if a free park is available they will therefore have that bit of extra cash to spend elsewhere, maybe in our town. We have also observed the majority of caravaners do not un-hook for an overnight stop and think that maybe Willis Park could be too far from the CBD for them to walk into town.

We feel the location of the proposed RV park is in an out of the way location and have a few suggestions of alternate locations that could possibly be suitable for a RV Park and possibly cost less to establish.

1. The area at the Crookwell Railway Station - the end of Findhorne Street and Colyer Street (in front of the Railway Station). This is only a short walk to the shops and toilets and water are available at Memorial Park. This site may not be big enough for 10 vans but could possibly be made slightly bigger if needed.
2. Another possible location is the Kiamma Creek Pat Cullen Reserve park off Marsden Street. This area would need levelling and some drainage would be required. There is also a toilet block and water, and is close to the main street.
3. As council already owns the existing Caravan Park would it not be possible to offer first night free then pay for subsequent nights. This site certainly has everything expected by the CMCA (10 sites, within 3km of CBD, available water plus a dump point) and would result in council not having to spend any money at all. As we understand it a council employee visits the caravan park in the afternoon collecting fees, he could note vehicle registrations and if the vehicle is still in the park the second afternoon then he could collect fees and issue keys to the facilities.
4. The vacant block of land on Laggan Road adjacent to Viewhaven Lodge could also be another possible site.

It is a pity that the AP & H Society will not come onboard and offer "first night free" camping then charge a fee for subsequent nights. We have stayed at a lot of showgrounds in our travels, most charge from \$10-\$25 depending on the need for power/water/toilet etc. This is a much more acceptable form of camping for a great number of the Grey Nomad clan. We wonder if it has been pointed out to the AP&H Society that they can close the campground for schedule events and don't have to provide power/water/toilets. Could Council offer the AP&H Society some form of compensation if they were to make say the section of the showground on the corner of Goulburn and Grange Roads available for RV Free camping, with entry off Grange Road.

Whilst some of our suggestions may not tick all the boxes required by the CMCA I think they should be considered and photos sent to CMCA before a final decision is made.

One other thing to entice caravans to stop in town would be the erection of Caravan Parking signs in Goulburn Street for the dedicated Bus/Caravan area in Roberts Street and possibly additional parking could be in Marsden Street alongside the Memorial Park. We have a beautiful park and why not show it off to travellers.

Also the erection of signs in Goulburn and Carrington Streets showing location of the Dump Point should also be considered.

Regards

Terry & Sherryl Storrier

18 Kialla Road
Crookwell NSW 2583

September 24, 2018

The General Manager
Upper Lachlan Shire Council
Spring Street
Crookwell NSW 2583

RE: Objection to RV parking, Willis Park, Hay Street, Crookwell

I first became aware of the push to make Crookwell an RV Friendly Town a few years ago when Ron Cummins raised the concept. The requirements then were not as stringent and the recommendation was to provide one free night's accommodation at the Crookwell Caravan Park.

Now the RV Association demands multiple sites close to the CBD, a dump point – no doubt the list will get longer. Council has installed a dump point at the Caravan Park and spent much time and staff resources trying to find a suitable site to offer free parking for RVs and caravans. No doubt camper vans and tents will set up there as well.

The current proposal to provide up to two free nights parking in the off-leash dog area has met with much opposition. Have there been any independent studies carried out in towns similar to Crookwell to establish whether or not campers spend enough money to cover the ongoing costs of providing free parking? If they are unwilling to contribute to the towns they visit by paying camp fees in caravan parks, they are unlikely to spend money with local businesses.

If RVs and caravans are offered free parking, then this is a loss of revenue to Council. If the caravan park is not used, then there could be a risk of Council closing the park when it continues to be unfeasible to operate.

I would like to see Council shelve the plans to accommodate RVs and caravans as I doubt that the financial outlay will ever be recouped from these visitors. The ongoing costs of maintaining the camping area, removing rubbish and cleaning up after the campers will be an extra cost to Crookwell ratepayers. Someone will have to make sure campers don't overstay their allotted 1-2 nights.

Group accommodation is offered at the Crookwell Showground for mobile home and caravan clubs whose members happily pay the \$25 per night camping fee.

Please consider the feelings of the ratepayers who would like to see the money set aside for the RV parking area be put to projects that will benefit ratepayers, not just a few people who refuse to pay camping fees. Visitors who stay in local hotels and motels wouldn't get very far if they demanded one free night's accommodation.

Charity begins at home – how about rewarding the ratepayers who mow Council's nature strip, pick up litter on their daily walks, pay annual rates to Council and support local businesses?

Yours faithfully,



Dianne Layden

S F & L E O'BRIEN

Lot 4 Hay Street
CROOKWELL NSW 2583.

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
24-SEP 2018
File No:

24th September 2018

Mr J K Bell,
General Manager
Upper Lachlan Shire Council
CROOKWELL NSW 2583

RE: Your Letter dated 29 August 2018
Public Notice for Draft Plan of Management –
Public Reserve Number 71527, Willis Park, Hay Street, Crookwell.

Dear Sir

We are writing to strongly **OPPOSE** the proposal by Council to purpose build at rate payers expense a FREE short term parking site for RVs and Caravans on Willis Park reserve Hay Street that has been dedicated to the Crookwell Community to use as an off-Leash exercise area for dogs.

We have lived in Hay Street for 36 years and our house fronts onto the dog off-leash area, your proposal puts our home in close proximity to the proposed RV FREE overnight parking facility. There has been no consideration as to the impact a RV/Caravan parking site will have on the surrounding neighbours. A development such as this will significantly detract from the amenity, privacy and view of all residence of Hay Street. We are very disappointed in Councils consideration to remove the majority of the dedicated dog off-leash area that is used daily only to obtain the title of a 'RV friendly town' by the CMCA.

Why is Council considering using town monies for the benefit of a small outside group that will contribute little to the town? Why isn't the money being used for the greater benefit of the Crookwell community? Council should spend some money on improving the dog off-leash area we already have..... more seating and shaded areas. From the comments we've read on Facebook a lot of the Crookwell community agree that the money would be better spent in Crookwell for the Crookwell community and not on a FREE short term parking area for RV's and Caravans.

Council letter 29 August 2018, states that the Draft Plan of Management continues to provide for the existing use of the public reserve as an off the leash dog park, what it fails to state that the off-leash area will be significantly reduced. We are sure Council does not realise how often and how many dogs use the dog off-leash area. It is essential that council maintains the whole of Willis reserve as an off-leash area, as a large portion of the dog park is prone to being boggy and water logged and not all of the area is suitable for use

throughout the year. If Council were to carve it up to make room for RV's and Caravans, there would not be sufficient useable paddock for dogs and families to run around and play.

Willis Park reserve is an established dog park; it creates a community centre of activity where friends and neighbours gather to relax. Adults and their children come and run around and play with their dogs yes dogs not just one dog there can be numerous dogs at any given time several times a day. The whole point of an off-leash area is for a substantial area for several dogs to run around and play, because backyards are getting smaller and leash laws are enforced in many areas, it has become more difficult for people to exercise dogs safely off the leash while still keeping them under effective control. Willis reserve is used not only by Crookwell residence but visitors to Crookwell as well. Australia has one of the highest rates of dog ownership in the world, visitors often travel with their dogs and at the moment they do not have to go far in Crookwell to take advantage of a sufficient green space to exercise their dogs.

Minimal consideration has been given as to the health and safety impact this will have not only on our family but to all the residence who live in Hay and Prell streets and to the Crookwell community as a whole, just to cater for a small number of non-locals who will contribute very little to the Crookwell community.

Other points against a FREE RV parking site on Hay Street Council needs to consider:-

- Hay Street is a sub-standard narrow dirt track that has been neglected for years it can be slippery, muddy and dangerous in winter and often floods. During drier weather any increase in traffic movement creates dust clouds over our house in Hay Street that is horrendous and unpleasant and with two people in our house that have Chronic Lung conditions, the increase in traffic would exasperate their conditions, and this would not be acceptable to us.
- Hay Street is used 4 times daily by 2 school bus runs as well as residence vehicles using the road, Hay Street is not wide enough for two cars to pass let alone big RV's or caravans trying to negotiate the road, not to mention the dangerous, reckless drivers that frequent up and down Hay and Prell Streets at excessive speeds. As it stands Hay Street could not support more vehicles regularly using the road, with the added burden of RV's and Caravans using Hay Street it would increase the potential for accidents which in turn increases the likelihood that one of my family members would be the recipient of such a tragedy, it is a highly dangerous position to put the residing families of Hay and Prell Streets in, it raises safety issue upon which we are not willing to compromise.
- When exiting and entering Hay street from Saleyards road it is also very dangerous, vehicles coming into town from Laggan end of Saleyards road often a great speeds are not visible due to the hill and sweeping corner being a blind spot at the top end of Saleyards road, this is made more treacherous by residence parking their vehicles on either side of saleyards road which limits visibility even more and with big slow RV/caravans trying to exit and enter Hay Street from saleyards road it's an accident waiting to happen.

- Council have already set a precedent by not allowing any further vehicles to exit or enter onto Saleyards Road from the 66 Lots under construction on McIntosh/Laggan roads develop 168/2004.3 due to traffic safety, this area is not as dangerous as exiting or entering Hay Street onto saleyards road, clearly the 66 Lot housing development has more visibility for traffic movement, so why is Council considering increasing traffic movement from Hay Street onto Saleyards Road?

- Additional RV parking is not a necessity to our town, Crookwell already provides sufficient RV parking at the Caravan Park and the showground both charge a fee but that money helps keep these facilities going. Why isn't Council utilising areas that are much more suited for FREE parking to accommodate large RV's and Caravans closer to town, such as the flat grassed area at the back of the Caravan Park (Nicholson Farm Machinery end) which is rarely used... an occasional tent now and then? This area is a much shorter walking distance to town, has footpaths and street lights for safer walking to and from town especially if people are more elderly,.....
Hay Street has none of these. It's ludicrous of Council to expect people from the proposed RV parking area in Willis Park reserve to walk the distance to the main street along Hay Street which is a potholed dirt track, in the dry weather if a vehicle passes walkers on the road they will be covered in dust and when it rains they will be walking on a muddy track dodging potholes full of water. It can be pitch dark at night and without a substantial torch visibility at night along Hay Street will be treacherous.

- Hay Street is a quite rural lane used constantly by many local residents; many walking with their pets, small children, babies in prams and riding horses, these locals will be competing with RVs and Caravans using the narrow road which would make it more dangerous for the community as a whole.

- We have concerns in regard to the potential impact this could have on us as neighbours and the environment- such as the dumping of rubbish or refuse that could be left in the grounds or in the creek, (the closest dump point for their waste is at the caravan park which the RV's would have to drive to), even the lighting of camp fires is a possibility. An increase in noise pollution from machinery/electrical equipment the RV's might be using or large group gatherings creating excessive noise, there's a possibility some will overstay the allotted time limit of 48 hours.
Council needs also to make a consideration to restrict RV's and Caravans entering and leaving the proposed FREE Parking site on Hay Street so that these large vehicles will be entering and exiting the park at suitable times during the day and not early morning or late at night, so there is little disturbance to the neighbours who live around Willis park reserve. The proposed RV parking area when not in use has the potential to be a race track for local hooligans who already frequent up and down Hay and Prell Streets at speeds. Is Council going to physically be policing the area so these incidents do not occur!

- We are greatly concerned about the impact of any future upgrades to Hay Street where widening and tarring of Hay Street would cause the removal of all trees that line the Street, if this were to occur there will be an increase in the concentration of

dust over our house, It would create loss of native animal and bird habitat, loss of air quality, more sound and noise pollution, loss of windbreaks and no shaded areas for walking residence to name a few. Council might be interested in knowing that some of the mature trees on Hay street have been planted with Council approval and paid for by local residence other valuable trees have been planted for screening the dog off-leash area opposite to our house in Hay Street these trees we maintain and water, there would be a loss to our privacy.

- We understand that the ongoing maintenance of the RV parking area will also be at rate payer's expense!

There has been a comment that the RV's will bring tourism to the town. The potential for this is slight as these RV's are looking for a quick no fee stopover. Tourist come to Crookwell because they want to spend time in a peaceful, tranquil, rural atmosphere, they want to escape the city where they are faced with constant noise, traffic jams, large housing developments, pollution with little to no safe green spaces close for them to walk and play with their children and dogs. People travel to Crookwell because of its reputation of being a quiet, friendly, rural township, with clean air because we still has green space around the township, We still have a uniqueness from other towns who have lost their true rural identity and now look like mini cities with the loss of trees and green spaces due to more large unsightly housing developments springing up everywhere, hopefully our council has the foresight not to allow anymore large housing developments to establish in our town and ruin the unique rural atmosphere of Crookwell.

Council needs to be responsible to its rate payers first and foremost and has a "duty of care" to the long term residence already living in Hay and Prell Streets we have the right of way to maintain a safe access in and out of our homes with continued peace and privacy. We should not be penalised or disadvantaged to satisfy a small group of non-rate paying individuals.

Look forward to hearing from you on this matter.

Regards,

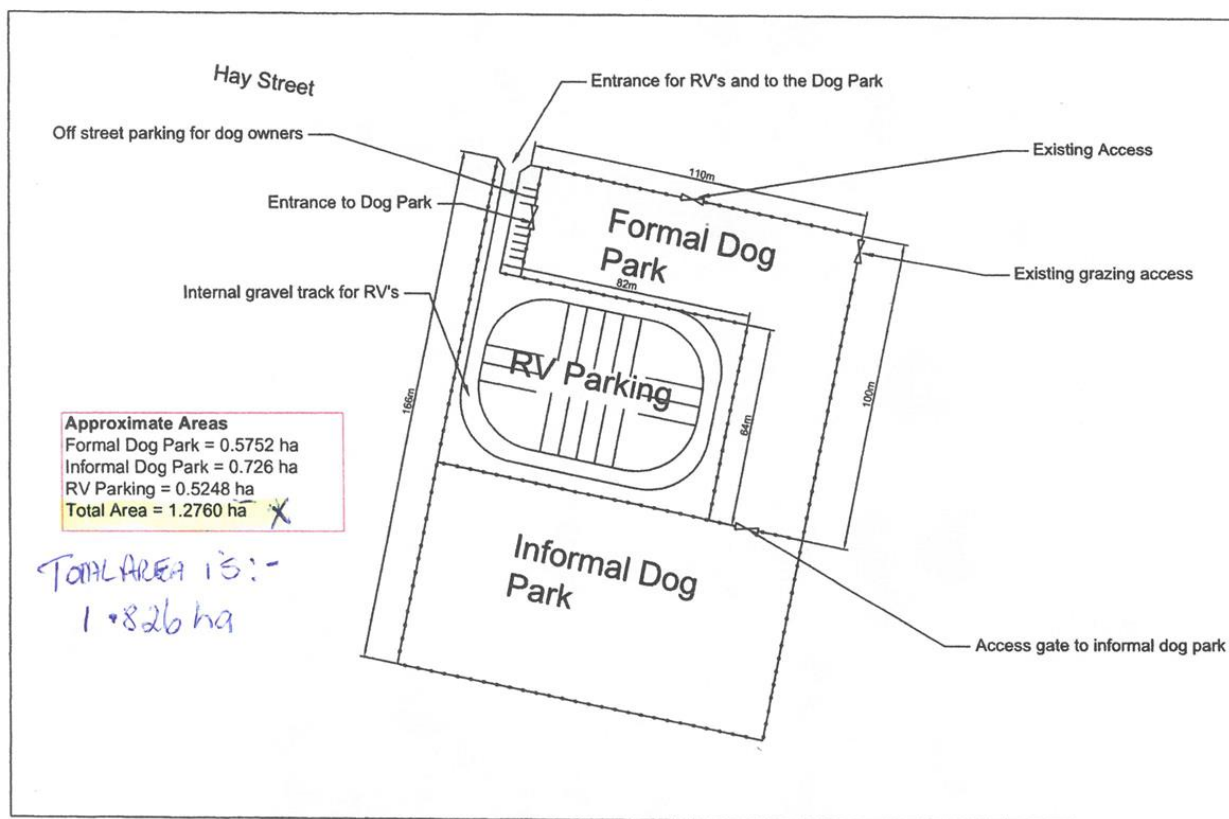


L. E. O'Brien



S. F. O'Brien

NB: There seems to be an error in addition of the Total Area of the formal dog park, informal Dog Park and RV parking area on drawings you included (attached)



From: [Jeffrey Vaughan](#)
To: [Upper Lachlan Shire Council](#)
Subject: RV site
Date: Tuesday, 25 September 2018 3:42:29 PM

Jeffrey Vaughan
24 King Road
Crookwell NSW 2583
02 48322741 0403508846
jeffreyfrankvaughan@yahoo.com.au

**Draft Plan of Management – Public Reserve Number 71527
Willis Park, Hay Street, Crookwell**

Mr J.K. Bell,
General Manger,
P.O. Box 42
Gunning NSW 2581

I am writing to you because I do not agree with the Draft plan of management of the public reserve 71527 Willis Park Hay street Crookwell, and wish to place my objection for a number of reasons to turn the park into an RV friendly free site.

1. The funding that will be used to develop the park to make it RV friendly and free to some visitors could be used to pay for works around the Upper Lachlan shire for the ratepayers and residents. Such as repair footpaths, potholes in roads, cut overhanging tree branches that are hanging over footpaths.
2. RV, caravans, motorhome uses will stop using the current caravan park on Laggan Rd and money for its upkeep will be wasted and the money spent on building a kitchen will have been wasted.
3. Visitors will never spend enough in the town to cover the expenses of building the RV park and only a few ratepayers who own business will benefit from visitors.
4. It will be very dangerous for a person walking their dogs to the off lead park because RV and caravans etc will take up most of the road.
5. The off-lead park will no longer be a relaxing area for the owners and their dogs, there will a lot of people and vehicle coming and going.
6. The bottom end of the proposed dog park is prone to water logged when raining. There is even an old small dam at the bottom end of the land.
7. The draft plan doesn't give enough details of how the free RV site will be constructed and made from, plus the cost for construction and ongoing maintenance and how long the ratepayers of the Upper Lachlan shire council will have to pay for something that they will not get the benefits from.

Yours Sincerely

Jeffrey Vaughan

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

(Neil's letter – DRAFT 2 Sat. 22 Sat. 22 Sept. (Draft 1 25 August 2018))

Mr J.K. Bell,
General Manger,
P.O. Box 42
Gunning NSW 2581

Email to: council@upperlachlan.nsw.gov.au

RE: Public Notice for Draft Plan of Management - Public Reserve Number 71527, Willis Park, Hay Street, Crookwell

Thank you for your letter of 29th August 2018, asking for our response to the proposed non fee paying RV park in Willis Park.

Some of my concerns are:

1. The loss of the only off-leash Dog Park in the whole of Crookwell. The suggested Sketch No.2, is still too small compared to that which might be lost.
2. Lot 174 (the proposed area) is very bog prone, during any given winter OR summer, including a short and heavy rain event, and also a prolonged rain event. The Caravan Association states that any proposed RV site must be level, and not prone to bogging or flooding. Surely this rules out using Lot 174 (Willis Park) for such a short stay non fee paying RV park?
3. The fee paying caravan park in the town already possesses all facilities. Why not make full use of this park, at least the ratepayers will redeem something.
4. I drive past the existing Carvan Park 4x day, 7 days per week, and have only ever seen the park maximised twice a year when the Showground has a major event, ie, Swap Meets, or the Show Weekend. The rest of the year, there is only a small handful of vans using the park.
5. Could not the Council charge a small fee for self-contained recreational vehicles or vans to park in the existing Caravan Park.
A little bit of something, is a lot better than a whole lot of nothing.

6. The money proposed for the new park is only the start of on-going maintenance and upkeep – and for what?

7. The proposed expenditure for the RV non fee paying in Willis Park, is money that could be a whole lot better spent - repairing roads that currently verge on the dangerous, especially to non-locals.

I am forwarding this by email to: council@upperlachlan.nsw.gov.au
and would appreciate a reply email as acknowledgement that my email has been safely received.

Neil Skelly
Stoneybrook
Prell Street
Crookwell NSW 2583

Catherine Duff

5 Robertson Lane

Crookwell

NSW 2583

18TH September 2018

Mr JK Bell. General Manager

PO Box 42, Gunning NSW 2581

Dear Sir

RE; proposed RV overnight plan at Willis Park, Hay St.

I have the following points to make in opposition to the above Draft Plan.

...The proposal does not meet or fulfill any of the objectives 1 a,b,c.

...Economic Benefits are negligible.

...The required roadworks that will allow safe access for all users is excessive, in both practical terms and cost (initial costs and on-going maintenance costs) to ratepayers.

...The existing facility (dog PARK) has constantly been underneath the Councils radar in relation to maintenance and upkeep.

To elaborate on the above points.

Objective 1a. How is an RV park responsive to the needs of the community?

Objective 1b. The existing dog park facility falls well short of a standard which would encourage residents and ratepayers to use the park more. I have taken my dogs to the park over a period of 5 years, there is no sheltered seating for dog owners and up until recently the wheelie bin for dog waste overflowed and had not to my knowledge ever been emptied, which made it difficult to follow the rules when it came to cleaning up after your dog. The park is not secure for off leash dogs.

Objective 1c. Residents and Ratepayers will not have an improved amenity if RV parking is introduced to the park. One access point for large RVs, that have an average length of 9 metres and dog owners walking into the park with their dogs could have a disastrous result.

Economic Benefit will be negligible. Given the general demographic of an RV owner, usually retirement age, they tend to follow the warmer weather for a start- Queensland in the winter and NSW in the Summer. Crookwells cold, long winters are not an attraction for these people. RV and Caravan users of retirement age tend to travel outside School holidays and peak holiday times. So the opportunity for RV users (allowing the above influences) would be at best 12-16 weeks of the year they may consider staying in Crookwell. Once these travellers have had their two free nights they will travel onward to the next free RV park. As a rule, after outlaying large sums of money for the RV or Caravan, owners don't want to pay too much for anything! From my experience in the hospitality industry, RV and Caravan owners are thrifty, they will not purchase anything but the absolute essential items. Unnecessary purchases take up space, add weight and affect their fuel economy! Given the location of the proposed RV park, it is not practical for people to walk up a hill

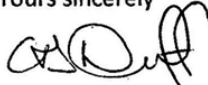
with no footpath or street lighting to Crookwell's retail block, and then carry any purchases all the way back to the RV Park.

I ask the question why the existing Caravan Park, which already has access to the Retail area, has existing infrastructure- toilets etc, not be simply available to offer 2 free nights and not have the \$200,000+ initial outlay and ongoing maintenance costs. I understand that the showground also has RV parking available...

I am a long term ratepayer, resident and business owner. Myself, along with my husband are currently in the process of starting a commercial build which will result in at least two new businesses within the shire, these businesses will provide employment and fill a gap which currently exists in Crookwell for visitors and residents. We have made a considerable investment in the Shire, and Robertson Lane where our house and proposed new businesses are accessed from is almost un-navigable by car or pushbike, as it is so potholed and rough. Robertson Lane could end up been one of the key access points to the town from the proposed rail trail. The rail trail will bring tourists who will spend money on accommodation, food and spin-off businesses from the project...adrenaline sports, wellness centers, bike repair shops! As a ratepayer I object to Council wasting money on the large roadworks required in Hay St for a few RV and Caravan owners that may contribute a token amount to the local economy. I would like to see the money better allocated to upgrading the existing dog park, using the existing Caravan Park facility for RV and Caravan visitors, and repairing roads like Robertson Lane within Crookwell's town boundary, to the economic benefit of residents and ratepayers.

I thank you for taking the time to read my submission and look forward to a beneficial outcome for residents and ratepayers.

Yours sincerely



Catherine Duff

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
27 SEP 2018
File No:

PUBLIC NOTICE FOR DRAFT PLAN OF MANAGEMENT

PUBLIC RESERVE NUMBER 71527, WILLIS PARK

HAY STREET, CROOKWELL NSW 2583

*Letter and Attachments from
B.R.H. & E.Y. Hatch
28 September 2018*

Attachments

Att.1 Flooding in Crookwell and Specifically the Off-Leash Dog Park in Hay Street
pp1-4

Att.2. Willis Park (1) Draining Rainwater (2) Traffic Problems for Proposed
RV free parking area
One page

Att.3. Second Design for combined RV free parking site and off-leash Dog Park
One page

B.R. & E.Y Hatch
Hillview, Prell Street,
Crookwell NSW 2583
28 September 2018

Mr J.K. Bell,
General Manager,
P.O. Box 42 Gunning NSW 2581

Dear Mr Bell,

**Public Notice for Draft Plan of Management – Public Reserve Number 71527,
Lot 174, DP753042 Willis Park, Hay Street, Crookwell**

We write to raise our objections to:

1. "The Willis Park Reserve has been identified as a potential short-term overnight parking site for RVs and caravans."
2. "Please note the Draft Plan of Management continues to provide for the existing use of the public reserve as an off the leash dog park"

These statements are at the very least disingenuous.

Nowhere in the Draft Plan of Management is there reference to projected costs for such an undertaking. To find these will involve any resident and ratepayer searching through Council Business papers for the Council Meeting of 16 August and Council Minutes relating to the same date, to find the **projected initial and minimum costs of \$286,112.00** to upgrade the proposed potential short-term overnight parking **FREE site for RVs and caravans**.

Nor the fact that it is Caravan Association (the Campervan and Motorhome club of Australia CMHA) which is **inviting** our Council **to apply** to have Crookwell recognised as an "RV Friendly Town. And that in that application, Council has to meet a set of guidelines, which include "**Essential Criteria**" laid down by a private organisation.

And nowhere in those Criteria, "Essential" or "Desirable", does it say **FREE overnight parking** (24/28 hours). What it does say is **'low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD.**

What is also interesting is that when:

"The Upper Lachlan Tourist Association adopted a recommendation at the 5 December 2017 Committee Meeting stating "That Council staff investigate and report to Council on the feasibility of the following sites to be used for **short term low cost overnight parking (24/48 hours) for self-contained RV vehicles:**

1. Railway land adjacent to the Heritage Railway work shed,

2. Council's off-leash dog park in Hay and Prell Street."

There is NO mention there of **FREE** RV parking.

And yet in the **Draft Plan of Management** under **3. Policy and Framework for Management**

3.1 General

It states:

The use of the Land will be subject of overnight stays by travellers. Specifically, the land use allows short term overnight park up to 48 hours for self-contained recreation vehicles (RVs), motor homes, campervans and caravans for ***nil fees per night***.

How and when did that transformation occur?

"Council management provided an interim report on the progress of preliminary investigations into potential sites for a RV Friendly Town overnight parking site at the Ordinary Council Meeting held on 17 May 2018 and resolved to further investigate the Public Reserve 71527 in Willis Street Crookwell. The Council Resolution Number 132/18 states

1. Council receive and note the report as information;
 2. Council staff continue to investigate the potential of the site and prepare a further report to Council."
- (p188 Business Papers for Ordinary Meeting of Council held on 16 August 2018).

On page 189 under ***Finance and Administration*** the **Draft Plan of Management – Potential RV Friendly Town Overnight Parking Site at Willis Park** Crookwell and states unambiguously:

"Short term parking must be available for a total of ten big caravans or RVs and ***the site must be on even ground and not prone to bogging or flooding.***"

Let us repeat that:

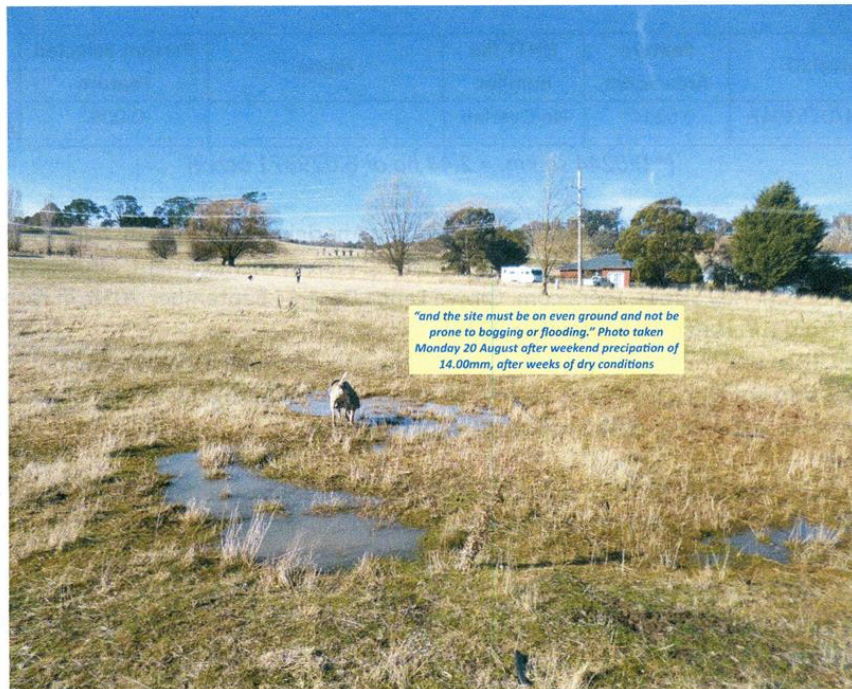
'the site must be on even ground and not prone to bogging or flooding.'

Did nobody actually go out and check Willis Park?

The Draft Plan of Management also has a 'File Note' attached to the Director finance and Administration from the Director Environment and Planning – Tina Dodson, subject: Willis Park – Hay Street, Crookwell – Public Reserve No 71527 (Lot 174 DP 753042) dated 6 July 2018, and giving the area as "Approx. 3.47 ha" as well as being R2 Low Density Residential. It also describes the land as "being flood prone (1:100 year flood)"

Unfortunately this is misleading. As adjoining residents and dog walkers will attest, after any rain event of say 14mm plus – winter and summer -the majority of the area becomes a bog as the ground substantially slopes down to Kiamma Creek. After substantial rain,

either by a short intense downpour or prolonged 'average' rainfall, or a combination of both, the off-leash Dog Park will flood.



After weeks of dry conditions, 14.0 mm rain over the weekend resulted in the puddles at Willis Park off-leash Dog Park on Monday 20th August 202018

The area of '3.47 ha' (8.574 acres) refers to both Willis Park, Lot 174, which is Crown Land in the care of the ULSC and the area known locally as "The High School Paddock". This is the western end is Lot 296, DP753042 and is for Public School Purpose and in the care and Control of State Government, and not Council.

Crown Lands says 2.435 ha (6.017016 acres). Not all of this land is available for use, apart from stock grazing as the lower end at the Kiamma Creek edge is virtually unusable.

In the Business Papers for the 16 August meeting, Council Staff reported initiated searches for:

Attachment 1: Item 12.2 Office of the Registrar Aboriginal Lands Right Act Search for Aboriginal Land Claim on Lot 174 DP 753042 Parish of Kiamma in the County of Georgiana and the reply received stated: "the property above does not appear as being affected by an Aboriginal Land Claim...."

Attachment 2: Item 12.2, p192 of the Business Papers for 16 August 2018 Council Meeting, on a Native Title Search NSW Parcel – Lot 174 on DP753042 states:

"Based on the records held by the National Native Title Tribunal as.....there are no Native Title Determination Applications, Determinations of Native title, or indigenous Land Use Agreements over the identified area."

Parcel ID	Feature Area SqKm	NNTT file number	Name	Percent Selected Feature
174//4/D753042	0.0244*	No Overlap		0.00%

(* 0.0244 sq.km. = 2.44 ha or 6.029371 acres)

Lot 296, DP753042, however **does** have an ongoing Aboriginal Lands Claim, over the 8 residential blocks shown on Item 12.2 Attachment 3: Plan of Management – Public Reserves – Wills (sic) Park Hay Street. (pers.com. Crown Lands Dept.14 September 2018, in response to email from E.Y. Hatch 10 September 2018).

What was also not carried out was an Environmental Impact Assessment for Kiamma Creek which borders Willis Park, of the potential RV parking site.

Kiamma Creek joins the Crookwell River, wherein some local residents have seen the return of platypus, just upstream from the existing properly managed Caravan Park on Laggan Road, and below Nicholson's on Carrington Street.

(See: https://www.wool.com/globalassets/start/on-farm-research-and-development/production-systems-eco/environment/water/lww_rivers_managing-creeks-and-waterways-nsw.pdf)

NB: The above article suggests planting indigenous plants. Whilst this is commendable, the risk of bush fires has increased dramatically. It might be more appropriate to plant more fire resistant trees and shrubs than native plants.

Protecting Kiamma Creek and the Crookwell River from debris from a proposed RV site in Willis Park, including used toilet paper – see a copy of a letter from a member of the CMHA, dated September 2017, on pages 15 and 16 of this letter - is vital given that surface waterflow can be substantial in a prolonged rain period, or a period of intensive damaging rain, eg.,

Hillview Prell Street, Crookwell, we recorded:

16 January 2006 - 71.3 mm in 35 minutes
 17 January 2006 - 2.0 mm
 18 January 2006 - 27.0 mm
 19 January 2006 - 0.4 mm
 20 January 2006 - 0mm Total for 4 days = 100.7 mm

Crookwell Post Office recorded:

16 January 2006 - 0mm
 17 January 2006 - 76.2 mm
 18 January 2006 - 6.0 mm
 19 January 2006 - 19.8 mm
 20 January 2006 - 0mm Total for 3 days = 102.7 mm

What is also of importance is that January 2006 was during the period of drought from March 2002 to December 2010. Total rainfall for the month of January 2006 at Hillview, Prell Street, Crookwell was 159.1 mm for 8 days of rain for the month, whereas Crookwell Post Office in town recorded 142.0 mm for 6 or 7 days – *a difference of 17.1 mm*. This is sufficient to cause seepage leading to boggy conditions in Willis Park.

The 2006 annual total for Crookwell Post Office is not available, but at Hillview we recorded only 472.5mm for the whole year with 82 days of rainfall, with 0 mm for the month of October

There is often significant variation between our location, and with our rain gauges out in the open paddock, and Crookwell Post Office, only about 1.25 km across from us, but in the middle of town.

http://www.bom.gov.au/jsp/ncc/cdio/weatherData/av?p_nccObsCode=136&p_display_type=dailyDataFile&p_startYear=2006&p_c=-980827632&p_stn_num=070025

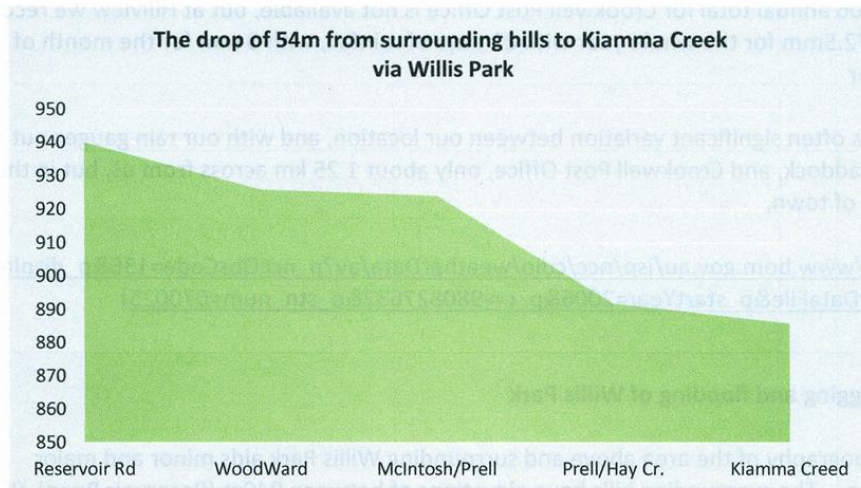
The bogging and flooding of Willis Park

The topography of the area above and surrounding Willis Park aids minor and major flooding. The surrounding hills have elevations of between 940m (Reservoir Road), 926m midway along Woodward Road, 924m just inside our top paddock close to the junction of McIntosh Road and Prell Street. The flow of rain water is directed towards Willis Park at a relatively steep descent of 48m with the corner of Prell and Hay Streets at 892m.

Kiamma Creek is at 886m: a 5m descent from Hay Street. Willis Park, apart from one more level area at the boundary of Hay Street, slopes constantly downwards towards Kiamma Creek.

In all there is something like a descent of 54 metres from the high at Reservoir Road (940 m) to the low of 886 m at Kiamma Creek, for any water, surface or underground, as it makes its way fast or slowly seeping. This has implications for the prolonged bogging of Willis Park, even a week or so after the cessation of rain. It takes a while to drain, especially if it is being fed by underground seeps after periods of prolonged rainfall.

Table 1: Drop of 54 metres from surrounding hills to Kiamma Creek via Willis Park fortuitously shows in profile the descending topography. (next page)

Table 1: Drop of 54 metres from surrounding hills to Kiamma Creek via Willis Park

See: Attachment 1 – Flooding in Crookwell and specifically the off-leash Dog Park in Hay Street

More considerations on the off-leash Dog Park currently under threat of being carved up for the free RV park site.

In section 1.3 Purpose of the Plan of Management, it states that
Specific objectives of the Plan are to:

- Identify the values of the Land to the community and value of Community Land in accordance with the Crown Reserve gazettal.

It is to be hoped that although the Council specifically says that comments on Social Media do not 'count', Council has been monitoring the stream of comments made by ratepayers and residents. There was a groundswell of anger, disgust and outrage that Council was prepared to carve up a long held Community facility and resource in response to a set of criteria made by a private RV organisation, to provide free short term parking sites for RVs. And to spend a minimum of \$286,000 plus in doing so.

- Identify and address the key issues including leases and licenses, conflict between users, and the needs of residents

It is also to be hoped that Council takes on board the fact that the site is not level and is prone to bogging and flooding, and has no plans to install storm water drainage works for Willis Park. One Councillor, who is particularly keen for this development to go ahead,

indicated to one of the long term users of the off-leash dog park who pointed out the bogging and flooding problems, words to the effect that 'we'll install drainage'. Such a statement could only be uttered by someone with no knowledge of the history of the area, nor its rainfall patterns.

The off-leash dog park has been in existence for a long time. The only 'conflict' has been the lack of maintenance and promotion as an off-leash Dog Park at Willis Park by Council despite polite requests from the dog walkers over the years.

Current and long term users of the Willis Park have a good relationship with Neil Skelly next door whose sheep must have saved an inordinate amount of money for Council over the years by grazing. It might be edifying for Council to work out how much money per year they are saved by the sheep keeping the grass down for much of the time. Since Neil Skelly has used his sheep to graze down Willis Park for some 31 years, it cannot be inconsequential.

The hastily prepared sketch plans of the proposed free RV site in Willis Park, favoured temporary visitors over residents and ratepayers. The initial sketch for 17-19 bays, reduced the off-leash area to about 1/7th of its original size.

The second plan, with reduced numbers of bays, was obviously a rush job, with most dimensions marked "approximate". This plan is of concern, not only because of inexact measurements, but also it has only one entry in, which is the same entrance out.

The Business Papers of 16 August 2018 did identify that there would be problems with increased traffic on Hay Street. Neil and Mathew Skelly provide the daily school bus services, to and from school. They work to a timetable. Negotiating the exit and entrance to Hay Street, would be seriously impeded by RVs using the proposed site in Willis Park.

Both the O'Briens and Skellys would have extra noise, and close proximity to any RVs parked on Willis Park. Neither the Bigga RV site, nor Gunning RV site, neither Tuena and Taralga caravan facilities are so close to residential homes, and nor is the Crookwell Caravan park on the corner of Laggan Road.

- Identify potential opportunities for sustainable future development of the Land based on community performance measures by which the objectives of the Plan shall be achieved and the manner in which those measures are addressed.

Properly Managed off-leash Dog Park at the whole of Willis Park

Already Hay Street and Prell Street residents have seen more people using Willis Park, and most when greeted have said that until the discussions on social media, they did not know there was an off-leash dog park in Crookwell. Some of these people are 'incomers' but some are long term residents,

In the 2016 Census, Gunning has a population of 659, yet has two off-leash parks
And Crookwell is recorded as having a population of 2,614, but has only one off-leash park

According to the RSPCA, Australia has one of the highest rates of pet ownership in the world. About 62% of Australian households own pets. Dogs are the most common pet, with 38% of households owning a dog. There are estimated to be 4.8 million pet dogs in Australia: 20 dogs for every 100 people. Based on the RSPCA figures Crookwell township could have as many as 522 dogs. Even allowing for half this number, that is 261, for a quarter of this number it is 130 dogs.

Rather than look for Crown Land to be turned over to RVFT sites, should we not be looking for more off-leash areas?

<http://kb.rspca.org.au/How many pets are there in Australia?> - RSPCA Australia knowledgebase

Green spaces and their importance to the community

Over the past few years, Crookwell and surrounding districts has seen more subdivisions and the building of new homes. Many new residents have been drawn to the area by its green spaces and open spaces, together with the welcoming nature of the community. Included in the people who move to Crookwell and surrounding districts are active retirees. Many of these are keen to take advantage of the ability to walk safely, by themselves, or with their companion dogs.

Many are leaving Sydney, citing overcrowding: in their suburbs, on the roads, and increased high rise and medium density housing replacing the old quarter acre blocks of the outer suburbs.

How ironic then that the central thread of green space in Crookwell, running alongside Kiama Creek is potentially under threat. How ironic that temporary escapees in their RVs could be responsible not just for taking over the best part of the off-leash dog park, but also for the 'clearing' of the tree lined Hay Street: with many of those trees planted by long term residents.

This is even more difficult to understand given that there is a major policy move in Sydney and Greater Sydney to 'green the city and add to its perception of liveability'

"Faced with concerns about the extent and impact of development across Sydney, the Berejiklian government has been elaborating a series of policies to green the city and add to its perception of liveability.

The latest is a survey gauging Sydney residents' views on the spaces around them. Do people want more dog parks? More fitness trails? More manicured spaces? People will have a chance to say.

"For me it's all about delivering more liveable, vibrant places," said the Planning Minister, Anthony Roberts

NSW Premier Gladys Berejiklian said the government would spend \$38.7 million over the

next four years on its "Five Million Trees" initiative, as part of its plan to boost Sydney's existing tree canopy from 16 per cent to 40 per cent by 2030.

While Ms Berejiklian trumpeted the policy as a first for any Australian state government, ***dozens of councils across the country have also implemented canopy policies and targets.***

"No other state government that I know of anywhere in Australia has ever talked about tree canopy," she said.

The five million trees policy is part of the government's broader \$290 million Open Spaces package, ***which includes \$100 million to purchase land for public open space.***

..." Mr Roberts said parks increasingly played a social function.

"Parks are places where people want to meet, places where I can take my children to play safely, engage my children, engage me, but also places to meet new people," he said. One of the ways in which people meet is through their dogs. With almost 40 per cent of NSW residents owning a dog, Mr Roberts said more dog infrastructure could result from the survey.

"I don't care if people are five years of age, or 105 years of age, we want to hear what people have got to say," he said.

"Being able to retrofit dog parks, being able to create more off-leash areas, this is where we want to hear from you."

(<https://www.smh.com.au/.../dogged-by-development-concerns-the...>)

Health and Well-being

We hear constantly from Federal and State entities of the need for more exercise to reduce the obesity epidemic that is affecting the population across all age groups.

Many people do not want to join a gym, or sporting clubs, but are prepared to walk, and walking the dog often a necessary chore, can become a major health benefit, and an opportunity to meet friends with their dogs, to meet new residents, and to increase community cohesiveness.

The University of Sydney, Vet. School, recently posted an opinion piece:

The benefits of dog-walking for humans

So the benefits of dog-walking for dogs is clear. The good news is that it's also hugely beneficial to people.

The benefits to humans and their pets of getting out for walkies

Regular physical activity for humans has [major health benefits](#), yet around half of adult Australians are still [insufficiently active for health](#), and have [remained so for 22 years](#).

Dog-walking offers an unrealised, but simple, community-wide solution to the challenge of human physical inactivity. One benefit is that walking can improve [mental well-being](#) and increase social connections for many people. Modelling the concept of universal dog-walking provides surprising results.

If most of the dog owners in Australia who currently don't walk their dogs started going on 20-minute walks every day, [12-17% more adult Australians](#) would be sufficiently active.

This would halve inactivity, and [could prevent](#) up to 5% of all cases and deaths from heart disease and stroke, and up to 10% of major colon and breast cancers.

Dog-walking is also a great way to get the whole family moving, as a dog can be walked by children and parents. Increased walking has health, social and mental benefits. Isn't it time you walked your dog more?

(See: <https://sydney.edu.au/news-opinion/news/2018/07/30/are-you-walking-your-dog-enough-.html>)

And up in Newcastle: "City of Newcastle has set aside \$220,000 in the 2018-19 financial year to fund the first of four planned new off-leash dog parks, one in each ward of the local government area.

"... Developed after extensive community consultation, the document will guide the provision, improvement and management of dog off leash areas over the next 10 years.

"...The strategy also seeks to establish good support infrastructure including trees, landscaping, pathway connections, bins, drinking water, seats and shelter in existing dog off leash areas. The community indicated a need for basic infrastructure and shade at existing off leash areas during the engagement process.

"..... Formalised dog off leash areas enable people to take their dogs to a place where they can legally run free, exert energy and socialise with other dogs. Dog off leash areas also provide people with a meeting place and an opportunity to connect with others in the community.

(From: <http://newcastle.nsw.gov.au/.../More-off-leash-parks-for-Newc...>)

SMH.COM.AU

[Dogged by development concerns, the government turns to parks](#)

If you want a friend in politics, you get a dog. And if you'd like a couple of million, well, perhaps you'd build a dog park.

There are grants available to local Councils on application to the State Government. The following relates to the now closed application process for the 2018/2019 Public Reserves Management Fund Program. Doubtless Council will be looking to ensure an application is in preparation ready for when applications open in February 2019 for the 2020/2021 round.

"Minister for Lands Paul Toole has announced \$17 million will be available in the next round of the NSW Government's Public Reserves Management Fund program.

Mr Toole said the program supports a wide range of activities that help maintain, protect and improve Crown reserves.

"I encourage all Crown reserve managers to apply for a share of \$17 million for any repairs and maintenance projects, pest and weed control, new recreational infrastructure or environmental initiatives," Mr Toole said

"Crown reserves include local parks, community halls, regional showgrounds and holiday parks, which are all vital to the social, cultural, sporting, economic and recreational life of communities across NSW."

Mr Toole said the NSW Government funded 440 projects under the last round of the program. During that round, \$2.5 million went towards improvements for 38 showgrounds, \$5.85 million was for 98 local parks and reserves projects, and programs to tackle feral pests and weeds received almost \$1.75 million.

"The NSW Government is *supporting the growth of regional economies and helping communities preserve their natural environment, and protect our important public assets*," Mr Toole said.

"We're looking for projects across the state that will deliver a real benefit to local communities."

Applications for the 2018/19 Public Reserves Management Fund Program will open Monday 5 February and close Friday 9 March 2018.

Information on how to apply will be available on the Department of Industry - Lands website at www.crownland.nsw.gov.au

On page 5 of the **Draft Plan of Management**, under **2.2 Objectives** it says:

1. a. Provide a facility/area that is response to the demand and needs of the community.
- b. Optimise the use of the facility/area, and
- c. To ensure access and equity to community facilities for the use of Council's residents and ratepayers

In 2004 Council approved a development application to build 66 houses on 22 acres of land bounded by Prell Street, McIntosh Road, Laggan Road and Saleyards Road. Building is finally going ahead, albeit slowly.

Willis Park will be the only available green space for residents with young children and/or dogs without having to cross essentially busy roads to access, for example Clifton Park.

See Attachment: Willis Park, draining rainwater and traffic

If we assume that one third of the houses in the 66 house-development area will have two children per home, then that could be 44 children and their parents who would utilise the park, particularly if the Council took proper care of it. This is a modest assumption, there could indeed be many more children. This of course is not counting other children from Crookwell who would use the park if it were properly maintained by Council.

Back to the RSPCA website, where it says:

"Australia has one of the highest rates of pet ownership in the world. About 62% of Australian households own pets. There are an estimated more than 24 million pets in Australia."

Not all households chose a dog as a pet, but many do, and it is more than likely some of the homes in the 66 house development would have dogs as pets. For these people and their dogs, Willis Park, just down the Prell Street would be ideal.

Willis Park needs upgrading as an off-leash Dog Park. It needs attention to its perimeter fencing and gates. It could be made much more pleasant if more benches could be installed, together with perhaps a picnic table and benches, away from the dog faeces bin. Regular emptying of the bin on a weekly basis needs to be added to the Council's work schedule, a 'dog poo collecting bag' dispenser, and perhaps whipper snipping around the dam in the High School Paddock, which has been identified as an area for snakes.

It could also have more shade trees planted and certainly at the lower end trees and shrubs planted which can tolerate wet, swampy conditions. In this way it would give more protection to the riparian zone of Kiamma Creek.

All these measures do not amount to even the cost of the proposed RV site in Willis Park, some \$74,000.00.

- Prepare Guidelines of for the future management, planning and the ongoing Maintenance of the Land.

As above. Long term users of the off-leash facility are a good source of information given that several of them use the park daily, weather permitting.

Council might also like to examine the three dog parks in the Southern Highlands run by the Wingecarribee Council: Edward Street, Mittagong/ Alexandra Square. Fully Fenced; Centennial Ave Park, Bowral, fully fenced. There is also a sports ground, children's play area and toilet facilities 'in close proximity'. And Seymour Park, Spencer Street, Moss Vale of which the website says. "almost 9 acres in size" has a children's playground, picnic tables, toilet facilities and all separate from the fenced in, off-leash area).

Goulburn Mulwaree has four off-leash dog parks. See:
<https://www.goulburn.nsw.gov.au/Engineering/dog.aspx>

- This Plan of Management will provide a basis for assigning priorities in the programming of works and budgeting for new or upgraded facilities.

The Upper Lachlan Shire covers an area of 7,102 km² (710,200 hectares) and yet has only three off-leash dog parks: one in Crookwell, and two in Gunning. All three badly need upgrades to fencing.

Section 13.6 of the Companion Animals Act 1998 states that:

(6) A local authority can by order declare a public place to be an off-leash area. Such a declaration can be limited so as to apply during a particular period or periods of the day or to different periods of different days. *However, there must at all times be at least one public place in the area of a local authority that is an off-leash area.*

(Our emphasis)

Council is obliged to provide an off-leash area: it is not obliged to provide a free RVFT parking site.

Other communities in the ULSC area such as Taralga, Collector, Laggan, Grabben Gullen might welcome a properly maintained off-leash dog park rather than areas of Crown Land being offered up as free RV parking sites.

Other Considerations of the RVFT 'application' by ULSC for Crookwell

On p6 of the Draft Plan, under the heading **Maintenance** it states:

In this regard the Council is responsible for the co-ordination of operations for maintenance of the facility.

Individual user groups and individual RVs, caravans, campervans and motorhomes have the responsibility to clean the site and adhere to nose and behaviour standards.

All use of the area is subject to approval and authorisation by Council and must be conducted within the rules and regulations as specified by Council.

The core maintenance of any facility is regarding as being the provision of a clean, tidy and effective facility. The provision of same will be undertaken by means of funds allocated in Council's Operation Plan.

All highly commendable, and yet it begs the question, how are these to be enforced? Who 'manages' this for Council? And what would be the ongoing costs of such management?

The following is letter from a 'Grey Nomad' who has travelled around Australia and their views on free camping sites. It raises questions that need to be seriously considered when

balancing the needs of permanent residents and ratepayers, with temporary 'passing through' travellers. Text in italics is our emphasis.

<https://www.themorningbulletin.com.au/news/letters-free-camping-issue-is-a-complicated-one/3220841/>

LETTERS: Free camping issue is a complicated one

7th Sep 2017 7:00 AM

HAVING spent some time travelling around Australia in our self-contained caravan, we would like to make some comments on the free camping issue.

We love arriving at a new town, locating the Information Centre and finding out what is available in the immediate vicinity. Using the caravan park as a base, we explore the area for anything from two days to 10 days. Our washing was done in van parks, leaving it to dry while we spent the day out. We have visited many local tourist attractions - some were free, but others we were happy to pay the entry fee.

Many of the facilities were run or majority of the staff were in fact volunteers (many older than we were) who did an amazing job giving information, acting as guides and keeping the facility open to the public. *Without the volunteers, many would not exist.*

Exhausted from our hectic schedule, we looked for somewhere quiet to spend a day or two. The Camps 8 Book provides excellent information on free camps - places off the roadway, often in bush areas - no electricity or water and sometimes not another van in sight.

These are the free camps we loved! Time out to catch our breath - catch up on cleaning out the van or vehicle - do some reading - sort out those hundreds of photos you have taken and save some money. You don't leave your van out in the bush and take off in the car.

This is a time when you just stop - enjoy the wildlife and save some money. Not travelling for two or three days is a big saving in fuel in addition to van park fees. Everyone has a budget - you can't spend more money than you get and every pensioner out there knows that they can only afford a certain amount for fuel, accommodation, food and medications. Having a large caravan does not mean we are wealthy - just careful with our money.

By staying at a free camp for a few days, you can then go on to the next town, stay at the van park and visit the local sites. *One big factor in deciding where to stay and for how long depended on finding a pet friendly van park. We estimate about 90% of grey nomads travel with a pet and that limits where you can stay.* One town had no pet friendly van parks, but we could go to the golf club who did allow pets. They were full, but the parks in town had very few vans. *Records from our trips show that we stayed at free camps for about one tenth of the time spent in van parks.*

We have never stayed at a free camp in a town.

We feel that your perception of 'free camps' is different to ours and most of the 'grey nomads' we spoke to. With our own shower, toilet, washing machine, solar panels, and generator we found the only thing we really needed was a constant water supply. By being very careful, we are able to go four days maximum before needing to fill our water tanks.

(Note from EYH: there is no mention of having to access any dump site)

Coober Pedy had water available for sale - put in your money and pump out the water, just like a petrol bowser. Everyone was happy to pay the reasonable price for a product so necessary.

We have not used the facilities at any of the van parks and object to paying inflated prices for swimming pools, children's play equipment and other add-ons. Perhaps van parks could offer a two tier price range - those simply requiring power and water on a base rate, with a higher rate for those requiring use of the facilities. Rockhampton is not classed as RV friendly, nor does it have many pet friendly van parks.

Most caravan owners carry their own rubbish swag and do not leave rubbish at a free camp.

Many young people hire a 'wiz-bang' vehicle with no toilet facilities, limited cooking and little water.

They pull into the free camp area, head for the bush and leave their mess and toilet paper behind them.

Often, they light a fire to cook sausages or something and sit around drinking and talking until late into the night. In the morning they get into the vehicle and leave with bottles, papers and anything else they don't want left behind.

If rubbish bins are supplied at free camping areas they are often over-flowing and attract a large fly population. We often wondered how regularly the bins were emptied by councils.

"Wandering Nomads"
Name withheld

Other Matters which are Important to Local Residents and Ratepayers

The question of upgrading roads through the ULSC area, and in the small towns and villages is a constant one.

Thursday 27 September 2018 *Crookwell Gazette*, front page article titled "Heavy Route Concern", detailed Grabben Cullen Progress Association spokesperson David Culley pleading with ULSC last week "to prioritise the maintenance and sealing of Wheelo Road". The article details very real safety and major concerns for users of the road, and stock in adjoining paddocks.

And yet, "The reconstruction and sealing of five kilometres of Wheeo Road is among council's priorities for future grant funding applications".

Could I suggest that the proposed **minimum** expenditure of \$281,000 PLUS calculated for Willis Park and 400 metres of Hay Street, might go some of the way in mitigating "the extremely dangerous (conditions) in wet weather of McCormack's Hill?"

Now that would be looking out for residents and ratepayers of the ULSC."

Just for comparison I have cut and pasted from a letter sent to Council early in 2011, confirming a meeting with then Councillors and Council Staff relating to concerns traffic on Hay and Prell Street.

The question of tarmacadamming Prell Street arose. The Director of Works reminded Councillors that he had drawn up a priority list for unsealed roads in Crookwell township. It was pointed out that Hay and Prell Street were down the list with Tait St in the first position, Hay Street is Priority 6 and Prell Street Priority 11 out of 13 roads. (See pp 11 & 12 Council Minutes, Meeting of 15 July 2010 at Crookwell).

This is extract is **not** a plea to have these roads sealed. We are perfectly happy just to have them graded properly from time to time. We accept that other roads in the Shire have a far great priority.

What we do question is this rush to accommodate a private caravan and motor home organisation to the detriment of permanent residents and ratepayers.

We do not need more RVFT free sites: there are two already, which cost residents and ratepayers an estimated \$27,000.00 annual for maintenance. It would be interesting to see how much of this is actually returned to the local towns and villages via expenditure in these localities. (information from Mr Andrew Croke, Director of Finance and Administration, ULSC, 27 September 2018, via email)

Mr Croke also pointed out that "the public convenience amenities facility has a number of community uses and is not just for RV Friendly Towns".

Nonetheless, extra costs were expended to bring Bigga toilet block 'up to standard'.

It is possible *not* to go ahead with any application to the CMHA, as was the case with Tuena (see ULSC website, ("Gunning becomes the Shire's first RV Friendly town", News & Advertisements 14 June 2017) applications have also been lodged for Bigga and Tuena "Applications have been lodged with CMCA for Bigga and Tuena to be recognised as RV Friendly Destinations."

Mr Croke informed me, 27th September by email, that

"Tuena does not meet the criteria for CMCA RV Friendly Town; i.e. no dump point, no infrastructure as it is a village location, and it is already listed as a camping ground site by CMCA"

In 2012, Goulburn was in the process of applying to be listed as an RVFT, but chose not to continue its application.

Attachment: Second sketch for the proposed RV site in Willis Park.

This section was posted on the Crookwell Community Face Book Page. It details the problems of incomplete correction dimensions, together with potential traffic and vehicle problems within and without Willis Park.

The Draft Plan of Management on Public Exhibition for the 28-day period, has revamped the first proposed RV site and tiny off-leash dog park.

The new proposed RV Parking now has 12 non fee paying parking bays instead of 17-19 (it wasn't completely clear on the first draft), in a total area of 82m x 64m.

There are no dimensions given for the width of the internal gravel circling track, although it looks a bit of a tight squeeze, especially for anything over 2.7, officially classified as a Long

Vehicle. This would apply not just on the gravel turning track, but of course, turning into Hay Street from Saleyards Road, and then making a left hand turn into the entrance way.

It seems the total area for the RVs – parking bays, gravel turning track and entrance is 1.2760 hectares or 3.1530647 acres. Or is it?

Curious terminology has been employed to describe the enlarged two areas which replace the original four acres (1.61864 hectares).

There is now a 'Formal' area like an up-side-down and reversed capital letter "L" which the plan gives an approximate area of 0.5752 (1.4213 acres), and then a larger square area, which is accessed through a gate, termed the 'Informal' Dog Park of 0.726, giving a total area for the off-leash dogs of 1.3012 hectares or 3.21533 acres.

The apparently generous 'Informal' Dog Park area would only be able to be used in prolonged dry weather.

The dogs appear to have lost 0.31754 hectares or just over three quarters of an acre. Except that the numbers don't add up.

Under Approximate Areas, the revised plan gives:

'Formal' Dog Park = 0.5752 ha
 'Informal' Dog Park = 0.726 ha
 RV Parking = 0.5248 ha
 Total Area = 1.2760 ha or 3.1530647 acres

My figures total 1.826 ha or 4.5121443 acres. We seem miraculously to have acquired another 1.359 acres. Perhaps someone might be kind enough to check my arithmetic.

And of course, the key requirement of the RV association that the land should not slope, bog, or flood has not been met. Nor could it ever, without major and expensive storm water drainage works.

These would have to include Prell Street, from whence comes a fast moving torrent in any significant rain event, surging into the cutaways on either side of the road, filling them with mud and gravel from the ever eroding dirt surface of Prell Street, and blocking the storm water culvert (recently renewed) at the corner of Prell and Hay Street. It then cascades merrily on its way down to Kiama Creek".

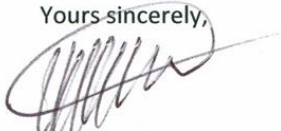
In summary:

- we would suggest that Council make it a priority to ascertain how accurate is the Register of Crown Land held in trust. It is not for residents and ratepayers to 'find land' for RVFT town sites, but rather the role of Council.
- We also suggest that two RVFT short term free parking sites, one of them only 30 minutes' drive from the township of Crookwell, are sufficient. Crookwell has a perfectly good Caravan Park of 24 parking lots. In addition, residents and

ratepayers have given up the parking area at the lower end of town to accommodate RV owners being able to park their cars.

- Council explores the Crown Lands it holds in care to see if these can be better utilised for residents and ratepayers. For example: Lot 7007 DP1027035, which slopes down to the creek, from JDs Hardware Store, opposite the existing caravan park, and LOT 7001 DP1027027 which is behind the existing caravan park.
- Council upgrades the existing off-leash area of Willis Park to enable more people to take advantage of such a resource, in consultation with local residents and ratepayers.
- Council upgrades the existing off-leash areas in Gunning, in consultation with local residents and ratepayers.
- Council consults with other local residents and ratepayers in the small townships and villages of the Upper Lachlan Shire area for their views on off-leash dog parks, and implements such dog parks to the same standard as outlined by other local Council areas ie, Goulburn Mulwaree.

Yours sincerely,



B.R.H. Hatch



E.Y. Hatch

28 September 2018

Attachments

Attachment 1 – Flooding in Crookwell and specifically the off-leash Dog Park in Hay Street

Flooding in Crookwell generally, and specifically the off-leash Dog Park in Hay Street.

Crookwell is blessed with an *annual average* rainfall of 800 mm. Some years, however, have higher rainfall totals, resulting in three major flooding events in the past almost eight years, viz: December 2010, March 2012, and July 2016

In lower yearly rainfall totals, even in drought, there can be short, sharp rain effects which lead to localised minor flooding, affecting Prell Street, Hay Street, and the off-leash Dog Park at Willis park. In January 2006, Crookwell experienced a mini tornado, which apart from very damaging winds, produced 71.3mm in 35 minutes.

The topography of the area above and surrounding Willis Park aids minor and major flooding. The surrounding hills have elevations of between 940m (Reservoir Road), 926m midway along Woodward Road, 924m just inside our top paddock close to the junction of McIntosh Road and Prell Street. The flow of rain water is directed towards Willis Park at a relatively steep descent of 48m with the corner of Prell and Hay Streets at 892m.

Kiamma Creek is at 886m: a 5m descent from Hay Street.

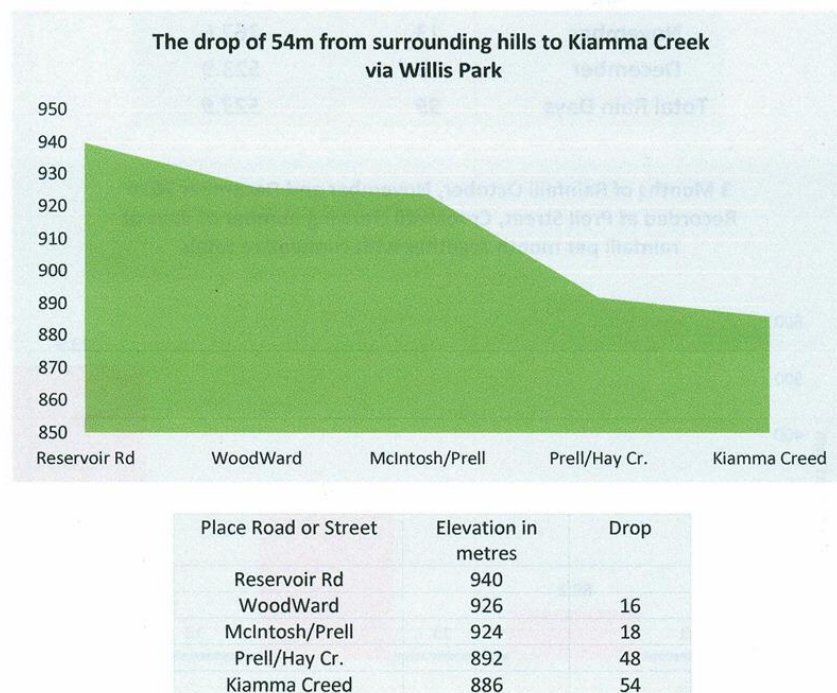


Figure 2.1 T Layout of Drainage System, *The Village of Crookwell flood Study* shows the Overland Flowpath (green arrows) page 4 Crookwell Vol 2 Figures.doc February 2014 Rev. 1.0. The flow down Prell Street spills over at the corner of Hay Street, and is also funnelled through to Willis Park by the one culvert there (very recently replaced). A further two

Attachment 1 – Flooding in Crookwell and specifically the off-leash Dog Park in Hay Street

culverts along Hay Street, channel rainwater under the unsealed road into the High School Paddock, further saturating the whole area.

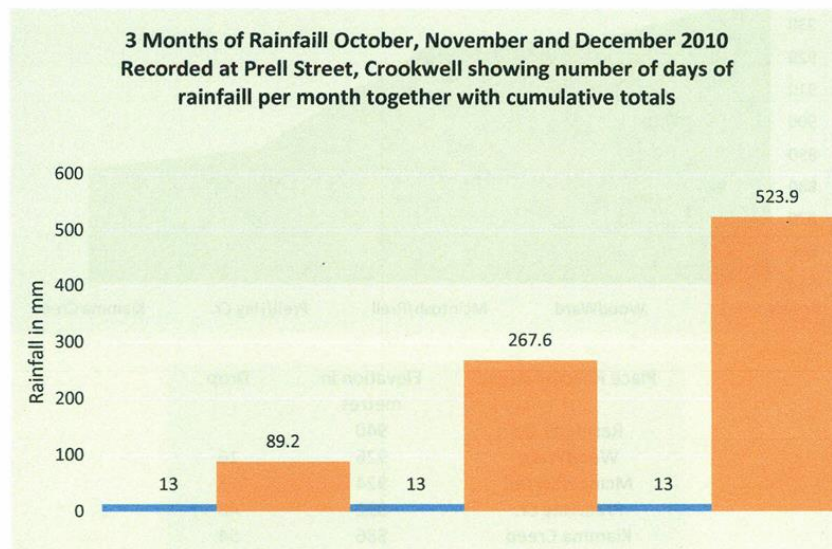
(see also Map derived from google maps and annotated by E.Y. Hatch, showing direction of rainfall flow and traffic conditions.)

P4 Crookwell FS.doc February 2014 Rev.1.0

2.3 December 2010 Storm

"The heaviest rainfall occurred over the days 9 and 10 December, preceded by heavy falls at the end of November.....At Narrawa, about 102mm were recorded on 9 and 10 December, close to the 86.6 mm at the BOM daily-read rain gauge at Crookwell." NB. At Prell Street, Crookwell, we recorded 90.5 mm

2010	Number Days of Rain	Cumulative total mm
October	13	89.2
November	13	267.6
December	13	523.9
Total Rain Days	39	523.9



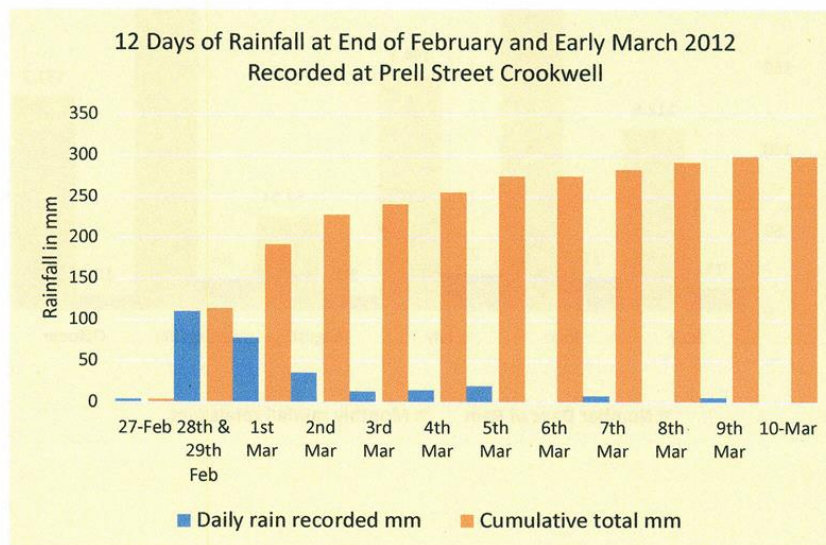
Attachment 1 – Flooding in Crookwell and specifically the off-leash Dog Park in Hay Street

2.4 March 2012 Storm

At Crookwell the total two day fall over 29 February and 1 March amounted to 155 mm compared with 124 mm at Narrawa and 114 mm at the Golspie Gauge.

(No data mentioned from the BOM daily-read rain gauge at Crookwell, probably because the data for the months of March and July were not available, but we recorded 110.00 mm 28th & 29th February, and 78.0 mm for 1st March, a total of 188.00 mm) however there was also considerably more rain in the days that followed. In 12 days there was a total of 299.1 mm of rain.

2012	Daily rain recorded mm	Cumulative total mm
27 Feb	3.7	3.7
28 th & 29 th Feb	110.0	113.7
1 st Mar	78.0	191.7
2 nd Mar	36.0	227.7
3 rd Mar	13.0	240.7
4 th Mar	14.8	255.5
5 th Mar	20.00	275.5
6 th Mar	0	275.5
7 th Mar	8.3	283.8
8 th Mar	8.5	292.3
9 th Mar	6.5	298.8
10 Mar	0.3	299.1
Totals	303.6	299.1



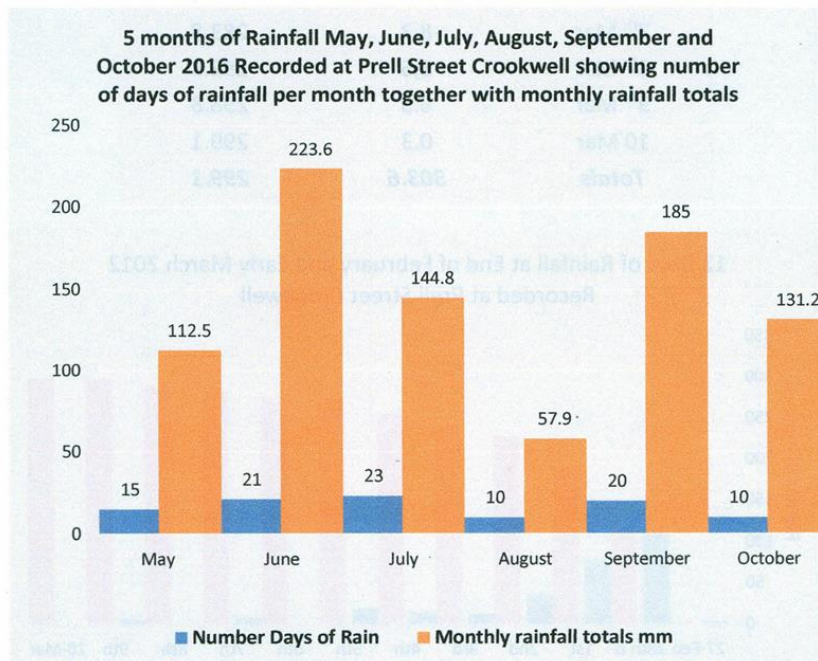
It is also worth noting that the total rainfall we recorded at Prell Street, Crookwell, for the months of January, February and March was 446.2 mm

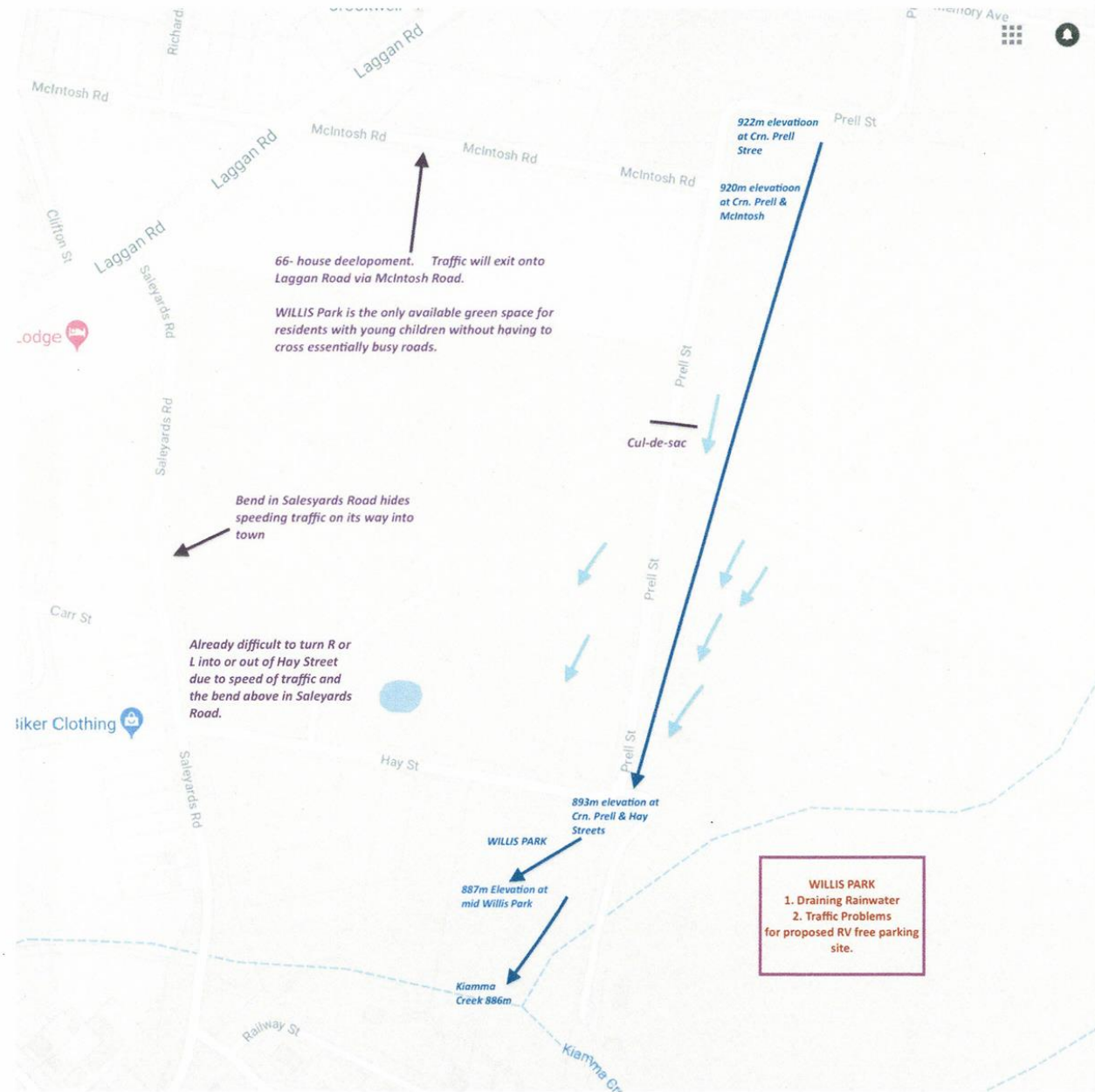
Attachment 1 – Flooding in Crookwell and specifically the off-leash Dog Park in Hay Street

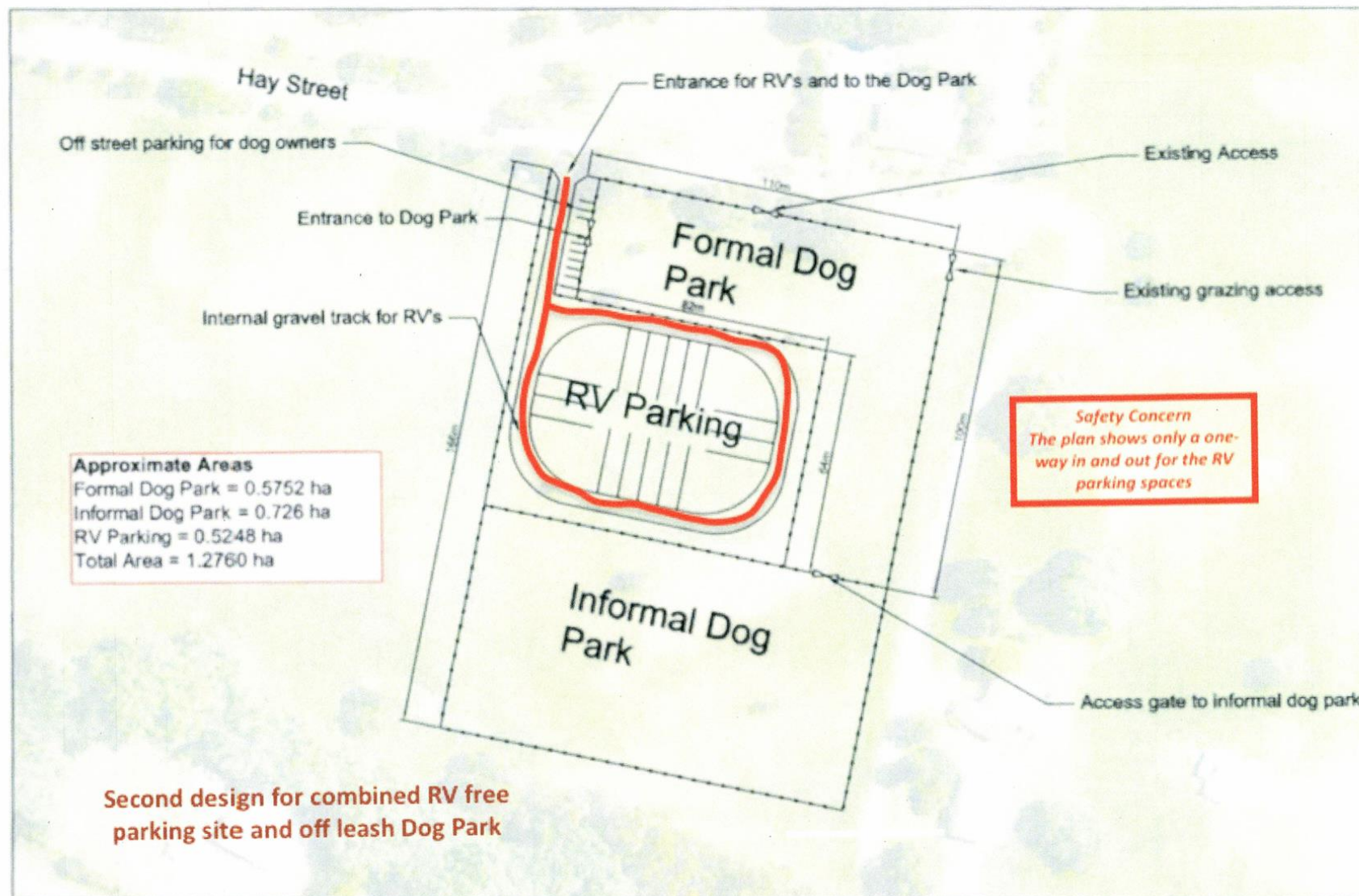
Compare this with the BOM daily-read rain gauge at Crookwell for the same period was reflecting the difference in aspect and a distance of only approximately 1 km as the crow flies (or 1.3km via Prell Street, Hay Street, Saleyards Road, and Goulburn St.).

2016 June and July had 44 days of rain, totalling 368.4 mm but there were five almost consecutive months with >100 mm/month.

2016	Number Days of Rain	Cumulative monthly total mm
May	15	112.5
June	21	223.6
July	23	144.8
August	10	57.9
September	20	185.0
October	10	131.2
Totals	99	855







17 Elizabeth Street
CROOKWELL 2583

28 September, 2018

The General Manager,
Upper Lachlan Shire Council
Spring Street
CROOKWELL 2583

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
28 SEP 2018
File No:

Dear Sir

Re: Objections to Draft Management Plan – Willis Park, Hay Street Crookwell

We are writing to formally object to Council approving the setting up of a short-term overnight parking site for recreational vans and caravans.

One of our objections centres around the huge cost which would be incurred through upgrade and roadworks (not to mention the problems of inundation to the area in wet weather). We feel it would not generate any income for the town as RVs on overnight stays are passing through and do not support local business. Our current caravan park does provide income for its upkeep and management.

The amount of approximately \$280,000 can better be spent to serve the ratepayers of the Shire who do support local business. There are many areas 'crying out' for financial support, such as roads, footpaths and the long-wished-for hydrotherapy pool. Putting ratepayers first is of utmost importance.

Secondly, the need for recreation for our permanent residents who are dog-owners is of paramount concern. As fortunate carers of a Grand-dog on three days per week, we know the benefits of companionship provided by these amazing animals. It would be grossly unfair to deprive owners of the off-leash park presently available.

We hope that Council will consider the proposed development for what it is ... unpopular, unwise and foolhardy.

Yours faithfully,



Barry and Marion Jordan

02 48321212

SUBMISSION Re DRAFT PLAN of MANAGEMENT**TO DEVELOP WILLIS PARK FOR USEAGE BY RECREATIONAL VEHICLES.**

I have carefully examined the Draft Plan of Management and while in support of the purpose and management policy I believe that Council should reconsider the site location.

The suggested site in Park Street Crookwell has significant cost and location advantages that would provide greater public support.

PROPOSED ALTERNATE SITE

Land fronting Park Street, between the former Crookwell Railway Station and the Crookwell Community Men's Shed site as shown on the attached site plan. This land is owned by State Rail and not currently leased.

POSSIBLE SITE DEVELOPMENT

A concept layout plan has been prepared to demonstrate a possible site development (provisions similar to Willis Park) with significant cost savings as follows:-

Length of internal gravel track reduced from 310m to 135m

Stock and dog proof fencing not required.

Future new or upgraded facilities that may require water, sewerage or electricity are currently available.

Site is located on a sealed road.

LOCATION ADVANTAGES

Within walking distance to shopping and recreation facilities (Services Club, Bowling Club, Library, Swimming Pool etc)

SUGGESTED ACTION

It may be an appropriate time to seek support through our local member, Pru Goward to approach the appropriate Minister for special consideration to acquire the subject site that will provide community and tourist facilities.

Don Southwell



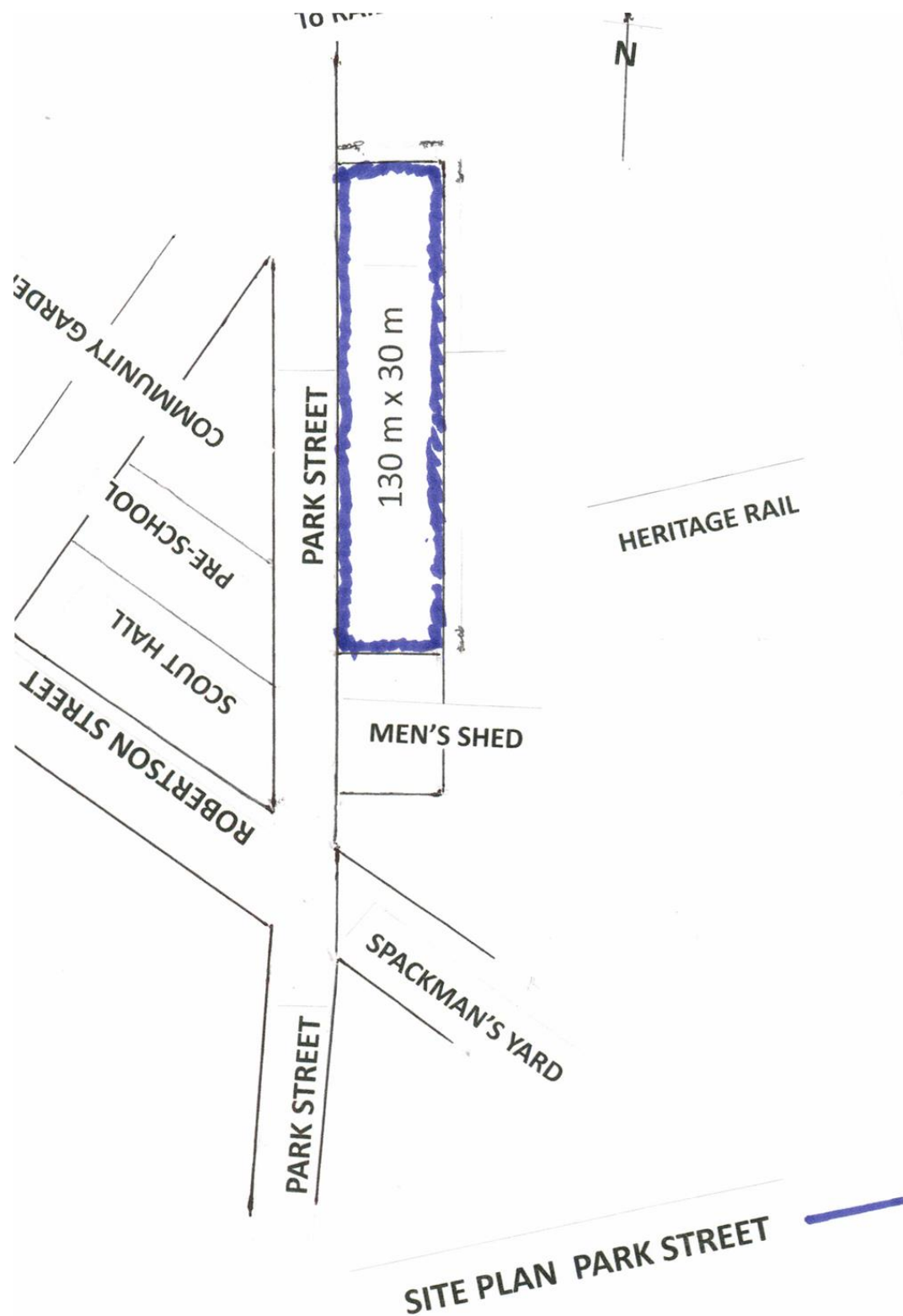
3 Leila Mayoh Close

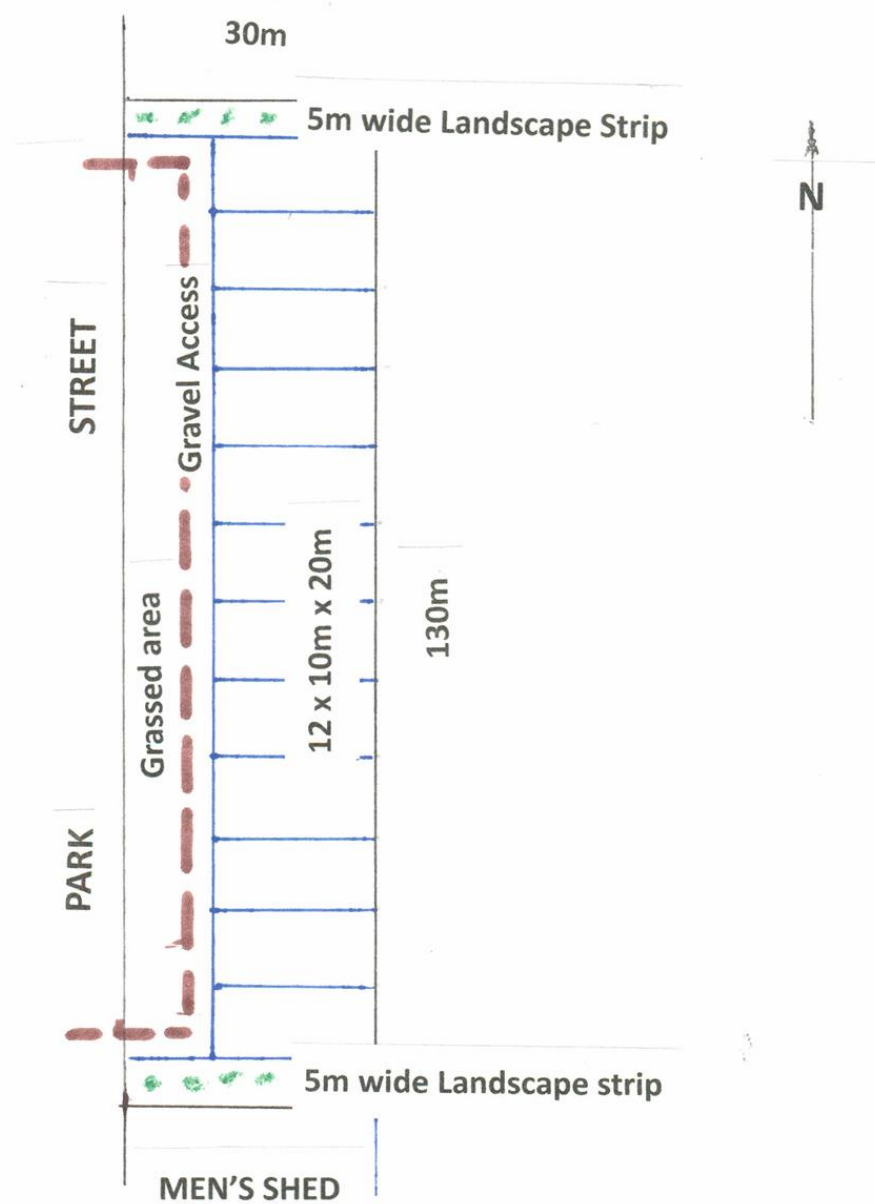
Crookwell

48322076

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
28 SEP 2018
File No:

As Secretary of the Crookwell Community Men's Shed I would be prepared to address Council, if required, in respect of this proposal.



**POSSIBLE LAYOUT**

Mr John Bell
General Manager
Upper Lachlan Shire Council
PO Box 42
Gunning NSW 2583

Dear Mr Bell,

RE: Draft Plan of Management Public Reserve Number 71527, Willis Park, Hay Street, Crookwell

I wish to express my absolute objection to councils proposal of developing part of the reserve as an RV park.

First and foremost, my objection is on financial grounds. I was informed by Andrew Croke, Finance and Administration, ULSC that the Crookwell Caravan Park has a gross income of approximately \$60,000. The long term residents component of this is \$6,000. The maintenance and running costs of the caravan park are \$56,000. This is a nett profit of \$4,000. Mr Croke estimated the maintenance costs of the proposed RV park to be approximately \$10,000 - \$15,000 with no income at all. Needless to say that if there is a "free" RV park in Crookwell I am sure a lot of travellers are going to choose that option meaning the income at the caravan park is going to drop dramatically. Considering the upfront costs of approximately \$280,000 this is not a sound business decisions that is being made by council in the best interests of the shires residents and ratepayers. Of course the ongoing repercussion of this could be that when the caravan park is no longer financially viable will council then decide to close the caravan park leaving the permanent residents, mostly pensioners, homeless?

I would like to highlight section 2.2 of the draft, points 1a,b and c. In response to 1a, I can assure you that the proposed RV park will not meet any demands or needs of our community. It is merely meeting the needs of travellers in need of a FREE holiday. In response to 1b, it will certainly not be optimising the use of the area of which I will go into further detail later. In response to 1c, an RV park will not be used by residents or ratepayers of the shire. So your objectives are all false and misleading in this draft plan.

To elaborate on 1b, I would like to point out that for the past 20 years ULSC has in fact been in breach of the Companion Animals Act 1998. It clearly states that council must provide an off leash area where dogs can be exercised during certain hours. The current of leash area is and has always been an area that is not safe to use as an off leash area as the fencing is almost non existant and dogs cannot be safely contained within the area, In fact, most of the time there is an adjoining landholders sheep grazing in the area, which is the only maintenance that "council" currently

provides of the area and is why it is not a favoured area to be used by responsible dog owners. Here I would like to question councils liability in there was damages caused to those sheep or a dog using the area. I would propose that council soundly look at maintaining this area for optimum safety of dogs and their owners rather than consider developing it to be an RV park as well. The cost of this would be considerably less and needs to be done so that council is compliant with the Act.

As a resident of Saleyards Road since I was 4 years old until 2 years ago, some 40 years, this area has been used by the community and I believe still is. It was certainly an area that we used a lot growing up as there is a cricket pitch there and was also used for competition for a number of years. We would also take our dogs there when it became of designated off leash twice daily. The sealing of Hay street was requested numerous times over the years as the dust was horrendous especially in summertime with an easterly wind blowing. It was never considered by council to be a priority so I question why suddenly because council proposes an RV park is it now a priority when there are so many dirt roads in our shire if need of sealing or at the very least grading more than once a year. Hay Street is not a through road and has merely 4 residents living on it.

I would also like to point out that to become an accredited RV friendly town the RV park must not be situated on land prone to flooding. It is here I would like to point out that one as a resident of Saleyards Road as previously mentioned I witnessed this area go under water on many occasions. It is noted in Tina Dodson's letter to Mr Croke dated 6 July 2018 that land was flood prone, 1:100. I can assure you it has flooded many more times that once in a hundred years and in fact the water can lay in the area for several weeks without draining. On this point alone it renders the site unsuitable for such development.

There are many anomalies and misleading information in this draft document, the most glaring of course being that the land area stated in Tina Dodson's letter is 3.47ha but on the proposed plan it only equates to 3.102ha.

I feel the imposition this proposed development will put on the residents in Hay Street and the adjoining area is grossly unfair and unjustified. The increase in traffic, noise and litter will be a few of the inconveniences these residents will experience when they are all long term residents that have been used to living in a very quiet part of town.

Finally, I am at a loss as to why council is asking ratepayers to host FREE holidays for tourists. Gunning already has an RV friendly park which is well utilised and close to the main street where users often patronise local business. My belief is that if the proposed RV park was situated in Hay Street, being several blocks from the shops, a good 10 minute walk, they will not bother and hence not bring any extra business to Crookwell business houses. I would also fear that the use of the park in Gunning

would be less utilised having a big impact on those businesses already struggling. Further, I would like to note that in the Draft Plan of Management of Roberts Street Carpark it is proposed to make some parking spaces available to RV travellers. If in fact council thinks it needs to provide FREE holidays for tourists, compromises our current facilities, then I would see it as a much more feasible option.

I am available to discuss any of these issues I have raised by phone 0248455154, or via email jeniheffernan@hotmail.com.

Yours sincerely,

Jenifer Heffernan
PO Box 80
Crookwell NSW 2583



GOULBURN CROOKWELL HERITAGE RAILWAY. INC.

ABN 22 363 670 171

www.gchr.org.au

Crookwell Railway Station Precinct, Colyer Street Crookwell NSW 2583

Please address mail to Crookwellheritagerailway@gmail.com or

The Secretary, Crookwell Heritage Railway, PO Box 6107 CONDER ACT 2906.

Mr JK Bell
General Manager
Upper Lachlan Shire Council
PO Box 42
Gunning NSW 2581
council@upperlachlan.nsw.gov.au

Dear Sir

RE: Public Notice for Draft Plan of Management -Willis Park, Hay Street Crookwell

I am writing on behalf of the Committee and members of the Crookwell Heritage Railway in repose to the public notice for the proposed development of an RV parking site in Willis Park Crookwell.

Our initial thoughts were that Willis Park is located remotely to our area of interest and responsibility in the Crookwell Railway precinct and the matter was mentioned at our recent monthly General Meeting as correspondence received. Our correspondence sent topic in the meeting included reference to a number of requests made to John Holland Rail CRN which included a clean-up of the paddock facing Park Street which is inside the rail corridor but outside the Crookwell Heritage Railway licence area.

By what appears to be fortuitous coincidence, the meeting on September 15th was attended by Mayor Brian McCormack and Councillor Paul Culhane and discussion developed about the two topics mentioned above and as a light bulb moment, the concept of developing the RV park off Park Street was identified as an outcome to serve a number of interested parties. It appears in discussions that the Park Street site offers a number of significant benefits including the relatively short distance to the main shopping and business end of the main street in Crookwell.

Following our meeting I wrote to the JHR-CRN Property Manager, Jody Sams, with a copy of the Council information papers. Ms Sams has responded by email to Mr Andrew Warren at ULS with the relevant JHR-CRN paper work attached to enable ULC to apply for use of the site if considered a preferred alternate to the Willis Park site.

The park Street site lies to the west of our licenced area and north of the Crookwell Men's Shed site. We note that the Crookwell Men's Shed site is also outside of our licenced area and suggest that a licence for use of the Park Street Paddock could be arranged on a similar basis

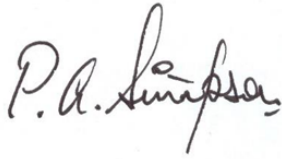
The Crookwell Heritage Railway is currently active every third weekend of the month but it is anticipated to increase as we complete the current activities leading to accreditation by the Office of the National Rail Safety Regulator for the carriage of public passengers on trikes and the eventual introduction of pedal-powered rail bikes.

We do not envisage any aspects of RV parking activities that will affect our operations and apart from the sounds from the use of two stroke and four stroke motors in our track maintenance and

inspection vehicles (Trikes). We believe an RV park in Park Street would be fully compatible with our activities and look forward to the time when the area is tidied up from its current neglected physical state.

Please advise if you need any further information or clarification in relation to this matter.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'P.A. Simpson', written in a cursive style.

Peter Simpson
Secretary
Crookwell Heritage Railway

13 GENERAL MANAGER

The following items are submitted for consideration -

13.1	Staff Christmas Function & Christmas Closure	302
13.2	Collector Wind Farm Community Enhancement Fund - Voluntary Planning Agreement	304
13.3	Stronger Country Communities Fund - Round 2	328
13.4	Consultative Committee Meeting Minutes	330

General Manager - 18 October 2018

ITEM 13.1 **Staff Christmas Function & Christmas Closure**

FILE REFERENCE **I18/544**

AUTHOR **General Manager**

ISSUE

Providing details in relation to the Upper Lachlan Council staff Christmas function and the dates for the Christmas Closure as per Council policy.

RECOMMENDATION That –

1. Council resolve that the staff Christmas function be held on Friday, 21 December 2018 commencing at 12.30pm at the Crookwell Services Club and finishing at 3.30pm.

BACKGROUND

Council holds an annual staff Christmas function and further, the dates for the Christmas Closure are advised as per Council policy.

REPORT

With respect to arrangements for the Christmas/New Year period, and as per Council policy, the Works Depots and Administration Offices will be closed from midday on Friday, 21 December 2018 and will reopen on Wednesday, 2 January 2019.

It is Council's policy to grant staff a half-day off to hold the Council Christmas party and to provide some refreshments for the party. This year, that day falls on Friday, 21 December 2018.

A combined staff function will be held at the Crookwell Services Club on Friday, 21 December 2018 commencing at 12.30pm and finishing at 3.30pm.

A coach will be utilised to transfer staff from Gunning to the function and return afterwards.

Arrangements have been put in place to ensure that in the event of emergency situations arising over the Christmas/New Year period, nominated staff will be available to work as required to rectify any emergency situation that may arise.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council resolve that the staff Christmas function be held on Friday, 21 December 2018 commencing at 12.30pm at the Crookwell Services Club and finishing at 3.30pm.

ATTACHMENTS

Nil

General Manager - 18 October 2018

ITEM 13.2 **Collector Wind Farm Community Enhancement Fund - Voluntary Planning Agreement**

FILE REFERENCE **I18/546**

AUTHOR **General Manager**

ISSUE

Ratch-Australia Corporation Pty Ltd has requested Councils endorsement of the draft Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement.

RECOMMENDATION That -

1. Council places on public exhibition the draft Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement, allowing a period of 28 days to seek public comment / submissions.

BACKGROUND

On Wednesday, 19 September 2018, Neil Weston, the Project Development Manager from Ratch-Australia Corporation Pty Ltd emailed Council in regards to the proposed Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement (VPA).

REPORT

Following numerous meetings over a number of years, Council has now received a final copy of the Collector Wind Farm Community Enhancement Fund VPA document from Ratch-Australia Corporation Pty Ltd.

Ratch-Australia Corporation Pty Ltd noted in their email, that the company is keen to progress the review and execution by Council of the Collector Wind Farm Community Enhancement Fund VPA.

Council have previously indicated to Ratch-Australia Corporation Pty Ltd that the steps involved in completing the Collector Wind Farm Community Enhancement Fund VPA will be:

1. The Draft Community Enhancement Fund VPA will be presented to full Council meeting;
2. The Community Enhancement Fund VPA will be placed on public exhibition for a 28 day period;
3. Following the public exhibition period and feedback a report will be placed before full Council for endorsement;

General Manager

COLLECTOR WIND FARM COMMUNITY ENHANCEMENT FUND - VOLUNTARY PLANNING AGREEMENT cont'd

4. The endorsed copy of the Community Enhancement Fund VPA will be forwarded to Ratch-Australia Corporation Pty Ltd for counter-party execution.

Ratch-Australia Corporation Pty Ltd have noted for Councillors information that they are continuing discussions with the Collector community in regards to structure and implementation of the separate 'Collector Community Fund' that they will also be establishing.

In accordance with due process, it is proposed that the draft Collector Wind Farm Community Enhancement Fund VPA document be placed on public exhibition for a minimum period of 28 days, following which, a report will be placed before Council for final endorsement.

A copy of the document is attached for Councillors information.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council places on public exhibition the draft Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement, allowing a period of 28 days to seek public comment / submissions.

ATTACHMENTS

1. Download	180919 Collector Community Enhancement Fund Agreement	Attachment
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Planning Agreement
Environmental Planning and Assessment Act 1979 (NSW)
Collector Wind Farm

Community Enhancement Fund Deed

The Upper Lachlan Shire Council A.B.N. 81 011 241 552 (**Council**)

Collector Wind Farm Pty Ltd A.C.N. 160 195 460 (**Company**)

Table of contents

1	Definitions and interpretation	5
1.1	Definitions	5
1.2	Interpretation	8
2	Planning agreement	8
3	Application of this Deed	8
4	Operation of this Deed	8
5	Payment of the Monetary Contribution	9
5.1	The Monetary Contribution	9
5.2	General	10
6	Community Enhancement Fund	10
6.1	Establishment of the Community Enhancement Fund	10
6.2	The Committee	11
6.3	Call for Funding Applications	11
6.4	Notification to Company	11
6.5	Allocation of Funds	12
6.6	Public Recognition	12
6.7	Auditing	13
7	Application of the EP&A Act to the Collector Wind Farm	13
8	Disposal by the Company of its interest in the Collector Wind Farm	13
9	No fetter	14
10	Dispute resolution	14
10.1	Notice of dispute	14
10.2	Response to notice	14
10.3	Negotiation	14
10.4	Further notice if not settled	14
10.5	Mediation	14
10.6	Litigation	15
10.7	Exchange of information	15
10.8	Continue to perform obligations	15
11	GST	15
11.1	Interpretation	15
11.2	Reimbursements	16
11.3	Additional amount of GST payable	16
11.4	Variation	16
12	General	16
12.1	Costs	16
12.2	Notices	17
12.3	Waiver	17
12.4	Governing law	17
12.5	Prior agreements superseded	17
12.6	Modification of Deed	17
12.7	Representations and warranties	18
12.8	Severability	18
12.9	Confidentiality, media releases and enquiries	18
12.10	Counterparts	18
12.11	No fiduciary relationship	18
12.12	Further acts	18
12.13	Enforcement	18

Schedule 1: Notice details	19
Schedule 2: Geography	20
Execution page	22

Planning Agreement - Community Enhancement Fund Deed

Date

Between the parties	
	The Upper Lachlan Shire Council A.B.N. 81 011 241 552 of 44 Spring Street, Crookwell NSW 2583 (Council)
	Collector Wind Farm Pty Ltd A.C.N. 160 195 460 of Level 7, 111 Pacific Highway, North Sydney NSW 2060 (Company)
Recitals	<ol style="list-style-type: none"> 1. The Collector Development Consent was granted in relation to the Collector Wind Farm on 2 December 2013. The Company is entitled to act on the Collector Development Consent. 2. The Company has agreed to pay Monetary Contributions in relation to the Collector Wind Farm to the Council's Community Enhancement Fund, and account to the Council for payments made to the Collector Fund, in accordance with the terms of this Deed. 3. The Council agrees to be the custodian of the Monetary Contributions paid by the Company to the Community Enhancement Fund and to distribute and expend the funds in the Community Enhancement Fund in accordance with this Deed.
The parties agree as follows:	

1 Definitions and interpretation

1.1 Definitions

The meanings of the terms used in this Deed are set out below.

Approved Local Project	means each Local Project approved for funding from the Community Enhancement Fund in accordance with this Deed and the Committee charter.
Auditor	means an appropriately qualified financial auditor appointed by the Council.
Collector Development Consent	means development consent granted by the Minister for Infrastructure and Planning under the EP&A Act on 2 December 2013, as modified from time to time.
Collector Fund	<p>means a fund established by the community of Collector which complies with Condition C2 of the Collector Development Consent, which while it continues to operate:</p> <ul style="list-style-type: none"> to standards of administration and probity that are acceptable to the Company in its absolute discretion; and in compliance with Condition C2 of the Collector Development Consent, <p>that may receive:</p> <ul style="list-style-type: none"> a portion of the annual Monetary Contributions in accordance with clause 5.1(a)(2) of this Deed; and/or funding for Approved Local Projects as proposed by the community.
Collector Land	<p>means:</p> <ul style="list-style-type: none"> the land that is the subject of the Collector Development Consent, being the land used for the Collector Wind Farm project, and all associated and ancillary purposes specified in the Collector Development Consent; and all other land on which it is proposed that associated and ancillary infrastructure for the Collector Wind Farm will be located as specified in the Collector Development Consent.
Collector Wind Farm	means the construction and operation of a wind energy facility to be known as the Collector Wind Farm, on the Collector Land consisting of wind turbines and associated infrastructure as authorised by the Collector Development Consent.

Commissioning Milestone	means the completion of energisation of the substation, post-testing, as evidenced by the date of the certificate of practical completion issued pursuant to a construction contract for the construction of the Collector Wind Farm.
Community Enhancement Fund	means the fund to be administered by the Council pursuant to the DCP, which is established by this Deed.
Committee	means the committee established to administer the Community Enhancement Fund in accordance with the DCP, pursuant to section 355 of the <i>Local Government Act 1993</i> (NSW) and, comprising: <ul style="list-style-type: none"> • the Mayor or Councillor Delegate; • the General Manager or delegate of the Council; • two community representatives who do not own any of the Collector Land; and • a representative appointed by the Company.
Contribution Year	means the 12 month period following the Commissioning Milestone, and every anniversary thereof for the operation of the Collector Wind Farm project.
Costs	includes costs, charges and expenses for the administration of the Community Enhancement Fund, payable to the Council out of the Monetary Contribution on an as needed basis and shall be no more than \$5000.00 per annum, indexed to the Index Number over the life of the Collector Wind Farm project
Council Funding Notice	means the notice provided to the Company by the Council in each Contribution Year, requesting and invoicing the Company for the payment of the Monetary Contribution that is due to the Council in that Contribution Year.
DCP	means the <i>Upper Lachlan Development Control Plan 2010</i> as amended from time to time.
Deed	means this deed, and all annexures and schedules to it.
EP&A Act	means the <i>Environmental Planning and Assessment Act 1979</i> (NSW) as amended from time to time.

Funding Application	means an application submitted to the Committee in relation to the Community Enhancement Fund to fund a Local Project.
Geography	means the area defined in Schedule 2 being: <ul style="list-style-type: none"> • an area from which the Committee may receive Local Project applications; and • which defines the extent of Local Projects that are eligible to receive funding from the Community Enhancement Fund.
Index Number	means the consumer price index for Sydney (All Groups) number or equivalent index published from time to time by the Australian Bureau of Statistics.
Local Projects	means any project proposed to be carried out within the Geography which are aimed at: <ul style="list-style-type: none"> • enhancing any aspect of the local environment including, but not limited to, ameliorating any impacts from the Collector Wind Farm; • providing any community service or facility or benefit; or • fulfilling the selection criteria described in the Committee's charter, as those criteria are amended by the Committee from time to time; which may include: <ul style="list-style-type: none"> • the building of a Strategic Fund.
Mediator	means a person appointed as mediator under clause 10.5 of this Deed.
Monetary Contribution	means the amount of \$200,000.00 as adjusted for inflation against the Index Number in accordance with clause 5.1(e) of this Deed, which is paid and apportioned as between the Community Enhancement Fund and the Collector Fund in accordance with clause 5.1 of this Deed.
Operating Turbine	means each wind turbine constructed and commissioned as part of the Collector Wind Farm which generates electricity into the transmission network during any part of the relevant Contribution Year; a wind turbine ceases to be an Operating Turbine when it is deconstructed to ground level.
Strategic Fund	means an allocation of the Monetary Contribution to an Approved Local Project where money is held by the Council for the Community Enhancement Fund to develop a single or expensive prospective Local Project or an Approved Local Project that will require significant upfront investment or a multi-year investment commitment.

1.2 Interpretation

- (a) Clause headings are for convenience only and will be ignored in the interpretation of this Deed.
- (b) References to a party include the successors and permitted assigns of that party.
- (c) Words importing the singular include the plural and words importing the plural include the singular.
- (d) Words importing a person include a corporation, firm or body corporate.
- (e) Nothing contained in this Deed will be deemed or construed as creating the relationship of partnership.
- (f) References to a month mean a calendar month and a reference to a year means a calendar year.
- (g) References to any document include any permitted amendment, supplement to or replacement or novation of the document.
- (h) References to any legislation or to any section or provision of any legislation includes any:
 - (1) statutory modification or re-enactment of or any statutory provision substituted for that legislation, section or provision; or
 - (2) ordinances, by-laws, regulations and other statutory provision substituted for that legislation, section or provision.
- (i) Other grammatical forms of defined words or expressions have corresponding meanings.
- (j) 'Including' and similar expressions are not words of limitation.

2 Planning agreement

The parties agree that this Deed is a planning agreement governed by Subdivision 2 of Division 7.1 of Part 2 of the EP&A Act (previously Subdivision 2 of Division 6 of Part 4 of the EP&A Act).

3 Application of this Deed

This Deed applies to the Collector Development Consent and evidences the parties agreement that the Company and the Collector Wind Farm are in compliance with Condition C2 of the Collector Development Consent.

4 Operation of this Deed

The parties agree that this Deed will not operate or bind the parties unless and until the Company achieves the Commissioning Milestone described in the Collector Development Consent.

5 Payment of the Monetary Contribution

5.1 The Monetary Contribution

- (a) The Company must account to the Council for the Monetary Contribution by:
 - (1) paying the Community Enhancement Fund's part of the Monetary Contribution in advance to the Council within 20 business days of the Company's receipt of the Council Funding Notice in each Contribution Year, which shall be:
 - i. 80% of the Monetary Contribution in the first Contribution Year; and
 - ii. 90% of the Monetary Contribution in every subsequent Contribution Year;
 - (2) paying the Collector Fund's part of the Monetary Contribution within each Contribution Year, which shall be:
 - i. 20% of the Monetary Contribution in the first Contribution Year; and
 - ii. 10% of the Monetary Contribution in every subsequent Contribution Year.
- (b) If the Company determines in its absolute discretion that the Collector Fund, in any Contribution Year, has:
 - (1) failed to be constituted:
 - i. according to standards of administration and probity that are acceptable to the Company in its absolute discretion; or
 - ii. in compliance with Condition C2 of the Collector Development Consent;
 - (2) ceased to operate to standards of administration and probity that are acceptable to the Company in its absolute discretion; or
 - (3) ceased to operate in compliance with Condition C2 of the Collector Development Consent;
- (c) the Company shall notify the Council that the Collector Fund is in default of the Company's governance expectations (**Governance Default Notice**) and subsequently pay the whole Monetary Contribution to the Community Enhancement Fund in and from the Contribution Year that follows the Governance Default Notice.
- (d) If the Company gives the Council a Governance Default Notice pursuant to clause 5.1(b) of this Deed:
 - (1) the Company shall thereafter have no obligation to account to the Council for any payment to the Collector Fund pursuant to clause 5.1(a)(2) of this Deed; and
 - (2) the Council will provide the Company with a letter restating the representation in clause 3 of this Deed that the Company and the Collector Wind Farm will continue to be in compliance with Condition

C2 of the Collector Development Consent in directing the whole Monetary Contribution to the Community Enhancement Fund.

- (e) The parties agree that the Monetary Contribution will be reviewed on the anniversary of the Commissioning Milestone of each year in accordance with the following formula:

$$MC = \frac{A \times B}{C}$$

Where:

MC = the Monetary Contribution payable for the following Contribution Year;

A = the Monetary Contribution payable during the Contribution Year just ended;

B = the Index Number last published before the end of the Contribution Year just ended; and

C = the Index Number last published before the commencement of the Contribution Year just ended.

- (f) The monetary contribution is a taxable supply for GST in accordance with clause 11 of this Deed.

5.2 General

- (a) The obligation of the Company to pay any Monetary Contribution to the Community Enhancement Fund under this Deed, or to account to the Council for any payment to the Collector Fund, will cease on the date on which the last Operating Turbines is decommissioned. A wind turbine is decommissioned when it is deconstructed down to ground level.
- (b) The parties agree that the Monetary Contribution paid to the Community Enhancement Fund in accordance with this Deed will have the public purpose of facilitating Approved Local Projects.
- (c) The Company agrees to pay interest on any overdue part or whole of the Monetary Contribution payable to the Council pursuant to clause 5.1(a)(1) of this Deed from the date on which the overdue part or whole of the Monetary Contribution is due for payment until the date on which the overdue part or whole Monetary Contribution is paid, at the bank bill swap interest rate within Australia that is published by the Australian Financial Markets Association, during the relevant period when the relevant Monetary Contribution is overdue.

6 Community Enhancement Fund

6.1 Establishment of the Community Enhancement Fund

- (a) The Council must hold and apply Monetary Contributions received under clause 5.1(a)(1) of this Deed in accordance with clause 5.2(b) of this Deed.
- (b) For Monetary Contributions received by the Council which are not applied towards Approved Local Projects in a Contribution Year, the Council must invest all surplus Monetary Contributions in an interest bearing account held in

the name of the Council for the purpose of the Community Enhancement Fund in accordance with clause 5.2(b) of this Deed.

6.2 The Committee

- (a) The Council must establish the Committee (and the applicable Committee charter) on or around the Commissioning Milestone, and in any case prior to the date on which the first Monetary Contribution is anticipated to be paid to the Council under this Deed. The Company agrees to keep the Council informed on progress to achieving the Commissioning Milestone.
- (b) The Company must always be represented by a company-nominated representative on the Committee.
- (c) The Council must procure that the role of the Committee includes:
 - (1) to determine the form in which Funding Applications for Local Projects are to be submitted;
 - (2) to recommend to the Council which Funding Applications for Local Projects should be an Approved Local Project in accordance with clause 6.5(a) of this Deed; and
 - (3) adherence to a Committee charter.

6.3 Call for Funding Applications

During:

- (a) a period to be agreed between the parties prior to the Company's first Monetary Contribution to the Council under clause 5.1(a)(1) of this Deed; or
- (b) any further period determined by the Committee;

the Council must publicly advertise in the Council's Voice newsletter (or any periodic Council publication which replaces the Voice newsletter) and in the local newspapers the availability of funds in the Community Enhancement Fund and call for Funding Applications to be submitted to the Committee, in the form required by the Committee, from the public, community groups (including the Collector Fund) and individuals, for funding of Local Projects.

6.4 Notification to Company

The Council must procure that the Committee:

- (a) notifies the Company of each Funding Application;
- (b) if requested by the Company, consult the Company in relation to Funding Applications;
- (c) notifies the Company of each Approved Local Project, including the amounts of any funding; and
- (d) procures an invitation for the Company to attend any event or opening for an Approved Local Project, when appropriate to the nature of the Approved Local Project.

6.5 Allocation of Funds

- (a) The Council must procure that the Committee makes recommendations to the Council as to which of the Funding Applications are eligible to be funded from the Community Enhancement Fund.
- (b) This Deed expressly authorises the Council to progressively or otherwise pool funds to create a Strategic Fund for prioritised prospective future Local Projects or Approved Local Projects, as recommended by the Committee.
- (c) This Deed expressly authorises the Council to grant funding from the Community Enhancement Fund to the Collector Fund.
- (d) The Council must:
 - (1) consider the funding recommendations of the Committee; and
 - (2) procure that full Council of Upper Lachlan Shire Council determines which Local Projects will be funded from the Community Enhancement Fund to become an Approved Local Project.
- (e) The Council should determine Approved Local Projects prior to 1 June in each Contribution Year, and notify the Company, by 1 June in each Contribution Year (or by a date agreed by the Parties), of each Approved Local Project (**Council Funding Approval**).
- (f) If the Council determines to partially fund or not to fund an Approved Local Project or an Approved Local Project Fund, contrary to the recommendations of the Committee, the Council must provide a detailed written statement of reasons for such determination to the Company by 1 June of the Contribution Year.
- (g) Upon receipt of a Council Funding Approval, if the Company reasonably determines that the Council has resolved to approve a Local Project that:
 - (1) has the potential to harm the corporate reputation of the Company or the reputation of the Collector Wind Farm; or
 - (2) may breach the Company's subjective standards of probity or corporate governance;

the Company may notify the Council in writing, and the parties must use reasonable endeavours to resolve the matter prior to the Council's proposed funding of the disputed project. If the parties cannot reach a resolution the provisions of clause 10 of this Deed shall apply, and the Council cannot proceed to pay funds for the Local Project in dispute until the dispute is resolved.
- (h) The Council must pay funds from the Community Enhancement Fund to each Approved Local Project, and may require each Approved Local Project to enter into a funding agreement where appropriate.

6.6 Public Recognition

- (a) The Council must publicly and positively acknowledge:
 - (1) the payment of the Monetary Contribution by the Company; and
 - (2) the Company's role in funding any Approved Local Projects via the Community Enhancement Fund.

- (b) The form of public acknowledgment required by clause 6.6(a) of this Deed is to be agreed by the Council and the Company (acting reasonably) but must include:
 - (1) the prominent inclusion of the Company's logo in any advertisement for Funding Applications or an announcement made in relation to the Approved Local Projects and funding determinations; and
 - (2) where appropriate for particular Approved Local Projects, a permanent sign recognising that the Approved Local Project was funded by the Company via the Community Enhancement Fund.

6.7 Auditing

- (a) During each year in which there are funds in the Community Enhancement Fund, the Council must appoint an Auditor to reconcile:
 - (1) the Monetary Contribution paid by the Company to the Council under clause 5 of this Deed;
 - (2) any payments made by the Council in accordance with clause 6.5 of this Deed;
 - (3) any money that is dedicated to a Strategic Fund to apply towards a specific Approved Local Project;
 - (4) income earned by the Community Enhancement Fund; and
 - (5) identify any corrective payments required.
- (b) The Company and the Council must make any corrective payments identified by the Auditor pursuant to clause 6.7(a) of this Deed as being necessary to reconcile the Community Enhancement Fund.
- (c) The costs of the Auditor are a cost of administering the Community Enhancement Fund and shall be paid out of the Costs component of the Community Enhancement Fund.

7 Application of the EP&A Act to the Collector Wind Farm

- (a) The parties agree that this Deed excludes the application of sections 7.11 and 7.12 of the EP&A Act (previously sections 94 and 94A of the EP&A Act) in so far as they would otherwise relate to the Collector Wind Farm.
- (b) The parties agree that this Deed will not be registered against the title of the Collector Land pursuant to section 7.6 of the EP&A Act (previously section 93H of the EP&A Act).

8 Disposal by the Company of its interest in the Collector Wind Farm

- (a) Prior to the Company disposing of any part of its interest in the Collector Wind Farm to any third party, the Company must procure entry by that third party into a Deed with the Council on the same terms and conditions as this Deed.
- (b) Subject to the Company complying with its obligations under clause 8(a) of this Deed, the Council will release the Company from any further obligation

under this Deed on and from the date on which the Company ceases to have any interest in the Collector Wind Farm.

9 No fetter

Nothing in this Deed shall be construed as requiring the Council to do anything that would cause Council to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.

10 Dispute resolution

10.1 Notice of dispute

If a party claims that a dispute has arisen under this Deed (**Claimant**), it must give written notice to the other party (**Respondent**) stating the matters in dispute and designating as its representative a person to negotiate the dispute (**Claim Notice**).

10.2 Response to notice

Within 20 business days of receiving the Claim Notice, the Respondent must notify the Claimant of its representative to negotiate the dispute.

10.3 Negotiation

The nominated representatives must:

- (a) meet to discuss the matter in good faith within 10 business days after service by the Respondent of notice of its representative; and
- (b) use reasonable endeavours to settle or resolve the dispute within 15 business days after they have met.

10.4 Further notice if not settled

If the dispute is not resolved within 15 business days after the nominated representatives have met, either party may give to the other a written notice calling for determination of the dispute (**Dispute Notice**).

10.5 Mediation

The parties agree that a dispute shall be mediated if it is the subject of a Dispute Notice, in which case:

- (a) the parties must agree the terms of reference of the mediation within 5 business days of the receipt of the Dispute Notice (the terms shall include a requirement that the mediation rules of the Institute of Arbitrators and Mediators Australia (NSW Chapter) apply);
- (b) the appointment of a Mediator will be agreed between the parties, or failing agreement within 5 business days of receipt of the Dispute Notice, either party may request the President of the Institute of Arbitrators and Mediators Australia (NSW Chapter) apply to appoint a mediator;
- (c) the Mediator appointed pursuant to this clause 10.5 must:

- (1) have reasonable qualifications and practical experience in the area of the dispute; and
- (2) have no interest or duty which conflicts or may conflict with his function as mediator, he being required to fully disclose any such interest or duty before his appointment;
- (d) the Mediator shall be required to undertake to keep confidential all matters coming to his knowledge by reason of his appointment and performance of their duties;
- (e) the parties must within 5 business days of receipt of the Dispute Notice notify each other of their representatives who will be involved in the mediation;
- (f) the parties agree to be bound by any mediation settlement and may only initiate judicial proceedings in respect of a dispute which is the subject of a mediation settlement for the purpose of enforcing that mediation settlement; and
- (g) in relation to costs and expenses:
 - (1) each party will bear their own professional and expert costs incurred in connection with the mediation; and
 - (2) the costs of the Mediator will be shared equally by the parties unless the Mediator determines a party has engaged in vexatious or unconscionable behaviour in which case the Mediator may require the full costs of the mediation to be borne by that party.

10.6 Litigation

If the dispute is not finally resolved in accordance with clause 10.5 of this Deed, either party is at liberty to litigate the dispute.

10.7 Exchange of information

The parties acknowledge that the purpose of any exchange of information or documents or the making of any offer of settlement pursuant to this clause is to attempt to settle the dispute between the parties. No party may use any information or documents obtained through the dispute resolution process established by this clause 10 for any purpose other than an attempt to settle a dispute between the parties.

10.8 Continue to perform obligations

Each party must continue to perform its obligations under this Deed, notwithstanding the existence of a dispute.

11 GST

11.1 Interpretation

- (a) Except where the context suggests otherwise, terms used in this clause 11 have the meanings given to those terms by the *A New Tax System (Goods and Services Tax) Act 1999* (as amended from time to time).
- (b) In this clause 11:

- (1) **"monetary consideration"** means any consideration expressed as an amount of money; and
- (2) **"non taxable supply"** means a supply that is not a taxable supply.
- (c) Any part of a supply that is treated as a separate supply for GST purposes (including attributing GST payable to tax periods) will be treated as a separate supply for the purposes of this clause.
- (d) A reference to something done (including a supply made) by a party includes a reference to something done by any entity through which that party acts.

11.2 Reimbursements

Any payment or reimbursement required to be made under this Deed that is calculated by reference to a cost, expense, or other amount paid or incurred will be limited to the total cost, expense or amount less the amount of any input tax credit to which an entity is entitled for the acquisition to which the cost, expense or amount relates.

11.3 Additional amount of GST payable

If GST becomes payable on any supply made by a party ("**Supplier**") under or in connection with this Deed:

- (a) any amount payable or consideration to be provided under any provision of this Deed (other than this clause), for that supply is exclusive of GST;
- (b) any party ("**Recipient**") that is required to provide consideration to the Supplier for that supply must pay an additional amount to the Supplier equal to the amount of the GST payable on that supply ("**GST Amount**") at the same time as any other consideration is to be first provided for that supply; and
- (c) the Supplier must provide a tax invoice to the Recipient for that supply, no later than the time at which the GST Amount for that supply is to be paid in accordance with this clause.

11.4 Variation

- (a) If the GST Amount properly payable in relation to a supply (as determined in accordance with clause 11.3 of this Deed), varies from the additional amount paid by the Recipient under clause 11.3 of this Deed, then the Supplier will provide a corresponding refund or credit to, or will be entitled to receive the amount of that variation from the Recipient.
- (b) The Supplier must issue an adjustment note to the Recipient in respect of any adjustment event occurring in relation to a supply made under or in connection with this Deed as soon as reasonably practicable after the Supplier becomes aware of the adjustment event.

12 General

12.1 Costs

The parties agree to meet their own Costs in connection with:

- (a) the negotiation, preparation and execution of this Deed;
- (b) performing its obligations under this Deed; and

- (c) the advertising and exhibiting of this planning agreement in accordance with the EP&A Act.

12.2 Notices

- (a) A party notifying or giving notice under this Deed must do so in writing addressed to that party in accordance with the details nominated in Schedule 1 (or any alternative details nominated to the sending party by notice).
- (b) A notice given in accordance with clause 12.2(a) of this Deed will be deemed to have been given and received:
 - (1) if hand delivered, upon receipt;
 - (2) if posted via registered post, three business days after posting;
 - (3) if sent by facsimile or electronic mail on confirmation of the correct transmission of the facsimile; and
 - (4) any notice received after 5.00 pm or on a day that is not a business day shall be deemed to have been received at 9.00 am on the next business day.

12.3 Waiver

- (a) The fact that a party fails to do, or delays in doing, something the party is entitled to do under this Deed, does not amount to a waiver of any obligation of, or a breach of obligation by, another party.
- (b) A waiver by a party is only effective if it is in writing and signed by the party against whom the waiver is claimed.
- (c) A written waiver by a party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

12.4 Governing law

This Deed is governed by New South Wales law and each party irrevocably submits to the exclusive jurisdiction of courts exercising jurisdiction in New South Wales and courts of appeal from them in respect of any proceedings arising out of or in connection with this Deed.

12.5 Prior agreements superseded

This Deed:

- (a) wholly replaces and excludes all prior agreements, correspondence, negotiations, representations, explanations and statements between the parties covering or in connection with the matters covered by this Deed; and
- (b) is the entire agreement between the parties in respect of the matters covered by this Deed.

12.6 Modification of Deed

No modification or alteration of any provision of this Deed will be valid unless it is in writing and signed by all parties to this Deed.

12.7 Representations and warranties

The parties represent and warrant that they have power to enter into this Deed and comply with their obligations under this Deed and that entry into this Deed will not result in the breach of any law.

12.8 Severability

- (a) If any provision of this Deed is invalid under the law of any jurisdiction the provision is enforceable in that jurisdiction to the extent that it is not invalid, whether it is in severable terms or not.
- (b) Clause 12.8(a) of this Deed does not apply where the provision to be severed would materially adversely affect the nature or extent of a parties obligations under this Deed.

12.9 Confidentiality, media releases and enquiries

- (a) The parties agree that the terms of this executed Deed are not confidential and this Deed may be treated as a public document and exhibited or reported without restriction by any party.
- (b) If requested by a party, the other party must not issue, publish or authorise any media release or advertisement concerning this Deed, without obtaining the other party's prior written approval (which approval may not be unreasonably withheld).

12.10 Counterparts

This Deed may be executed in any number of counterparts that together will constitute one instrument. A party may execute this Deed by signing any counterpart.

12.11 No fiduciary relationship

Nothing in this Deed will be construed or interpreted as constituting the relationship between the parties as that of a partnership, joint venture or any form of fiduciary relationship.

12.12 Further acts

Each party must promptly execute all documents and do all things reasonably required to effect, perfect or complete this Deed and all transactions incidental to it.

12.13 Enforcement

Subject to compliance with clause 10 of this Deed, this Deed may be enforced by any party in any court of competent jurisdiction.

Schedule 1: Notice details

The Upper Lachlan Shire Council

Address	44 Spring Street, Crookwell NSW 2583
Attention	General Manager
Fax	02 4830 1045
Email	council@upperlachlan.nsw.gov.au

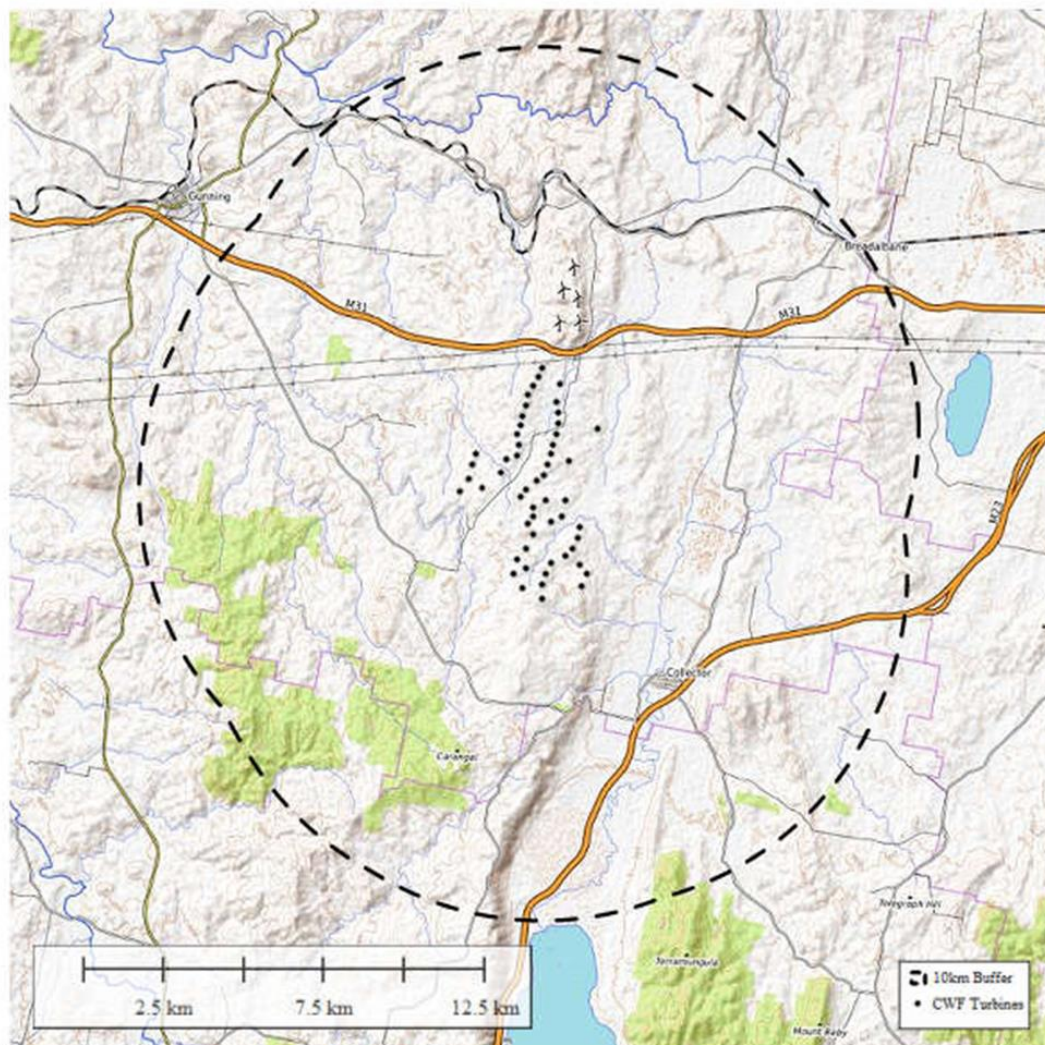
Collector Wind Farm Pty Ltd

Address	Level 7, 111 Pacific Highway, North Sydney NSW 2060
Attention	Company Secretary
Email	notices@ratchaustalia.com

Schedule 2: Geography

The Geography mapped in this schedule represents an area:

- (a) where the Committee will aim to allocate funding to Local Projects in areas located within 10 kilometres of the Collector Wind Farm project, or to other projects greater than 10 kilometres, which are proposed as Local Projects, which will be considered on their merits;
- (b) from which the Committee may receive Local Project applications, which defines the extent and location of Local Projects that are eligible to receive funding from the Community Enhancement Fund;
- (c) which is an area described by a radius of 10 kilometres measured from the outer-most turbines in the Collector Wind Farm project; or
- (d) from which Local Projects will be assessed by the Committee to receive funding from the Community Enhancement Fund when the Committee makes funding recommendations to the Council in accordance with to clause 6.5 of this Deed.



Execution page

Executed as a deed

Signed sealed and delivered by **The Upper Lachlan Shire Council A.B.N. 81 011 241 552**, by its authorised delegate and I hereby certify that I have no notice of revocation of such delegation:

sign here ► _____

print name _____
Authorised Officer

in the presence of:

sign here ► _____

print name _____
Witness

(Date)

Signed sealed and delivered for **Collector Wind Farm Pty Ltd A.C.N. 160 195 460**, in accordance with Section 127(1) of the *Corporations Act 2001* (Cth)

sign here ► _____

print name _____
Director

sign here ► _____

print name _____
Director/ Company Secretary

(Date)

General Manager - 18 October 2018

ITEM 13.3 **Stronger Country Communities Fund - Round 2**

FILE REFERENCE **I18/548**

AUTHOR **General Manager**

ISSUE

Providing details regarding the Upper Lachlan Shire Council's application for funding under the NSW Government Stronger Country Communities Fund - Round 2.

RECOMMENDATION That -

1. Council accepts the letter of offer from the Department of Premier and Cabinet, regarding the following community infrastructure projects, for Round 2 of the NSW Government Stronger Country Communities Fund, and that Council's General Manager be authorised to sign and seal the Statement of Acceptance of Funding, as required:
 - Active Villages Project for Gunning, Dalton, Collector and Taralga - \$300,000;
 - Breadalbane Hall Pergola - \$67,000;
 - Pedestrian Access and Mobility Plan First Priorities - \$356,772;
 - Crookwell Memorial Oval Community Sports Centre Fitout - \$315,000;
 - Lights Football Action - \$150,000.

BACKGROUND

At the Council Meeting held on 19 April 2018 under resolution no. 113/18 Council resolved to make application for a number of projects, as community infrastructure projects, for Round 2 of the NSW Government Stronger Country Communities Fund (SCCF).

REPORT

Applications for the SCCF Round 2 closed on Friday, 4 May 2018. All potential projects were required to start within 12 months and be completed within 2 years of funding approval being granted.

The projects that Council made application for on 19 April 2018 included:

1. Crookwell Soccer Club - Lights Football Action - \$150,000;
2. Collector Community Association Inc., Gunning District Association Inc., Dalton Community Association Inc. - Active Villages Projects for Gunning, Dalton, Collector and Taralga - project estimated cost of \$300,000;
3. Breadalbane Hall Committee – Breadalbane Hall Pergola - \$67,000;
4. Crookwell Memorial Oval Community Sports Centre Fitout - \$315,000;
5. Pedestrian Access and Mobility Plan first priorities: project included shared pathways in Taralga (Orchard Street to Taralga Showground) - project

General Manager**STRONGER COUNTRY COMMUNITIES FUND - ROUND 2 cont'd**

estimated cost of \$296,511 and priority shared pathway projects in Bigga and Binda villages - project estimated cost of \$60,261.

On Wednesday, 3 October 2018 Council received notification from the Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, and Minister for Skills and Minister for Small Business confirming the following projects submitted by Council were successful:

1. Active Villages Project for Gunning, Dalton, Collector and Taralga - \$300,000;
2. Breadalbane Hall Pergola - \$67,000;
3. Pedestrian Access and Mobility Plan First Priorities - \$356,772;
4. Crookwell Memorial Oval Community Sports Centre Fitout - \$315,000;
5. Lights Football Action - \$150,000.

Please note, the full funding request by Council of \$1,188,772 has been allocated under SCCF – Round 2.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

A funding allocation is provided to Council for community and sporting infrastructure projects for Round 2 of the SCCF totalling \$1,188,772.

RECOMMENDATION That -

1. Council accepts the letter of offer from the Department of Premier and Cabinet, regarding the following community infrastructure projects, for Round 2 of the NSW Government Stronger Country Communities Fund, and that Council's General Manager be authorised to sign and seal the Statement of Acceptance of Funding, as required:
 - Active Villages Project for Gunning, Dalton, Collector and Taralga - \$300,000;
 - Breadalbane Hall Pergola - \$67,000;
 - Pedestrian Access and Mobility Plan First Priorities - \$356,772;
 - Crookwell Memorial Oval Community Sports Centre Fitout - \$315,000;
 - Lights Football Action - \$150,000.

ATTACHMENTS

Nil

General Manager - 18 October 2018

ITEM 13.4 **Consultative Committee Meeting Minutes**

FILE REFERENCE **I18/567**

AUTHOR **General Manager**

ISSUE

Minutes from the October meeting of the Consultative Committee.

RECOMMENDATION That –

1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopts the reviewed Child Protection Policy; and
3. Council adopts the Work Experience Placement Policy.

BACKGROUND

The minutes from the Consultative Committee meeting that was held on 8 October 2018 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the Consultative Committee meeting that was held on 8 October 2018.

POLICY IMPACT

Nil

OPTIONS

Nil




FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopts the reviewed Child Protection Policy; and
3. Council adopts the Work Experience Placement Policy.

ATTACHMENTS

1. 	Consultative Committee - 2018-10-08 - Minutes - Attachments	Attachment
2. 	Child Protection Policy - Draft Review 2018	Attachment
3. 	Work Experience Placement Policy - Draft Review 2018	Attachment

PRESENT: Mr D Scott (Chair), Mr J Bell (General Manager), Mrs T Dodson (Director of Environment & Planning), Mr K Kara, Mr R Stephenson, Mr B Smithers, Ms S Pearman, Mr M Wilson, Mr C Wray, Mr M Shah (Director of Works and Operations).

NON-VOTING: Mr S Blackadder (HR Consultant), Miss K Porter (Executive Assistant)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 10:37AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr B Johnston and Mrs J Charlton (HR Consultant).

RESOLVED by Ms Pearman and Mr Wilson that the apologies 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 Ms Pearman and Mr Kara

That the minutes of the Consultative Committee Meeting held on 6 August 2018 be adopted.

- CARRIED

Action items arising from review of Minutes:

- HRC to supply a copy of the current organisation structure for next meeting 3 December 2018.
- HRC to advise David Scott of next Staff Induction Training date to be held late October 2018.

SECTION 4: REPORTS

ITEM 4.1 ENVIRONMENT AND PLANNING DEPARTMENT - PROPOSED CHANGE TO THE COUNCIL ORGANISATION STRUCTURE

RESOLVED by Mrs Dodson and Mr Smithers

1. The Committee recommend that the Trainee Development Control Planner position becomes a Development Control Officer position in the Organisation Structure.
2. The Committee endorses the position description for the Development Control Officer.

- CARRIED

ITEM 4.2 HUMAN RESOURCES COORDINATOR'S REPOT

RESOLVED by Mr Kara and Mr Stephenson

1. The Human Resources Coordinators report is received and noted, and
2. The Consultative Committee recommends to Council the adoption of the reviewed Child Protection Policy and Work Experience Placement Policy.

- CARRIED

ITEM 4.3 PROGRESS OF THE PERFORMANCE REVIEWS 2017/2018

RESOLVED by Mr Shah and Ms Pearman

1. The Committee receives and notes the information.

- CARRIED

Moved by Mr Bell and Mrs Dodson that the meeting move into Committee of the Whole to discuss Item 4.4 the time being 11:02AM.

ITEM 4.4

REALIGNMENT OF THE WORKS AND OPERATIONS

RESOLVED by Mr Shah and Mr Kara

1. The Committee receives and notes the information.

- CARRIED

Moved by Ms Pearman and Mr Bell that the meeting move out of Committee of the whole the time being 11:50AM

SECTION 5: ITEMS FOR DISCUSSION

1. Information only: At the 20 September 2018 Council Meeting, Council resolved there will no longer be Councillors involved in the Consultative Committee Meetings. – Mr Shah
2. Discussion: The Consultative Committee Constitution be displayed on Council's website with the amendment of the removal of the Council Representative (clause 4(c)). – C Wray
3. Discussion: The Council website displays three deceased employees named under the organisational structure. – C Wray
4. Information only: Christmas Party Function is to be tabled at the next Council Meeting on 18 October 2018, where Council's shutdown will be from 12:30pm on 21 December 2018 to 1 January 2019. Return to work 2 January 2019. – J Bell
5. Request to HRC: That the time of the Consultative Committee Meeting be moved to a 11:00AM start time.

THE MEETING CLOSED AT 12:00PM

Minutes confirmed 3 DECEMBER 2018

.....
Chairperson

ITEM 12.3 Child Protection Policy

FILE REFERENCE I15/196

AUTHOR General Manager

ISSUE

Providing details regarding a review of the Child Protection Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Child Protection Policy.

BACKGROUND

Providing details regarding a review of the Child Protection Policy.

REPORT

POLICY:-	
Policy Title:	Child Protection Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	24 March, 2005
Resolution Number:	187/05
Other Review Dates:	21 May, 2009, 15 April, 2010, 19 July 2012
Resolution Number:	174/09, 153/10, 241/12
Current Policy adopted by Council:	16 July 2015
Resolution Number:	xxx/15
Next Policy Review Date:	2018

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:	Human Resources Coordinator
Responsibility for review of Policy:	General Manager

STATEMENT OF INTENT:

This policy has been designed to ensure that Upper Lachlan Shire Council complies with the requirements of the legislative framework covering the protection of children, specifically:

- *The Ombudsman Amendment (Child Protection & Community Services) Act 1998;*
- *Advocate for Children and Young People Act 2014;*
- *Child Protection (Working with Children) Act 2012;*
- *Child Protection (Working with Children) Regulation 2013;*
- *Children & Young People (Care & Protection) Act 1998;*

All suspected cases of child abuse and neglect which come to the notice of Upper Lachlan Shire Council, either observed by employees in the course of their duties, or reported to staff, will be reported in accordance with legislative requirements.

Reportable allegations or convictions against employees of a designated agency must be reported to the Ombudsman whether the incident occurred in or outside the workplace.

OBJECTIVES:

1. To ensure that children are protected from child abuse as defined under the *Children and Young Persons (Care and Protection) Act 1998*.
2. To ensure that a system exists for the reporting of all child abuse allegations against employees and to encourage and facilitate the reporting of children and young persons' at risk of harm.
3. To ensure the prompt notification to the Ombudsman and the efficient and equitable investigation of allegations of child abuse.
4. To prevent the employment of persons in child-related employment who are a prohibited person under the *Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013*, or who Council considers are inappropriate persons to be working with children.
5. To build a workforce committed to child protection through a range of policies and work practices designed to ensure that services are provided to children in a safe and caring environment.

POLICY STATEMENT:

This Child Protection Policy applies to all Councillors, permanent, temporary and casual employees of Upper Lachlan Shire Council, and includes volunteers, work experience persons and contractors.

The definition of child-related employment is that which primarily involves direct contact with children where that contact is not directly supervised. Council has determined that specifically, its employees who fall under that category and require Working with Children Checks are as follows:

- Swimming Pool staff including attendants, supervisors and casual staff inclusive of volunteers; and

- Library staff including volunteers.

DEFINITIONS:

Children & Young Persons: Section 3 of the *Children & Young Persons (Care & Protection) Act 1998* defines a child, for the purposes of the act, to mean a person who is under 16 years of age, and a Young Person means a person who is aged 16 years or above but who is under the age of 18 years. Section 25.A of the *Ombudsman Act* defines a child as a person under the age of 18 years.

Child Abuse Allegation: an assertion or declaration that a child has been or is in danger of being abused. An allegation should have the following elements:

- The persons subject to the allegation are clearly identifiable;
- The allegation details specific conduct or a pattern of behaviour that indicates abuse; and
- An allegation can also include an allegation of misconduct that may involve child abuse and would cover allegations such as the possession of child pornography.

Child Abuse Conviction: a child abuse conviction is:

- Any conviction of a person, in this State or elsewhere, of an offence involving child abuse, and includes a finding by the courts that a charge of such an offence is proven even though the court does not proceed to a conviction.

Child or Young Person at Risk of Harm: In accordance with the *Children and Young Persons (Care & Protection) Act 1998*, a child or young person is at risk of harm if there are current concerns for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following circumstances:

- The child or young person's basic physical or psychological needs are not being met or are at risk of not being met;
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care;
- In the case of a child or young person who is required to attend school in accordance with the Education Act 1990 - the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,
- The child or young person has been, or is at risk of being physically or sexually abused or ill-treated;
- The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm; and

- A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm.
- The child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Child-related Employment: employment that primarily involves direct, unsupervised contact with children and includes:

- Contractors;
- Volunteers;
- Trainees undertaking training as part of an educational or vocational course;
- Work experience.

Designated Disclosure Officer: for Upper Lachlan Shire Council, this position is held by the Manager of Finance & Administration. In the event of the Designated Disclosure Officer's absence, the Director of Finance & Administration shall be the Designated Disclosure Officer.

Disclosure: refers to informing/revealing known or suspected acts of child abuse or neglect.

Employment Screening: The process of gathering relevant information about an applicant for employment by an organisation in order to enable an informed decision to be made on whether to employ the applicant or not. The method of employment screening is the "Working with Children Check". The "Working with Children Check" forms are able to be accessed through the NSW Commission for Children and Young People website located at www.kidsguardian.nsw.gov.au

Mandatory Reporting: an employee who has reasonable grounds to suspect an incidence of a child or children at risk of harm must make a report to Council's Designated Disclosure Officer. Employees and those who hold a management position which includes direct responsibility for, or direct supervision of, the provision of services have a duty of Mandatory Reporting of children at risk. Failure to comply incurs a penalty.

Prohibited Person: someone who has been found guilty of committing a serious sexual offence. It is an offence for Upper Lachlan Shire Council to employ a prohibited person, or to allow a prohibited person to continue to work, in child-related employment.

Reportable conduct:

- (a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material (within the meaning of Division 15A of Part 3 of the *Crimes Act 1900*), or

- (b) any assault, ill-treatment or neglect of a child, or
- (c) any behaviour that causes psychological harm to a child,
whether or not, in any case, with the consent of the child.

Reportable conduct does not extend to:

- (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
- (c) conduct of a class or kind exempted from being reportable conduct by the Ombudsman under section 25CA.

Note: Examples of conduct that would not constitute **reportable conduct** include (without limitation) touching a child in order to attract a child's attention, to guide a child or to comfort a distressed child; a school teacher raising his or her voice in order to attract attention or to restore order in the classroom; and conduct that is established to be accidental.

Reportable conviction: a conviction (including a finding of guilt without the court proceeding to a conviction), in this State or elsewhere, of an offence involving reportable conduct.

Working with Children Check: This check involves the following:

- a) A national criminal record check, which is a check for child abuse, child pornography, sexual activity or acts of indecency.
- b) A check on related Apprehended Violence Orders.
- c) A check of previous relevant disciplinary proceedings with other employers.
- d) Structured referee checks.

Under Council's Child Protection Policy and the **Child Protection (Working with Children) Act 2012**, people working with children are to complete the Applicant Declaration and Consent forms. These forms are to be accessed through the NSW Commission for Children & Young People website at www.kidsguardian.nsw.gov.au

ROLES AND RESPONSIBILITIES:

Under the legislation, Upper Lachlan Shire Council has the following key responsibilities:

- As a public authority, it has a requirement to report any case of suspected child abuse or neglect of children presenting at Council services, facilities or activities.

- As an agency responsible for the care and welfare of children, it has a charter to protect the young people in its care from sexual, physical and emotional abuse and neglect, and from improper conduct of a sexual nature.
- As an employer of staff responsible for the supervision of children, it has a responsibility to ensure that “prohibited persons”, where the nature of their work brings them into unsupervised contact with children, are not employed or do not continue to be employed when discovered.
- As an employer of staff responsible for the supervision of children, it has a responsibility to provide training for staff in the identification of suspected child abuse, notification procedures and implementation of relevant programs.
- As an employer of staff responsible for the supervision of children, it has a responsibility to notify any allegation of child abuse against an employee to the NSW Ombudsman.
- As a part of the range of services provided by Upper Lachlan Shire Council, it has a responsibility to work with other agencies, within agreed guidelines, to plan and provide services for child protection.

Employee Responsibilities

The *Children & Young People (Care & Protection) Act, 1998* places a duty of mandatory reporting on any person who, in the course of his or her professional work or other paid employment delivers services, wholly or partly, to children, and any person who holds a management position which includes direct responsibility for or direction of the delivery of services wholly or partly to children.

Employees are required to report any allegation or suspected case of child abuse or neglect to the Designated Disclosure Officer, or in the event of the Designated Disclosure Officer's absence, to the Director of Finance & Administration, and to maintain privacy and confidentiality in all instances.

The Designated Disclosure Officer is responsible for collecting the necessary information and notifying the appropriate departments, and in the case of an allegation against an employee, for informing that person an allegation has been made against them and of the procedures to be undertaken.

RIGHTS OF ALL PARTIES:

1. The child that is the subject of the alleged abuse has the right to be in a secure and safe environment; therefore the subject of the allegation will be removed from that environment until the investigation is complete.
2. All parties involved have the right to a confidential, fair and unbiased investigation.
3. Employees will be afforded procedural fairness in the event of an allegation being made against them.

4. The investigation team may have the right to deny the subject of the allegation access to records kept if they feel it would jeopardise the investigation.
5. The person who has made the allegation may have the right not to be identified. If they wish to remain unidentified, the subject of the allegation may not be afforded access any written documents they have provided to the investigation team.
6. If the subject of the allegation feels that he/she has been unreasonably denied access to records, he/she can apply through the Freedom of Information Act to have access to those records considered.
7. Employees and parents of the child have the right to complain to the Ombudsman if they are unhappy with the conduct of the investigation. The rights of employees and parents to complain to the Ombudsman, applies only if they are not satisfied with the Council's response to their complaint about the outcome or the way the Council's investigation was conducted.

Note: Procedural fairness requires that the Subject of the Allegation (SOA) must be provided with sufficient information about the allegation and other evidence discovered by the investigation to enable the SOA to explain, answer or rebut the allegation. In some rare cases this may require not only that the SOA is provided with written documents provided by a person who wishes to remain unidentified, but also that the identity of the person be disclosed to the SOA.

TRANSPORTATION OF CHILDREN:

Council recognises that children are a very vulnerable section of the community and that specific checks/actions must be carried out when considering the transportation of children.

To ensure that Council's obligations under the Child Protection Regulations are met, Council needs to ensure:

- Wherever possible, children who are under the age of eighteen years are accompanied by a responsible or designated adult (i.e. parent or guardian);
- Where a responsible or designated person is unavailable, Council must ensure that all mandatory checks under the *Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013* are carried out before the transportation is undertaken;
- When transporting a child the child will be seated in the rear of the car and proper restraints used.

The person(s) selected to transport the child are not to be engaged if:

- They refuse to complete the Working with Children Check form; or
- They indicate they are a prohibited person.

INVESTIGATING ALLEGATIONS:

According to the Interagency Guidelines for Child Protection Intervention, the Department of Family and Community Services (FACS) is the agency with lead responsibility in child protection and has the legal mandate to ensure a child's safety, care and welfare. Accordingly FACS has, among other duties, the role of:

- Receiving allegations of child abuse and neglect;
- Responding to allegations;
- Referring to the NSW Police any suspected criminal offences; and
- Including, as appropriate, the notifying agency in any response they are undertaking in relation to the allegation.

However, as part of the coordinating role of the Department of Family and Community Services (FACS), they may request that Council participate in the response in accordance with the Interagency Guidelines for Child Protection Intervention.

Investigation of an Allegation against an Employee

Under the *Ombudsman Amendment (Child Protection & Community Services) Act, 1998*, Council is not precluded from carrying out an investigation into an allegation of child abuse against an employee. The Designated Disclosure Officer will recommend to the relevant Director, General Manager and Human Resource Coordinator the action to occur with regard to any internal investigation of the allegation that may follow.

Any internal investigation will be carried out according to Council's Counselling & Disciplinary Policy and Procedures.

In particular circumstances the Designated Disclosure Officer, in conjunction with the General Manager, may judge it necessary to inform the NSW Department of Community Services.

Council is obliged by law to notify the NSW Ombudsman's Office of any allegation of child abuse or neglect against an employee. The Designated Disclosure Officer is responsible for making this notification within thirty (30) days of receiving the allegation.

CONFIDENTIALITY

1. All staff involved in the reporting or investigation of allegations of child abuse will be mindful of the sensitive nature of the issue and take all reasonable steps to maintain confidentiality and respect the privacy of those involved. Nothing in this statement is to be taken as mitigating against the obligation of staff to report incidents or allegations of child abuse.
2. All information relating to investigations will be secured indefinitely and separately from other files, unless the investigation results in disciplinary action. If this is the case, the following details will be kept on the employee's personnel file:
 - That an allegation was made;
 - That an investigation was conducted;

- What the finding was; and
 - What action was taken?
3. Any person who makes an allegation of child abuse is protected under the *Public Interest Disclosures Act 1994*.

Council have determined that the Human Resources Coordinator is responsible for keeping and storing records and the General Manager and Departmental Directors are only the people who 'need to know' about the reportable allegation against an employee.

Any breaches of confidentiality will be subject to disciplinary action.

UNSUBSTANTIATED ALLEGATIONS

1. Where an allegation is clearly wrong or unsubstantiated, Council will support the person who is the subject of the allegation.

Support will also be offered whether the allegation is sustained or not and to all involved in the incident, including the victim and any other affected employees. If an allegation is unsubstantiated this does not mean that it is 'wrong' or 'false'. It may mean, for example, that there was insufficient evidence (e.g. witnesses refuse to give evidence) to sustain the allegation. The nature of the support will be reasonable and appropriate subject to the circumstances of the case. It may include access to specialist counselling services, legal services or special leave.

2. Any employee who is found to have made a vexatious allegation will be subject to disciplinary action.

PREVENTION AND EDUCATION

- All recommended applicants for child-related employment will be screened in an effort to ensure their suitability to work with children.
- All employees will be educated in the legislation and how it impacts on them in terms of the position they hold and their responsibilities.
- Council's induction program will include information on the Child Protection legislation.
- All staff inclusive of new and existing employees who fall within the Working with Children category will be required to sign off on relevant policies and documentation as an indication that they have read and understood the contents of the policy.

RISK ASSESSMENT

An initial risk assessment should be conducted as soon as possible after the reportable allegation is made.

The Designated Disclosure Officer is identified the person who will:

- Conduct an initial and subsequent risk assessment, including an assessment of the safety of the child(ren) concerned;
- Decide what action, if any, is to be taken regarding the employee who has had an allegation made against them; and
- Assess and monitor the risk of continued access of the employee (who has had an allegation made or conviction recorded against them), to children using the service.

Factors that will be considered include the nature of the allegation, the vulnerability of children, the nature of the position occupied by the employee and the level of supervision of the employee. The disciplinary history, safety of the employee and risk to the investigation may also be factors in considering whether to leave the employee in position while the investigation is conducted. Council will take appropriate action to minimise risks should they be identified as significant.

It is not always necessary to remove the employee from their work place when an allegation is made. Any decision about what action to take will depend on the nature and seriousness of the reportable allegation.

In some circumstances the appropriate action may only require extra supervision and/or training e.g. where the allegation concerns a low risk physical assault.

PROCEDURAL FAIRNESS

The principles of procedural fairness will be utilized during any investigation and will include:

1. Informing the person the subject of allegation of the substance of any allegations made against them and providing them with a reasonable opportunity to respond;
2. Ensuring that no person decides a case in relation to which they have a conflict of interest;
3. Acting fairly and without bias;
4. Conducting the investigation without undue delay;
5. Ensuring the outcome is supported by evidence;
6. Support all staff throughout the investigation - types of support may include referral or provision of information about counselling and advocacy; and
7. Ensure that confidentiality is maintained during the investigation.

Note: It is wise not to nominate a specified time for informing an employee that a reportable allegation has been made against them. When a reportable allegation is made against an employee, Council will conduct an initial risk assessment and take the most appropriate action to manage any identified risk. If the risk assessment shows that the employee poses an unacceptable risk to children and needs to be moved from their current work situation then the employee will only be told that a reportable allegation has been made. The employee will also be told about the processes involved

in investigating that allegation and offered support from someone other than the person investigating the allegation.

Where Council decides that the employee poses no 'greater risk than average' to children there is generally no need to inform the employee of the allegation at the time the allegation is made.

Sometimes an employee may need to be informed of the allegation before evidence gathering is complete. This may be the case where it is likely that the employee will find out about the allegation from other sources. The investigator will inform the employee of the existence but not the substance of the allegation, assure the employee that more information will be provided to them and that they will have the opportunity to respond to the allegation, and instruct the employee not to contact witnesses or to do anything that may interfere with the investigation.

Appeal or review mechanisms exist if the employee is dissatisfied with the process or the outcome of the investigation and includes the option of lodging a complaint with the Ombudsman.

The balancing of the requirements of procedural fairness with the need to protect the identity of a complainant must be done on a case-by-case basis. A genuine need to protect a complainant from retaliation or other detrimental action will always have the highest priority, but Council's investigator should fully explore whether any danger is posed to a complainant or witness, and the nature and severity of that danger, when a complainant or witness asks that their identity or information be kept confidential. Before disclosing such information, however, legal advice should be sought.

CHILDREN IN CROOKWELL AND GUNNING LIBRARIES AND CROOKWELL AND GUNNING SWIMMING POOLS

General Principles

The Crookwell and Gunning Libraries and the Crookwell and Gunning Swimming Pools welcome children into their premises to use the resources and facilities, attend organised programs, and to borrow library items.

While they are known to be safe places, where children can seek help if they feel other members of the public are harassing them, the library and the pool are still public places and staff cannot guarantee that 'strangers' will not approach children.

Responsibility for Children

Upper Lachlan Shire Council, the Crookwell and Gunning Libraries and the Crookwell and Gunning Swimming Pools cannot take responsibility for children in the library or the pool. These facilities are not licensed child-care facilities, and therefore cannot provide supervision of children. Library and pool staff do not take over parental responsibilities for children when they come into the library or the pool.

Minimum Entry Age for the Swimming Pools

Children under 10 years of age are not permitted to enter the facility unless under the supervision of a person 16 years or older, in accordance with Guideline SU 1.11 – Parental Supervision - 1996 of the Pool Safety Guidelines.

Minimum age for supervisors (not library staff) of children in the Libraries

Children up to 5 years of age must be supervised by a reasonable person who is 16 years or older. Supervision requires that the person be within sight of the child at all times. Children between the ages of 6 and 11 years old must have a parent, carer or sibling (12 years and older) on the premises and providing active supervision.

The Crookwell and Gunning Libraries do not control what children borrow, unless it is material classified by a level of government (MA Rated videos) and it is the parents/guardians responsibility to monitor the child's use of resources accessed through the library service, be this websites, online databases, printed or audio-visual materials, or other library materials.

Unattended children in the Library or the Pool

Upper Lachlan Shire Council, the Crookwell and Gunning Libraries and the Crookwell and Gunning Swimming Pools cannot take responsibility for children left unattended in these facilities. Children left unattended could become lost, distressed or sick; get bored and wander off; disrupt other users; cause damage to library or pool property; leave the premises themselves and/or be at risk of approach from strangers.

If a child is found unattended in the library or the pool at any time the staff in charge will attempt to contact the parents. In instances such as when the library or the pool are closing or the child is distressed the Police will be called.

Disruptive Behaviour

The behaviour of children on Council, Pool or Library premises is the responsibility of the children themselves, their parents/guardians, any responsible person accompanying them, or, if in a school group, their teachers, supervisors and the school they attend.

If the child is behaving in an inappropriate manner a pool or library exclusion may be applied by the Council officer in charge.

APPLICANT DECLARATION AND CONSENT FORMS

Under Council's Child Protection Policy and the *Child Protection (Working with Children) Act 2012*, people working with children are to complete the Working with Children Check forms. An online copy of these forms can be accessed through the NSW Commission for Children & Young People website at www.kidsguardian.nsw.gov.au

VARIATION

Council reserves the right to vary or revoke this policy.

RELATED DOCUMENTS/LEGISLATION

- *The Ombudsman Amendment (Child Protection & Community Services) Act 1998;*
- *Child Protection (Working with Children) Act 2012;*
- *Child Protection (Working with Children) Regulation 2013;*
- *Children & Young People (Care & Protection) Act 1998;*

- *Commission for Children and Young People Act 1998;*
- *Crimes Act 1900;*
- *Education Act 1990;*
- *Government Information (Public Access) Act 2009;*
- *Local Government Act 1993;*
- *Local Government (General Regulation) 2005;*
- *Privacy and Personal Information Protection Act 1998;*
- *Public Interest Disclosures Act 1994;*
- *Code of Conduct;*
- *Government Information (Public Access) Policy;*
- *Public Interest Disclosures Policy;*

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Child Protection Policy.

ATTACHMENTS

Nil

POLICY:-	
Policy Title:	Work Experience Placement Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	19 August 2010
Resolution Number:	318/10
Other Review Dates:	19 August 2010, 21 June 2012;
Resolution Number:	318/10, 198/12
Current Policy adopted by Council:	16 June 2016
Resolution Number:	170/16
Next Policy Review Date:	2021

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

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

SCOPE

This policy deals specifically with requests for work experience placements from people from the following organisations:

1. Universities;
2. Technical and Further Education Colleges (TAFE);
3. Schools;
4. Disability Units of Employment Agencies;
5. Rehabilitation Providers;
6. Wider community e.g. new immigrants.

OBJECTIVES:

1. To provide guidelines for the number of work experience placements at any one time for each of the main departments of Council i.e. General Manager's Section, Finance and Administration Department, Works and Operations Department, Environmental and Planning Department, Library Services, Tourism Information Centre.
2. To set a time frame for each work experience placement.
3. To ensure that all work experience participants are covered by adequate insurance before the commencement of the work experience placement.
4. To ensure that work experience participants receive adequate induction immediately upon commencement.
5. To ensure that the expectations of the work experience students meet those of Council, that is, the outcomes and benefits are agreed prior to commencement.
6. To ensure that meaningful work is prepared or arranged for the students, preferably before they commence.

Council is committed to assisting students by providing them with work experience placements that will assist them in securing paid full time employment. The work experience placement program may also be extended to people with disabilities to assist them to re-enter the workforce providing readjustment costs are not prohibitive.

The following applies:

1. The final decision on acceptance of work experience placements is at the discretion of the Manager in charge of each area.
2. The period of work experience for any one participant is negotiable depending on the needs and ability of both placement and section.
3. Within each main functional area of Council there is generally to be no more than one placement at any one time.
4. Work experience placement requests from persons who are not connected with a university, school, TAFE, disability unit of an employment agency, migrant unit of an employment agency or a rehabilitation provider will not be considered.

5. Work experience placement requests will be considered in the order that they are received, unless organised through specific and ongoing programs for example, Vocational Education – Workplace Learning Program.
6. Work experience participants are to be treated as volunteers and will not receive payment for the placement. Students (university placements) may be offered paid work but approval is required by the General Manager.
7. The educational institution or organisation responsible for the participant must provide evidence indemnifying Council against Public Liability Claims as a result of the placement.
8. The Human Resources Section will coordinate the placement. Requests received by the various Departments are to forward to the Human Resources section to ensure the correct process is followed.

POLICY:

Council acknowledges the advantages of actively participating in work experience placement programs. The program allows participants to gain real life experience by working for an employer on a voluntary basis while still at school, studying a tertiary education course or bridging skills from an overseas qualification.

The program assists participants in securing paid full time employment and benefits the community by encouraging people to seek employment locally. The program also strengthens the relationship between the Council and the participating organisations and educational institutions.

However the number of work experience placements, at any one time, shall be limited due to the additional demands and resource implications placed upon Council's staff. Work experience placements may preferably be offered to local residents in the first instance – dependent on suitability and availability.

PROCEDURE

1. Request received from a university, school, TAFE, disability unit of an employment agency, migrant unit of an employment agency or a rehabilitation provider for work experience.
2. Copy of letter is forwarded to the relevant Manager and to the Human Resources Section.
3. Manager discusses placement with the Supervisor in charge of the area that the student has requested work experience for and takes into consideration work load and resources.
4. Manager advises Human Resources Section whether the placement is to be accepted or denied.
5. Human Resources section respond accordingly to the university, school, TAFE, disability unit of an employment agency, migrant unit of an employment agency or a rehabilitation provider, requesting the work experience placement. If the work experience is to proceed, a letter is forwarded including information on the exact dates for the work experience period, commencement times, and request

for insurance documentation, child protection documentation if applicable, Council contact details and location of work experience placement.

6. If a person is unsuccessful Human Resources section will issue an unsuccessful letter.
7. On commencement, the officer responsible for supervising the Work Experience Placement must complete the attached Induction/Orientation Checklist (Appendix A) and return to the Human Resources Section.
8. At the completion of the work experience placement, the officer responsible for supervising the work experience student, will complete an evaluation sheet (if provided) on behalf of the student's educational institution or organisation. A copy is to be placed on the Work Experience File.

Note: This process does not apply to the Vocational Education – Workplace Learning Program.

TRAINING

All work experience students shall be given adequate internal induction (Appendix A) and training by the respective areas to enable them to complete the week/s of work experience. Specific attention must be given to Work Health and Safety.

Participants must also abide by Council's policies, particularly Council's Code of Conduct for Councilors', staff, contractors and delegates of Council.

FURTHER INFORMATION

Further information on the Work Experience Placement Policy and Procedures can be obtained from the Human Resources section.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Council's Organisation Structure;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;

- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- **Local Government (State) Award 2017;**
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;

- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

Variation

Council reserves the right to vary or revoke this policy.

Appendix A

WORK EXPERIENCE PARTICIPANTS

INDUCTION/ORIENTATION CHECKLIST

The officer/s responsible for the supervision of the work experience participant should immediately give an induction or orientation to the participant upon arrival at Council. Information must include:

- ☐ activities undertaken by Council.
- ☐ ensure that participants understand that anything they may see is **strictly confidential** and in accordance with the Privacy and Personal Information Act 1998 is not to be disclosed.
- ☐ organisational structure of the Council.
- ☐ duties they will be undertaking during the week of work experience.
- ☐ work behaviour requirements and expectations.
- ☐ dress standards.
- ☐ location of facilities, exits, etc.
- ☐ security access **fob** - if working in the Council Chambers
- ☐ photo ID – if working for 3 months or more.
- ☐ overview of policies and procedures specific to duties to be performed.
- ☐ safety requirements **(including Construction Induction – White Card)**
- ☐ emergency and evacuation procedures.
- ☐ start/finish times, work break times, work routines, etc;
- ☐ procedure for notifying of non-attendance.
- ☐ knowledge of who to talk to in the event of problems occurring.
- ☐ introduction to staff, particularly those they will be working with.
- ☐ other:

Under the Work Health and Safety Act 2011 and Regulations, Council must provide information, instruction, training and supervision necessary to ensure the health and safety of all workers. Work experience participants must be protected from workplace hazards in the same way as all other workers.

A proper induction/orientation will help to ensure the safety of the participant, as well as assisting them in making a quick and efficient transition into the workplace environment.

Officers responsible for the supervision of the work experience participant must complete this form and return it to the Human Resources Section as verification of the induction/orientation.

Work Experience Participant Name:

.....

Referral Organisation:

.....

Dates of Placement:

from.....*to*.....

Department of Council:

Section of Council:

Date above induction was completed on:

Responsible Officer's Name:

Responsible Officer's signature: Date:

Participant's Signature: Date:

15 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

15.1	Reports for the Month of October 2018	358
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Reports from Other Committees, Section 355 Committees and Delegates - 18 October 2018

ITEM 15.1

Reports for the Month of October 2018

RECOMMENDATION:

That Item 15.1 - [Minutes of Committee/Information] listed below be received:

1. S355 Pye Cottage Precinct Committee – Minutes from meeting held 3 September 2018.
2. Audit, Risk and Improvement Committee – Minutes from meeting held 19 September 2018.

ATTACHMENTS

1. ↓	s355 Pye Cottage Precinct Committee - Minutes from meeting held 3 September 2018	Attachment
2. ↓	Audit, Risk and Improvement Committee - 2018-09-19 - Minutes - Attachments	Attachment

Minutes of General Meeting of Pye Cottage Precinct Committee
held in the Meeting Room, GDHRC on Monday, 3 September, 2018

Opening: Dep Chair, Graham Dyer, opened the meeting at 7.31 pm.
Present: G Dyer, G Murphy, R Spiller, Clr J Searl, L Bush
Apologies: M McPherson

Minutes of the previous General Meeting 21 May, 2018 had been circulated, and copies were tabled for review.

Moved R Spiller, seconded L Bush, that the minutes be accepted.

Carried

Business Arising from the previous minutes:

Agreed that the Memorandum of Understanding, as revised, could now be put to the committee of GDHS.

Correspondence: The secretary noted only 2 items:

Minutes of PCPC meeting of 21 May had been forwarded to the General Manager, ULSC.

Updated draft of MOU with GDHS was circulated to 355 committee members 3.06.18.

Treasurer's Report – Nil, no bank account.

General Business

1 Letter to Council - G Dyer presented a draft for consideration.

Members suggested minor amendments.

Agreed that the committee requested

- A meeting with Council executives to discuss the matters raised;
- A deferment of the AGM for the 355 Pye Cottage Precinct Committee;

Agreed that the Deputy Chair would modify the letter as discussed, recirculate for approval before sending.

Next Meeting: to be advised by the Secretary

Close: 8.35 pm

A G E N D A

General Meeting of Pye Cottage Precinct Committee

To be held in the Meeting Room, GDHRC on Monday, 3 September, 2018 at 7.30

Opening:

Present:

Apologies:

Minutes of the previous General Meeting 21 May, 2018

Business Arising from the previous minutes:

Correspondence

Minutes of PCPC meeting of 21 May forwarded to the General Manager, 20.06.18

Updated draft MOU proposed with GDHS circulated to committee after 3.06.18

Treasurer's Report – Nil, no bank account.

General Business

1. Graham Dyer: committee to consider a letter to Council.

Next Meeting: AGM?

PRESENT: Mr M Barlow (Chairperson), Clr R Cummins, Clr J Wheelwright, Mr D Marshall (Community Representative), Mr W Martin (Community Representative).

STAFF: Mr J Bell (General Manager), Mr A Croke (Director of Finance and
(Non Administration) and Mr B Johnston (Manager of Finance and
Voting) Administration), Mr J Amandos (Management Accountant), Mr M Shah
(Director of Works and Operations) and Ms S Pearman (Administration
Officer).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.30AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Clr Culhane.

RESOLVED by Mr Marshall and Mr Martin that the apology be received and leave of absence granted.

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 20 June 2018 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 **CORRESPONDENCE FOR THE MONTH OF AUGUST 2018**

RESOLVED by Clr Wheelwright and Mr Marshall

That Item 4.1 - Correspondence/Information listed below be received:

1. Audit Office of NSW – Local Government Survey results.
2. Local Government Procurement – New Internal Audit and Management Consulting Services is now available.

3. Office of Local Government – Circular 18-20 – Guidance to Councils on transitioning to the new Australian Accounting Standards.

- CARRIED

ITEM 4.2 COUNCIL INVESTMENTS PORTFOLIO TO 31 AUGUST 2018

RESOLVED by Mr Martin and Mr Marshall

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

- CARRIED

ITEM 4.3 2017/2018 CAPITAL BUDGET PROGRAM REPORT

RESOLVED by Clr Wheelwright and Clr Cummins

1. The 2017/2018 capital budget financial management reports are received and information noted.

- CARRIED

Moved by Mr Marshall and Mr Martin that the meeting move into Committee of the Whole to discuss Item 4.4 the time being 8.45am.

ITEM 4.4 2017/2018 FINANCIAL STATEMENTS

RESOLVED by Mr Marshall and Mr Martin

1. The 2017/2018 Council Financial Statements are received and noted by the Audit, Risk and Improvement Committee.

- CARRIED

Moved by Wheelwright and Marshall that the meeting move out of Committee of the whole the time being 8.55am

ITEM 4.5 NSW AUDIT OFFICE PERFORMANCE AUDIT - FRAUD CONTROLS IN LOCAL COUNCILS

RESOLVED by Cllr Wheelwright and Mr Martin

1. The NSW Audit Office Performance Audit Fraud Controls in Local Councils report is received and note the report as information and that the results of Upper Lachlan Shire Council survey response be tabled at the next meeting.

- CARRIED

ITEM 4.6 GRANT THORNTON - INTERNAL AUDITS ACTION PLAN REVIEW

RESOLVED by Cllr Wheelwright and Mr Marshall

1. The Grant Thornton Internal Audits Action Plan Reviews of Workplace Health and Safety and Building and Asset Management is received and the senior management responses noted.

- CARRIED

ITEM 4.7 CHAIRPERSON REPORT

RESOLVED by Mr Barlow and Mr Martin

1. That the Audit, Risk and Improvement Committee advise Council to continue to follow a prudent spending policy so that in the near future it is able to fund these upcoming necessary and costly projects whilst still providing basic services to ratepayers without going into budget deficit.

Cllr Cummins requested being recorded as voting against the motion

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 9.25am

Minutes confirmed 21 NOVEMBER 2018

.....
Mayor

17 NOTICES OF MOTION

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

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Fire Safety Statements	368
18.2	Heavy Vehicles	370

Questions With Notice - 18 October 2018

ITEM 18.1 **Fire Safety Statements**
AUTHOR **Councillor Ron Cummins**

Council at its meeting on the 20th September, 2018 carried a motion (264/18) to spend \$90,000 from its Unrestricted Funds for an Asbestos Register; however at the Council meeting on the 19th July, 2018 the Acting General Manager in relation to a safety concern of equal consequence to that of asbestos could not confirm that all Class 2-9 buildings in the Shire have submitted Fire Safety Statements to Council.

A fire accident in a Class 2-9 building can be as deadly as an asbestos incident.

At a recent Budget Estimates enquiry held by the NSW Parliament thirty eight councils were investigated in relation to 247 buildings that were considered as high fire hazardous risks and it was found that nineteen councils did not comply.

Council is a regulatory authority under the Environmental Planning and Assessment Regulation 2000 and must ensure that the building owner of a Class 2-9 building or their agent must submit an Annual Fire Statement to Council and Fire and Rescue NSW.

Are we ensuring that residents and visitors to our Shire who occupy these buildings are properly protected?

Council recently appointed a full time Building Maintenance Officer.

Does this officer have the capacity to establish a register for all Class 2-9 buildings in the Shire and the subsequent follow up for Fire Safety Statements being submitted for each of those buildings?

General Managers Comments:

Council is facilitating the safety of residents and visitors to our Shire with the establishment of an education campaign to remind owners of buildings of their responsibilities to protect the safety of their residents and visitors.

A Frequently Asked Questions (FAQ) from Council along with the FAQ's from NSW Department of Planning and Environment and a copy of the required Fire Safety Statement form will be initially provided to all advertised Class 1b to 9 classified building owners within the Shire.

Along with the advertising campaign by Council, persons that currently carry out an activity in Class 1(b) to 9 buildings without consent will be encouraged to obtain the relevant approvals from Council or alternatively will be issued Orders to cease operations.

Fines associated with the non-compliance with submission of the required Fire Safety Statement are as follows:

Questions With Notice**FIRE SAFETY STATEMENTS** cont'd

\$1,000.00	1 Week overdue
\$2,000.00	2 weeks overdue
\$3,000.00	3 weeks overdue
\$4,000.00	4+ weeks overdue
\$580.00	Annual Fire Safety Statement not prominently displayed in the building
\$3,000.00	Owner fails to maintain essential fire safety measures (Individual)
\$6,000.00	Owner fails to maintain essential fire safety measures (Corporation)
\$1,500.00	Occupier fails to display fire safety notices prominently

Council's Environment and Planning Department will be responsible for updating and maintaining the fire safety statement register. Council's Building Maintenance Officer does not have the capacity, nor it is it the core responsibility of that role.

Due to staff shortages the responsibility for this item rests with the Director Environment and Planning for coordination.

ATTACHMENTS

Nil

Questions With Notice - 18 October 2018

ITEM 18.2

Heavy Vehicles

AUTHOR

Councillor Ron Cummins

At the Council Meeting held on 21 June, 2018 Council carried motion 157/18 which states:

That the Director of Works and Operations be given authority to implement the targets of the National Harmonisation Project to investigate better heavy vehicle compliance, improved road safety for all road users, improved sustainability of road networks and reduced environmental impacts with the ultimate aim through proper education to stop the illegal use by heavy trucks of Councils local roads and bridges.

Since that Council meeting, Council has received submissions from the Peelwood Progress Association, property owners on Woodhouselee Road and Roslyn Road, and the Grabben Gullen Community Progress Association Inc., all expressing concerns in regards to the significantly increased number of heavy vehicles, particularly semi-trailers and b-doubles carrying livestock, using these roads and placing the safety of local road users, being residents, visitors and school children, at substantial risk.

Council is a regulative authority in relation to the illegal use by heavy vehicles of Councils local roads.

It appears that no action over the last three months has been taken in relation to Resolution 157/18.

What action is going to be taken by Council to ensure that truck drivers of heavy vehicles are using Councils local roads legally and Council is keeping the safety of residents, visitors and school children as a priority?

Response

The National Harmonisation Project is being driven by the National Heavy Vehicle Regulator (NHVR). Council have implemented the first phase of the implementation related to B Double use of Council Roads in accordance with the Council Resolution 157/18.

Council does not allow Higher Mass Limit (HML) Performance Based Scheme (PBS) vehicles on unsealed Council roads, Council does consider approval but only on sealed roads.

Council is also undertaking assessment of the suitability of its bridges as a part of the bridge assessment program with CENTROC. Council is also undertaking further assessments as a part of the Asset Management development.

Council, as a regulator, have undertaken assessments of safety concerns raised by the community in relation to the use of heavy vehicles. Council will take appropriate action in each instance within the available resources. Responses to individual cases will be provided in accordance Council policy and within available resources.

Questions With Notice
HEAVY VEHICLES cont'd

In addition to these assessment and responses, Council may wish to consider enforcement action. The enforcement action could include asking the NSW Local Police and NSW Roads and Maritime Services to monitor certain roads. Given the quantum of the problem is not known, it is recommended that Council resources are not used for this enforcement for the time being. Council has requested an enforcement action on Grabben Gullen, Woodhouselee and Peelwood Roads from the Roads and Maritime Services. This is expected to take place shortly.

ATTACHMENTS

Nil

General Manager's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 19.2 19.3 19.4 in confidential session for the reasons indicated:

Item 19.1 Development Application 168/2004.3 - Request for Deferral of Section 94 Contributions

This report is considered to be confidential in accordance with Section 10A(2b) of the Local Government Act, 1993, as it relates to discussion in relation to the personal hardship of a resident or ratepayer.

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

Item 19.2 Proposed Sale of former Saleyards Site, Lot 3 DP 1112816 Laggan Road, Crookwell

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.

Item 19.3 Bituminous Sealing Tenders

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 Tender for the supply of crushed gravel

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.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

- 19.1 Development Application 168/2004.3 - Request for Deferral
 of Section 94 Contributions
- 19.2 Proposed Sale of former Saleyards Site, Lot 3 DP 1112816
 Laggan Road, Crookwell
- 19.3 Awarding of Bituminous Sealing Tenders
- 19.4 Tender for the supply of crushed gravel