

within prescribed zones under the SEPP. This includes the current B2 Local Centre Zone in Crookwell, however only with consent.

Clause 101 applies to the development as it fronts Main Road 54 which is a classified road. Council must be satisfied that:

- vehicular access to the land is provided by a road other than the classified road
- the safety, efficiency and ongoing operation of the classified road will not be adversely affected by the development
- the development is of a type that is not sensitive to traffic noise or vehicle emissions, or is appropriately located and designed, or includes measures, to ameliorate potential traffic noise or vehicle emissions within the site of the development arising from the adjacent classified road.

While the development fronts Main Road 54 vehicular access to the site is available from Colyer Street via Goulburn Lane. The proposed development is unlikely to impact on the safety and efficiency of the road and given the location of the premises within the commercial core of Crookwell no specific measures are proposed to address traffic noise and emissions.

The proposed development does not fall into Schedule 3 of the SEPP and referral to NSW RMS is not required.

**REP's Applicable:**

*South East and Tablelands Regional Plan 2036 – Upper Lachlan*

**Priorities**

- Protect and enhance the area's high environmental value lands, waterways and water catchments.
- Protect important agricultural lands as resources for food security.
- Protect the area's valued heritage assets.

**Economy and employment**

- Capitalise on the area's proximity to Canberra and Sydney to attract industry and investment, including using advances in technology to create smart work opportunities.
- Promote the area as a destination and attract visitors from Canberra and Sydney.
- Leverage the area's existing expertise in renewable energy to foster innovative economic development opportunities.
- Diversify the agriculture industry, including opportunities for value-added activities and access to national and international markets.

**Housing**

- Support the rural lifestyle and the unique cultural and historic heritage of the area's villages.
- Support a variety of housing options and land developments to cater for an ageing population.

**LEPs - Upper Lachlan Local Environmental Plan 2010 (ULLEP 2010):**

The application has been considered with regard to the relevant provisions of the ULLEP 2010 including:

Clause [1.2 Aims of Plan](#)

The current proposal is consistent with the following aim of the plan:

*(g) to promote and coordinate the orderly and economic use and development of land in Upper Lachlan*

Clause [2.3 Zone objectives and Land Use Table](#)

The current proposal is consistent with the following objectives of the B2 Local Centre zone:

- *To provide a range of retail, business, entertainment and community uses that serve the needs of people who live in, work in and visit the local area.*
- *To encourage employment opportunities in accessible locations.*
- *To maximise public transport patronage and encourage walking and cycling.*

The current proposal is located within the commercial core of Crookwell.

Clause [2.7 Demolition requires development consent](#)

The current proposal complies with this requirement.

Clause [5.10 Heritage conservation](#)

While not identified as a heritage item within the LEP and not within the immediate vicinity of a heritage item the application was forwarded to Council's Heritage Advisor for comment. The following comments were provided:

*Thank you for referring this Development Application. I have given considerable attention to the Statement of Environmental Effects and associated plans prepared by Mackenzie Pronk Architects and consider that the proposed 'adaptive reuse' of this building is highly commendable. The heritage essence of the 'Old Fire Station' building is in its streetscape presence primarily for its 1930s design Australian Art Deco façade. The retention and revitalisation of the façade and its effective incorporation into modern, efficient and commercially viable premises would be a most positive way of utilising this property. The proposal provides an opportunity to showcase what can be achieved on the site of a predominately disused building, while retaining features of its historical ambience.*

*During the proposed demolition, earthworks and reconstruction on the site, it is important that all contractors be advised of the probability of historical artefacts being unearthed. Any small items should be noted, retrieved and stored carefully. Should any major archaeological features be observed or uncovered, work on that particular section of the property should cease and Upper Lachlan Shire Council be informed immediately.*

It is recommended that the comments regarding importance of discovery of any artefacts be incorporated into the approval of the development.

Clauses 6.2, 6.3 and 6.4 are addressed separately below

Clause [6.9 Essential services](#)

Development consent must not be granted to development unless Council is satisfied that those of the following services that are essential for the proposed development are available or that adequate arrangements have been made to make them available when required:

- (a) the supply of water,
- (b) the supply of electricity,
- (c) the disposal and management of sewage,
- (d) stormwater drainage or on-site conservation,

(e) suitable road access.

These will be addressed through specific recommendations of approval of the development.

### Mapping under Upper Lachlan LEP 2010

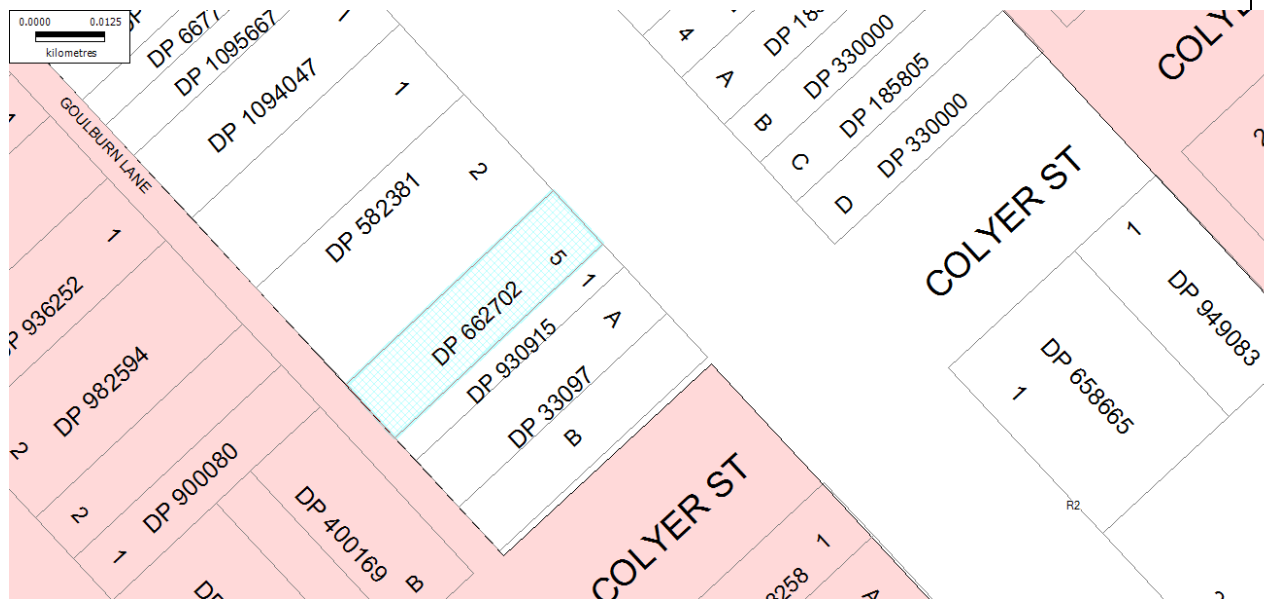
ZONE:

B2 Local Centre



MINIMUM  
LOT SIZE:

Not applicable

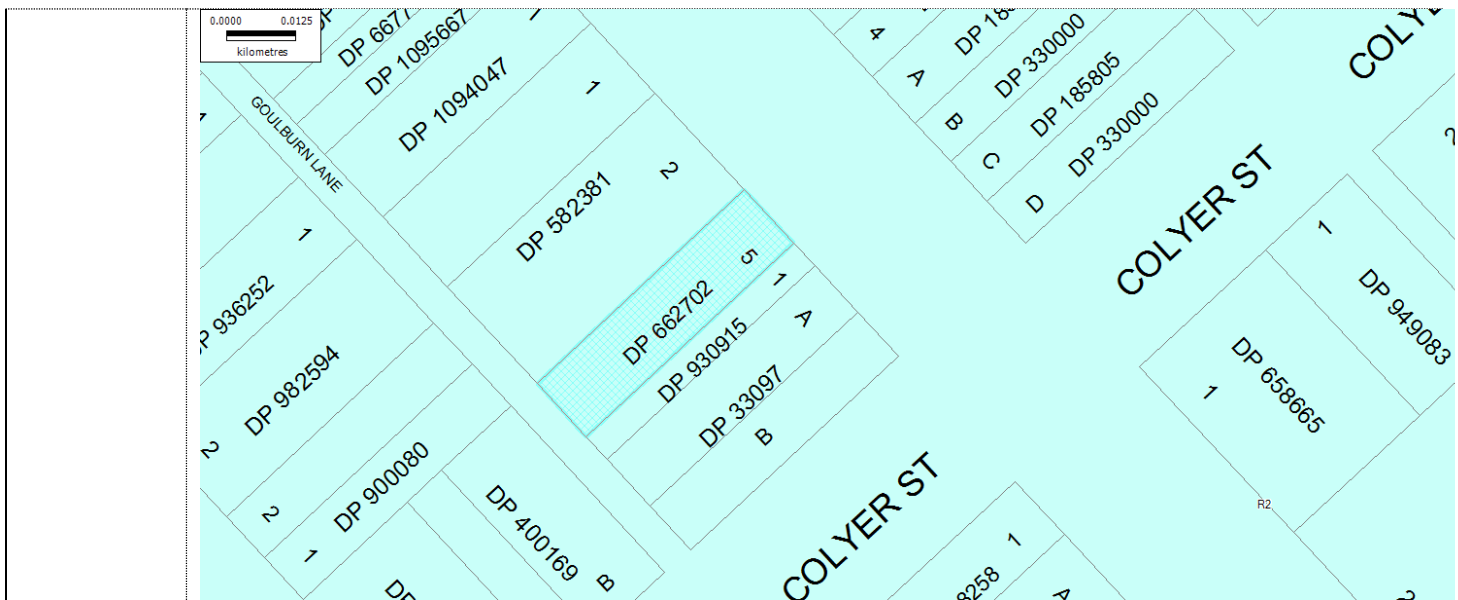


6.2  
BIODIVERSIT  
Y

The subject land is identified as "sensitive land" on the Natural Resource Sensitivity – Biodiversity Map. The development is considered satisfactory and has no impact on Clause 6.2.

	
6.3 LAND	<p>The subject land is not identified as “sensitive land” on the Natural Resource Sensitivity – Land Map. The development is considered satisfactory and has no impact on Clause 6.3. (example only)</p> 
6.4 WATER	<p>The subject land is identified as “sensitive land” on the Natural Resource Sensitivity – Water Map. The development is considered satisfactory and has no impact on Clause 6.4.</p>





Dwelling Permissibility: Not relevant	Objectives of the Zone: Proposal is consistent with the objectives of the zone
Erection of Advertising Structure: Advertising signs are proposed on the front facade of the building as identified in drawing DA-09. This signage is considered to be consistent with the overall restoration of the building façade.	Development Near Boundary: Not applicable
Heritage Item: Not identified as a heritage item	BASIX: Not relevant
Proposed Water Supply: Council reticulated supply	Proposed Sewer/Sewage: Council reticulated supply
Proposed Power Supply: Reticulated supply	Proposed Stormwater: Existing stormwater system

**4.15 (1)(a)(ii) - Any draft environmental planning instrument subject to public consultation – (SEPPs/REPs/LEPs):**

There are no draft EPIs that affect the proposed development

**4.15 (1)(a)(iia) - Any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F:**

No planning agreements that affect the site

**4.15 (1)(a)(iii)- Any Development Control Plan (DCP) - Upper Lachlan Development Control Plan 2010:**

The application has been considered with regard to the following relevant provisions of the DCP.

## 2. Plan Objectives

### 2.1 Village/Residential Development Objectives

The proposal is consistent with the objectives for commercial and mixed use developments

## **4. General Development Controls**

### **4.1 Matters for consideration**

#### *4.1.1 Matters for consideration (General)*

These matters have been considered in the assessment of the current proposal

### **4.2 Environment**

These matters have been considered in the assessment of the current proposal

### **4.3 Design**

#### *4.3.1 Solar access*

These matters have been considered in the design of the current proposal

#### *4.3.2 Landscaping*

The current proposal includes landscaping in separate courtyards servicing the GPs as well as the rear car park. This is consistent with the requirements of the DCP.

#### *4.3.3 Disability standards for access*

The development will need to meet relevant standards for access. Door and ramp access has been provided externally and within the proposed development.

#### *4.3.4 Crime Prevention Through Environmental Design*

The development is not inconsistent with the CPTED requirements regarding design and siting.

### **4.4 Heritage**

#### *4.4.1 European (non-Indigenous) heritage conservation*

These matters have been addressed by Council's Heritage Advisor

### **4.5 Flooding and Stormwater**

The land is not identified as being flood liable land.

#### *4.5.2 Stormwater management*

The development will not contribute to direct impacts on water quality. No external water saving measures are indicated within the proposal.

### **4.6 Traffic and Car Parking**

#### *4.6.1 Vehicular access and parking*

Car parking rates for the proposed development are as follows:

- Commercial premises which include Shops and/or Offices – same rate of 1 space per 40m<sup>2</sup> –total required = 1 space
- Medical Centres – 3 spaces per consulting room/surgery, plus 1 space per each 2 employees

Total required –	Commercial premises – 1 space
	4 consulting rooms = 12 spaces
	No of employees = 2 = 1 space
	<b>TOTAL</b>
	<b>14 spaces</b>

Credit for existing building (at commercial premises rate) = Gross Floor Area = 207m<sup>2</sup> @ 1 per 40m<sup>2</sup> – existing site credit for 5 spaces

Total spaces required to be provided = 9

The current proposal includes car parking for 6 spaces at the rear of the site. The development is deficient by 3 spaces.

Council may consider a request for variation to car parking requirements under Clause 4.6.1 of DCP 2010.

The applicant has submitted the following request and reasons for the variation:

*DCP requirements of 3 spaces per consulting room is excessive as being in the CBD of a small town most people are within walking distance to the main street. 2 spaces per consulting room would be reasonable as 1 in consultation and 1 waiting. Of those 2, 1 would be likely to walk. Also at this end of town there is also ample on street car parking which will be increased by 2-3 spaces by the removal of existing driveways to the street.*

*If the medical centre is open 6 days per week (Monday to Saturday) and if 1 consulting room is used 4 days a week by a doctor, the other consulting room 4 days a week by another doctor (overlapping on 2 days), with a specialist in 1 day a week then at the most it is likely that 2 consulting rooms will be used at any one time. This means a maximum of 4 spaces would be required based on 2 spaces each for the above (one for doctor & 1 for patient) and there would be days where only 1 consulting room could be used and only 2 spaces required.*

*If there is also a full time secretary and an Office Manager 4 days a week, both who would likely live locally and within walking distance, so if 1 space was allowed that would be ample.*

*The front office/retail area would attract 1 space at 1 space/40m<sup>2</sup>.*

*This means a total of 6 spaces would be reasonably required as is provided for on site. A further 2-3 additional spaces (bringing the total to around additional 9 spaces) provided for on Goulburn Street on top of the existing parking which is frequently empty. This means the anticipated parking demand is more than catered for.*

*When compared to other medical centres in town approved by Council this far exceeds provisions for car parking on other sites as follows;*

*17 Kialla Rd, Healthcare Centre - no on site parking for patients*

*110 Goulburn St Dr Thangavelou - no on site parking for patients. Garaging for doctor.*

*60 Goulburn St - Country Doctors - no on site parking for doctors/staff or customers.*

*As such the proposal not only amply caters for the staff and customers and far exceeds what Council has required elsewhere in town.*

#### **Consideration of request for variation**

In considering the request for variation Council must consider each application on the basis of the individual circumstances and merits of the case and in terms of achieving the aims and objectives of the DCP.

The site of the proposed medical centre is within the eastern end of the commercial centre of Crookwell. While it is expected that the development will provide some parking within the site it is equally expected that on-street car parking will also be available to service the development. The variations in the mix of uses within the development will mean that peak car parking requirements will also be variable. For example the use of the medical centre will be limited to normal business hours and will avoid demands on parking after hours. It is also likely that the car parking demands will be spread across the commercial centre due to the proximity and walking distances. This is identified by the applicant in respect of other medical centres within the commercial centre of Crookwell.

It is recommended that the variation of 3 spaces be supported for the proposed development.

## 6. Commercial development

### 6.1 Commercial (B2 Local Centre and B4 Mixed Use Zones) – Crookwell

The proposal is consistent with the objectives of this Clause and addresses the key controls contained in the DCP.

## 10. Engineering requirements

### 10.1 Utility services

Relevant utility services will be required as part of approval of the development

#### ***4.15 (1)(b)-Likely impacts of the development:***

CONTEXT & SETTING	The current proposal is consistent with the context of the commercial centre of Crookwell. The proposal accounts for the setting of the site and encompasses restoration to an existing valuable building facade
ACCESS, TRANSPORT & TRAFFIC	The proposal was referred to Council's engineers and suitable conditions have been recommended to address access from Goulburn Lane, car parking within the site and on Goulburn Street, stormwater and water and sewerage services
PUBLIC DOMAIN	The proposal will have a positive impact on the public domain
LANDSCAPING / CLEARING	Landscaping within the site is consistent with Council's DCP
NOISE AND VIBRATION	The proposal is unlikely to generate additional noise and vibration that would impact on surrounding properties
AIR QUALITY	The proposal will have some impact on air quality during construction. The operation of the development is unlikely to impact on air quality
WASTE	The proposal will generate construction and demolition waste. Other wastes generated by the development will be managed within existing waste servicing of the site except medical wastes which are separately managed
ENERGY	The proposal will not have an adverse impact on energy generation or consumption
VIEWES	The proposal will not impact on views to and from the site
SAFETY, SECURITY & CRIME PREVENTION (NSW POLICE SERVICE CHECKLIST)	The proposal is generally consistent with the Crime prevention guidelines
SOCIAL IMPACT IN THE LOCALITY	The proposal will have a positive social impact providing essential health services to the local community
ECONOMIC IMPACT IN THE LOCALITY	The proposal will have a positive economic impact providing essential health services to the local community
SITE DESIGN & INTERNAL DESIGN	The proposed site layout is consistent with the proposed uses and limitations of the site
FLORA & FAUNA	The development is unlikely to impact on local flora and fauna. While the site is mapped as having certain biodiversity values it is unlikely that the site contains significant natural resource values.

NATURAL HAZARDS	There are no mapped natural hazards impacting the site
TECHNOLOGICAL HAZARDS	There are no proposed technological hazards impacting on the site
CONSTRUCTION	There will be construction impacts that will need to be mitigated within the site and adjoining private and public land

#### **4.15(1)(c) - The suitability of the site for the development**

- ☐ Does the proposal fit the locality - Yes
- ☐ Are the site attributes conducive to development: Yes

#### **4.15(1)(e) - The public interest**

The proposed development will have positive impacts on the built, social and economic environment of Crookwell.  
This proposal is in the wider public interest.

#### **S7.11 Contributions (refer calculation details below)**

The applicant has lodged a request on the 19 March 2018 to Council to reduce the relevant contributions applicable to the proposed development. The applicant has also indicated consideration of a Voluntary Planning Agreement and off-setting physical works to re-construct kerb and guttering across the two existing driveways.

In considering the applicant's request for a VPA these are agreements between a developer or landowner and council, dealing with contributions and works in kind which are to apply to a development - usually a large scale development.

There is no compulsion on either party to enter into this form of agreement, and the agreement serves the following purposes:

- It relieves council of the need to carry out works
- It allows the developer to ensure that works are done during the course of its development, rather than just pay money to council and not have any control over when the works are done
- It allows the developer to nominate the order in which the works are to be done and how the works are to be done
- It allows for certainty as to what the end product will be
- It allows the developer to specify the materials to be used and the specific details of what will be built by way of public facilities

The use of a voluntary planning agreement to stage the payment of contributions is appropriate in a multi-stage development. The current proposal is not identified as being multi-staged.

Council does not require the full re-construction of the kerb and guttering fronting Goulburn Street and retention of one of the driveways is beneficial to providing for disabled car parking in front of the development.

The applicant has not requested deferral or staged payment of contributions. This is still available to the applicant if Council supports the imposition of developer contributions in approving the current development proposal.

The following is a summary of contributions.

Applicable Contribution	Council s94 Plan
Roads – applicable	\$56,790
Waste Management – not applicable	N/A
Open Space & Recreation – not applicable	N/A
Community facilities – not applicable	N/A
Emergency Services – not applicable	N/A
Plan Administration - applicable	\$445
<b>Total:</b>	<b>\$57,235</b>

From Council's Section 94 Contribution Plan the following Section 7.11. Contributions have been calculated for the proposed development.

## Roads

The generated trip by land use identifies medical centres and commercial land uses. Commercial land use includes options for either office or retail space as proposed in the development.

**Table 5-3: Generalised trip generation by land use**

Land use	Daily trip rate	Unit
Aged housing	1-2	Dwelling
Child minding facility	3.7	Enrolment
Commercial	25	100 m <sup>2</sup> GFA
Factories covered by light industry	5	100 m <sup>2</sup> GFA
Garden centre not included in shopping centre	40	100 m <sup>2</sup> retail area
General heavy industry	1.5	100 m <sup>2</sup> GFA
GP/surgery	50-150	100 m <sup>2</sup> GFA
Hardware (not included in shopping centre)	80	100 m <sup>2</sup> GFA
Hospitality facilities	50	100 m <sup>2</sup> GFA
Licensed clubs	100	100 m <sup>2</sup> GFA
Medical centres & dentists	50	100 m <sup>2</sup> GFA
Mixed industrial park	9	100 m <sup>2</sup> GFA
Motels	3	Unit
Motor showrooms <sup>2</sup>	5	100 m <sup>2</sup> GFA
Other office	16	100 m <sup>2</sup> GFA
Restaurant	60	100 m <sup>2</sup> GFA
Residential housing <sup>1</sup>	11	Household
Residential units	4 (1bedroom) 5 (2 bedrooms) 6 (3+ bedrooms)	Unit
Retail	48	100 m <sup>2</sup> GFA
Retail market	20	100 m <sup>2</sup> GFA
Service station	200	Pump
Shopping centres, < 10,000m <sup>2</sup>	67	100 m <sup>2</sup> GFA <sup>2</sup>
Taverns, hotels	110	100 m <sup>2</sup> GFA
Warehouses	4	100 m <sup>2</sup> GFA

Contribution rate per trip under Section 5.5 of the Contributions Plan is **\$675** (without CPI adjustment).

The combined expected trip rate for the proposed development (based on Gross Floor Area – GFA) includes:

- commercial (GFA) = 43.34m<sup>2</sup> - (25 trips per 100m<sup>2</sup>) = 10 trips
- medical centre (GFA) = 137.12m<sup>2</sup> (excluding entry courtyard) – (50 trips per 100m<sup>2</sup>) = 68 trips

This equates to a total of 78 trips per day from the proposed development.

In calculating credits for the site it has been assumed that with existing fire station being re-activated within the existing building the GFA of the fire station building is estimated by the applicant at 207m<sup>2</sup>.

The use of the site for a fire station would have included office space, storage and vehicle parking.

The closest land use categories in the Section 94 Contribution Plan are:

- Office – 16 trips per day based on 100m<sup>2</sup> GFA – assumed 40m<sup>2</sup> previous office space in the fire station = 6 trips

- Warehouse – 4 trips per day based on 100m<sup>2</sup> GFA – assumed 160m<sup>2</sup> previous vehicle parking and storage space = 6 trips

A credit of 12 trips per day would apply to the site.

Contribution rates = 66 trips @ \$675 per trip = \$44,550 (without CPI adjustment)

Adjustment for CPI (66 trips /11 trips per dwelling (current CPI rate) = 6 x \$9, 465) = \$ 56,790

### Plan administration

Plan administration is based on a per person rate – the applicant has indicated in the car parking assessment that the total occupancy of the development will be 5 persons. There a plan administration rate of \$70 applies per person. Based on CPI adjustment the rate is \$89 per person.

The contribution for the proposed development based on 5 persons = \$445

### S64 Contributions

The applicant has requested variation/exemption from Section 64 Contributions. The following is a summary of the calculated contributions and the applicant's request:

Contribution	Council Development Servicing Plan
Sewerage – applicable – 1.52ET	1.52 X \$3,923 = \$5,962
Water – applicable – 0.61ET	0.61 X 4,180 = \$2,549
<b>Total:</b>	<b>\$8,511</b>

The above rates are based on the NSW Water Directorate Section 64 Determinations of ETs Guidelines. The proposed development would generate the following ETs:

- Single retail shop 0 ET for water/sewer
- Offices 0.01 ET – for sewer
- Medical Centre 0.4ET for water and 0.63ET for sewer per consultation room.

Current proposal includes 4 consultation rooms (2 x GPs, 1 x Allied Health and 1 x Nurses)

= 1.6ET for water and 2.52 for sewer

In terms of credits for the existing fire station the assumption regarding office and warehouse type use is suitable for calculating sewerage ET. This is equivalent to a credit of 0.01 ET.

The water supply demands are likely to be higher given the nature of the use as a previous fire station. It is assumed these demands might be equivalent to a single dwelling house being a credit of 1 ET.

Therefore incorporating a discount the development will generate a total sewer ET of 1.52 and a total water ET of 0.61.

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### Assessment Summary and Conclusion:

The current proposal is consistent with the objectives of the zone and Council's local planning controls. The variations to car parking are supported for the proposed development based on the location and nature of the development within the commercial core of Crookwell. Subject to incorporating suitable conditions of approval the development can be supported by Council.



**Recommendation:**

Development Application 133/2017 be approved subject to conditions in accordance with the EP&A Act and regulations and Council practices.

Primary Assessing officer  
Daris Olsauskas  
Contract Town Planner

Date: 6 April 2018

Report reviewed by  
Tina Dodson  
Director Environment & Planning

Date: 9 April 2018

## Notice of Determination of a Development Application

Issued under Section 4.18 of the Environmental Planning and  
Assessment Act 1979

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**Development application no**

133/2017

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**Development application**

Applicant name

Tracey Brunstrom and Hammond Pty Ltd

Applicant address

Bruce Harvey  
7 Gray Place  
WESTON ACT 2611

Land to be developed

Lot: 5 DP: 662702 - 161 Goulburn Street CROOKWELL

Proposed development

Demolition of buildings and works and construction of a Mixed  
Use Development comprising medical centre, commercial  
premises and off-street carparking

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**Determination**

made on (date)

*Insert date of Council determination*

Determination

Consent granted subject to the following conditions

Consent to operate from (date)

- *see note 1*

Consent to lapse on (date)

-

**DETAILS OF CONDITIONS** (including Section 7.11 conditions) See Note 2

**PART 1 - GENERAL CONDITIONS**

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

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

- (1) Except where otherwise required or permitted by conditions of development consent, the development shall be carried out generally in accordance with the information submitted in support of the development application and the following stamped approved development drawings, including any notations or amendments marked by Council in red.
  - Old Crookwell Fire Station Development Application Drawing List DA-01, DA-02, DA-03, DA-04, DA-05, DA-06, DA-07, DA-08, DA-09 and DA-10 prepared by mackenziepronk architects dated 12 December 2017
  - Statement of Environmental Effects prepared by Neil Mackenzie dated December 2017
- (2) All building work shall be carried out in accordance with the provisions of the Building Code of Australia. A reference to the Building Code of Australia is a reference to that Code as in force on the date that an application for a relevant construction certificate is made.
- (3) The development shall comply with relevant Australian Standards for access and mobility and the Disability Discrimination Act 1992.
- (4) This consent does not permit the use of the development’s commercial premises component for any purpose other than a business premises or office premises, except where such other use is identified by an environmental planning instrument as not requiring consent.
- (5) The proposed internal car parking area from Goulburn Lane is to comply with AS 2890-1 Off Street Car Parking. Provision of one (1) car parking space for people with disabilities is to be provided in this internal car parking area in accordance with AS 2890.6.2009 Parking Facilities Part 6 Off-Street Parking for People with Disabilities.

In addition to the internal parking area one (1) car parking space for people with disabilities, including kerb ramp access, is to be provided at no cost to Council on the Goulburn Street frontage to the development. This space and kerb ramp access is to comply with AS 2890.5 for angled disabled parking. The disabled car parking space is to be located on the north-west side of the existing street tree and the existing driveway is to be retained and re-constructed for kerb ramp access. The driveway to the south-eastern side of the existing street tree is to be infilled and returned to a 150mm concrete standard kerb and gutter and the footpath adjusted to the new kerb level with hotmix.

- (6) In accordance with the provisions of the *Environmental Planning and Assessment Act 1979* the following contributions are to be paid to Council in accordance with section 7.11 of the Environmental Planning and Assessment Act 1979 and Upper Lachlan Development Contributions Plan 2007:

Road	\$56,790
Plan Administration	\$445

**TOTAL** **\$57,235**

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

- (7) In accordance with the provisions of S64 of the Local Government Act, 1993 and S306 of the Water Management Act, 2000 contributions are required toward the provision of water, sewer and stormwater infrastructure in accordance with the Upper Lachlan Development Servicing Plan 2008 to financially assist in the provision of infrastructure identified as necessary as a result of the development.

The current contributions under the Upper Lachlan Development Servicing Plan 2008 for water, sewer and stormwater infrastructure services are as follows (2017/2018):

Water supply Charge:	\$5,962
Sewerage Charge:	\$2,549

**TOTAL:** **\$8,511**

These contributions are reviewed annually and the contribution rates are to be confirmed prior to payment.

## **PART 2 - PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

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

- (8) Prior to Council or an accredited certifier issuing a Construction Certificate payment to Council of Section 7.11 and Section 64 contributions is required.
- (9) Prior to the issue of the construction certificate, a copy of insurances shall be forwarded to Council indicate cover for any damage to Council infrastructure.

## **PART 3 - PRIOR TO COMMENCEMENT OF WORK**

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

- (10) No building or subdivision work in the development shall commence unless the following provisions of the *Environmental Planning and Assessment Act 1979* (the Act) have been complied with:
- a) A construction certificate for the building or subdivision work concerned shall be obtained; and
  - b) A principal certifying authority shall be appointed and Council shall be notified of the appointment; and
  - c) Council shall be notified in writing at least two days prior to building work commencing.
- (11) If Council is appointed as the Principal Certifying Authority for the development, at least 48 hours' notice shall be given to Council to permit inspection of building work:

- a) After excavation for, and prior to the placement of, any footings, and
- b) Prior to pouring any in-situ reinforced concrete building element, and
- c) Prior to covering of the framework for any floor, wall, roof or other building element, and
- d) Prior to covering waterproofing in any wet areas, and
- e) Prior to covering any stormwater drainage connections, and
- f) After the building work has been completed and prior to any occupation certificate being issued in relation to the building.

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

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

ADVISING - Any required re-inspection or additional inspection will incur a fee in accordance with Council's fees and charges, current at the time of inspection. Council will not grant an occupation certificate unless all inspection fees have been paid.

- (12) As Council is the water supply authority for the land, at least 48 hours' notice shall be given to Council to permit inspection of:-

- a) Internal drainage, and
- b) Hot & cold water; and
- c) External drainage; and
- d) Plumbing and drainage after completion.

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

Any required re-inspection or additional inspection will incur a fee in accordance with Council's fees and charges, current at the time of inspection. Council will not grant an occupation certificate unless all inspection fees have been paid.

- (13) A Risk Assessment consistent with Safe Work Australia's Code of Practice for Managing Health and Safety risks in the workplace published in December 2011 is provided to Council. This risk assessment will include addressing any risks associated with potential contamination within the site during construction.
- (14) An application under Section 138 of the Roads Act 1993 is to be lodged with Council for any works in Goulburn Street and Goulburn Lane. This application is to include lodgement of a Work Zone Traffic Management Plan for Council approval.

#### **PART 4 - DURING CONSTRUCTION**

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

- (15) Building work in the development shall be carried out only:

- a) On Mondays to Fridays between 7:00 AM and 6:00 PM, and
- b) On Saturdays between 7:00 AM and 1:00 PM if inaudible on residential premises, otherwise 8.00 AM to 1.00 PM.

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

- (16) No construction work shall take place on Sundays or Public holidays. A written application shall be made to Council if a variation of these hours is required. The application shall indicate the reasons for the variation. The Council shall, if it so desires, grant any variation in writing.
- (17) At least 48 hours' notice shall be given to Council for inspection of any of the following works in the development:
- a) Roadworks
  - b) Sub-grade earthworks prior to gravel
  - c) Any Kerb & gutter completed
  - d) Gravel test results available
  - e) Compacted gravel base completed
  - f) Sealing completed
- (18) Vehicles and equipment associated with the work in the development will be located to minimise potential adverse impact on residential amenity in the locality.
- (19) For the purpose of ensuring the compliance with the terms of the approval, an approved copy of the plan and this Consent and Construction Certificate shall be kept on site at all times.
- (20) No building, subdivision or demolition work in the development shall commence unless provision has been made for temporary toilet accommodation on the site of the work.
- (21) No work in the development shall commence unless satisfactory erosion and sediment controls have been put in place to prevent soil erosion, water pollution and the discharge of loose sediment on surrounding land as follows. Such measures shall include:
- a) Diversion of uncontaminated run-off around cleared or disturbed areas, and
  - b) Erection of silt fencing to prevent debris escaping into drainage systems and waterways, and
  - c) Prevention of tracking of sediment by vehicles onto roads, and
  - d) Stockpiling of topsoil, excavated material, construction and landscaping supplies and debris at the site of works.

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

- (22) All plumbing and drainage work shall be completed and certified by a licensed plumber to be in accordance with the National Construction Code – Plumbing Code of Australia.

The following documentation shall be submitted to Council prior to the issue of the Occupation Certificate:

- a) An accurately drawn sewer diagram, and
  - b) Certificate of Compliance for Plumbing & Drainage Work.
- (23) No building material or demolition waste shall be permitted to be deposited on any Council land, including public reserves, roads, gutters or footpaths. Unless pre-existing damage to Council infrastructure is notified to Council in writing prior to commencement of any building or other

work in the development, Council will hold the person(s) having the benefit of the consent liable for the cost of any necessary repairs.

- (24) Vehicles entering and leaving the premises that are carrying excavated dusty materials, including clays, sands and soils, shall be covered at all times when not loading or unloading.
- (25) During the proposed demolition, earthworks and reconstruction on the site, it is important that all contractors be advised of the probability of historical artefacts being unearthed. Any small items should be noted, retrieved and stored carefully. Should any major archaeological features be observed or uncovered, work on that particular section of the property should cease and Upper Lachlan Shire Council be informed immediately.
- (26) Roof water must be discharged to Council's stormwater drainage system, away from any existing or proposed building. Any upgrading of Council's stormwater drainage system as a result of the development is to be at no cost to Council.

#### **PART 5 – DURING DEMOLITION**

**The following conditions of consent have been imposed to ensure that the demolition relating to the proposed development comply with all relevant requirements. These conditions are to be complied with during the demolition work occurring on site.**

- (27) All demolition work shall comply with the *Australian Standard AS2601-2001 – The Demolition of Structures*.
- (28) No demolition work in the development shall be carried out unless a person having the benefit of the consent has supplied the engaged demolition contractor's licence details to Council.
- (29) Security fencing such as hoardings shall be provided around the perimeter of the demolition site prior to work commencing to prevent access by unauthorized persons at all times during the demolition period.
- (30) Demolition must not be conducted in high winds to ensure dust does not spread beyond the site boundaries.
- (31) The handling or removal of any asbestos product from the building or site must be removed and disposed of in accordance with the requirements of WorkCover Authority. A person/contractor licensed for asbestos removal must carry out all work and a copy of their license is to be submitted to Council.
- (32) All trucks/trailers entering or leaving the site must have their loads adequately covered. A sign indicating this must be placed at the entry to and exit from the site.
- (33) Demolition work on site must only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday & Public Holidays	No Work

These time restrictions are to ensure that neighbouring property occupants are not unduly affected by noise.

#### **PART 6 - PRIOR TO ISSUE OF THE OCCUPATION CERTIFICATE**

**The following conditions of consent must be complied with prior to the issue of an occupation**



**certificate by the principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for an occupation certificate.**

- (34) The development shall not be occupied unless an Occupation Certificate has been obtained for the development.
- (35) If any damage is caused to any Council asset or infrastructure in the carrying out of the development or any associated transportation, no Occupation Certificate shall be granted for the development unless satisfactory repairs are carried out under Council's direction and at no expense to Council.
- (36) No Occupation Certificate shall be granted for the development unless all necessary Fire Safety Certificates, with respect to the Fire Safety Schedule, have been submitted to the Principal Certifying Authority for the development. A copy of the Fire Safety Certificate and Fire Safety Schedule shall be:
- Forwarded to Upper Lachlan Shire Council
  - Forwarded to the Commissioner of the NSW Fire Brigade; and
  - Prominently displayed in the building

#### **Part 7 - AGENCY Conditions**

Nil

#### **ADDITIONAL NOTES/REQUIREMENTS AS YOUR PRINCIPAL CERTIFYING AUTHORITY (PCA)**

##### Dial Before You Dig

Underground assets may assist in the area that is subject to your application. In the interest of health & safety and in order to protect damage to third party assets please contact Dial Before You Dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (this is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.

##### Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: **Telstra's Network Integrity Team** on Phone Number 1800810443.

**Other Approvals**

List *Local Government Act 1993* Approvals granted under S4.12(3)

B1 – Carry out water supply work  
B4 – Carry out sewerage work  
B5 – Carry out stormwater drainage work

Approval bodies that have given general terms of approval in relation to the development, as referred to in section 4.47 of the Environmental Planning and Assessment Act 1979 (in the case of integrated development)

Not applicable

**Rights of appeal**

Part 8 Section 8.7 and 8.3 of the Environmental Planning and Assessment Act 1979 gives a right of appeal and a right to make an application for a review against the determination of the subject development application to the applicant.

The Environmental Planning and Assessment Act 1979 gives no right of appeal against the determination of the subject development application to an objector.

*\*Section 8.7 of the Environmental Planning and Assessment Act 1979 does not apply to a development application for designated development determined by the consent authority after a public hearing held by the Independent Planning Commission, or to the determination of the application.*

**Review of determination**

The applicant has the right to request a review of the determination of the subject development application under Division 8.2 of the Environmental Planning and Assessment Act.

**Planning Assessment Commission**

The Independent Planning Commission has not conducted a public hearing in respect of the subject development application.

**Signed**

Signature

On behalf of the consent authority

Name

Date

-

**Note 1** *where the consent is subject to a condition that the consent is not to operate until the applicant satisfies a particular condition the date should not be endorsed until that condition has been satisfied.*

**Note 2** *clause 101 of the Regulation contains additional particulars to be included in a notice of determination where a condition under section 7.11 of the Environmental Planning and Assessment Act 1979 has been imposed.*

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## Environment and Planning - 19 April 2018

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<b>ITEM</b>	<b>Modification to Development Application No 89/2017</b>
<b>FILE</b>	Subdivision of land and carrying out of works to create five (5) lots for the purpose of dwelling houses, Lot 1 DP 1162296, 24 Reservoir Road Crookwell I18/147
<b>ZONING</b>	Zone R5 Large Lot Residential under Upper Lachlan Local Environmental Plan 2010
<b>DATE OF LODGEMENT</b>	12 February 2018
<b>APPLICANT</b>	Susan Reynolds
<b>OWNERS</b>	Susan Reynolds
<b>ESTIMATED VALUE</b>	N/A Subdivision
<b>AUTHOR</b>	Director of Environment and Planning

### SUMMARY REPORT

This matter is reported to Council because re-notification of the amendment attracted one submission from the public.

Development Application No 89/2017 was approved by Council at its meeting on the 21 December 2017.

Modification to Development application 89/2017 proposes to alter the staging of the development, change the location of access to Stage 2 of the subdivision and proposes to reduce the extent of re-construction and sealing of Harley Road. A copy of the amended development drawings is attached as Attachment 1.

The modification has been considered with regard to the relevant provisions of applicable environmental planning instruments, development control plan and Council policies.

The attached Section 4.15 evaluation report (Attachment 2) details consideration of the above.

The application was re-notified to persons making submissions on the original application. In response one submission was received. The issues raised by the submission is listed below in no particular order, and has been addressed in the attached Section 4.15 Evaluation report (Attachment 2):

- Access to proposed lots
- Condition of Harley Road

The matters raised by the submission have been addressed through suitable conditions of the original approval and the modification.

**POLICY IMPACT**

Nil.

**FINANCIAL IMPACT**

Nil.

**RECOMMENDATION**

It is recommended that:

Council determine the proposed modification to Development Application No 89/2017 by granting approval, subject to the modifications specified in Attachment 3.

**POLICY IMPACT**

Nil

**FINANCIAL IMPACT**

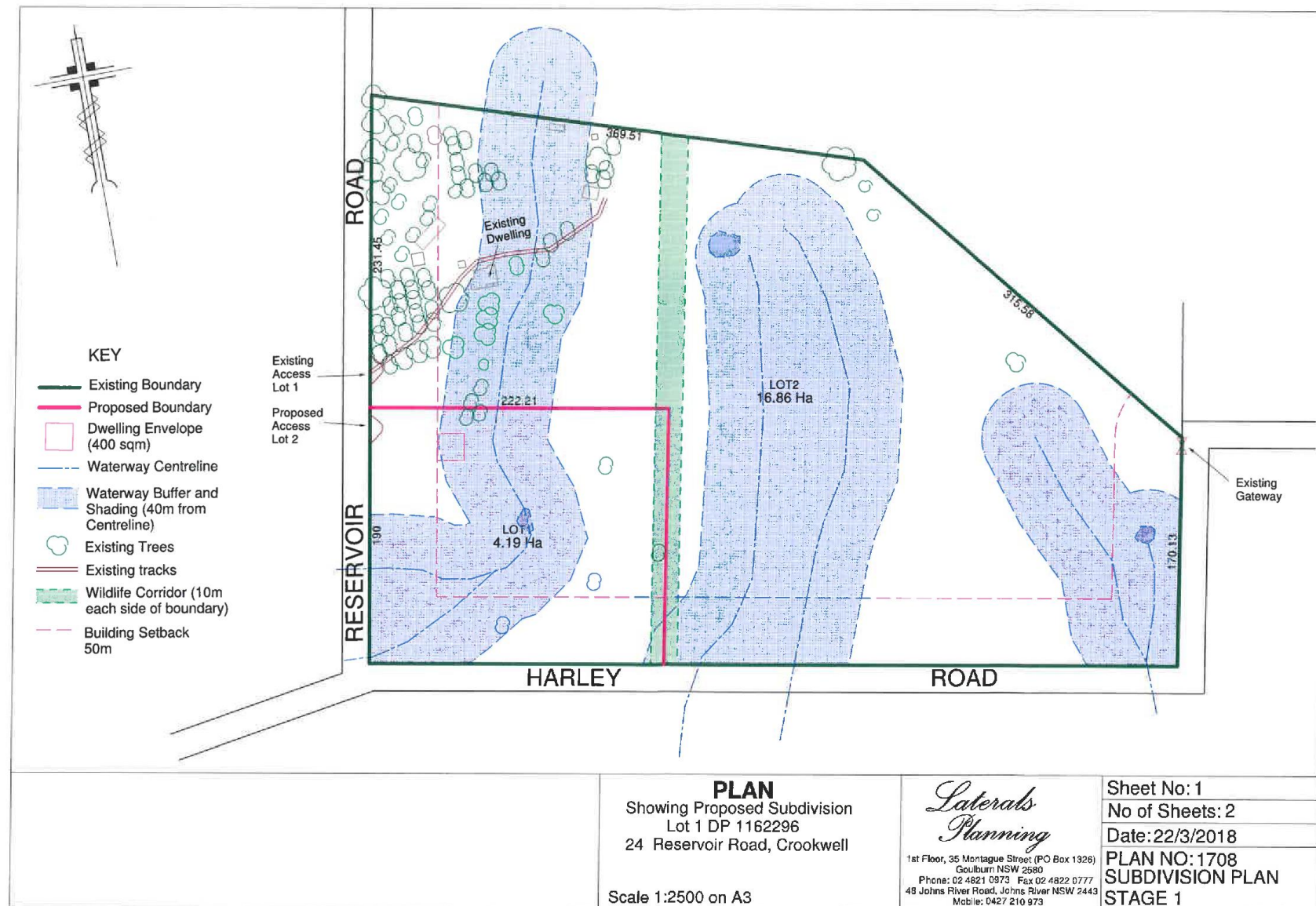
Nil

**RECOMMENDATION**

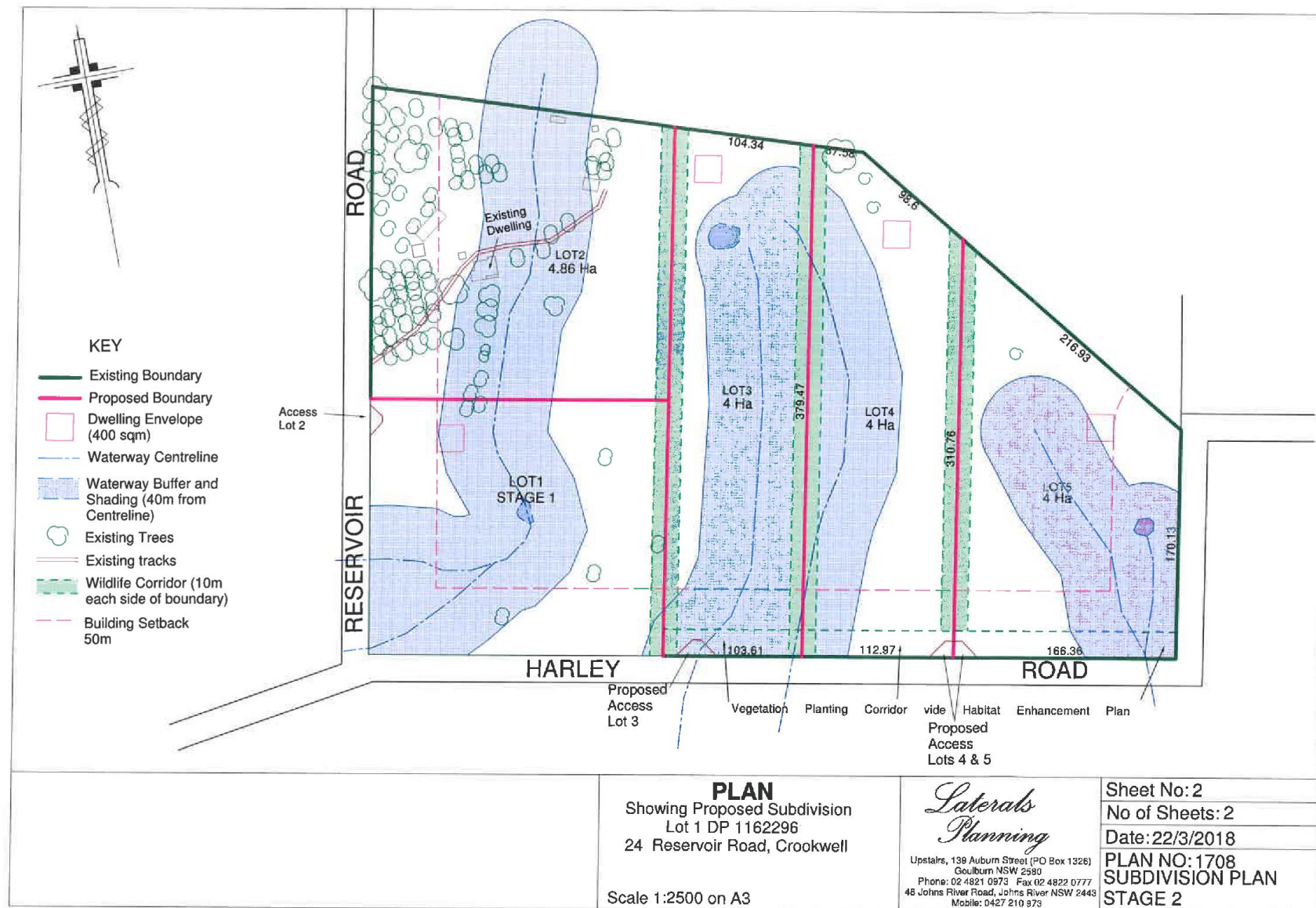
It is recommended that Council determine the proposed modification to Development Application No 89/2017 by granting approval, subject to the modifications specified in Attachment 3

**ATTACHMENTS**

1. <a href="#">↓</a>	DA 89/2017 - Amended Development Drawings	Attachment
2. <a href="#">↓</a>	DA 89/2017 - Evaluation Report	Attachment
3. <a href="#">↓</a>	DA 89/2017 - Modification Conditions of consent	Attachment







**Section 4.55 (1A) assessment and 4.15 evaluation**  
**EPA Act 1979**

DA: 89/2017.2	Proposal: Modification of Approval for Large Lot Residential Subdivision five (5) lots in two stages
Lot/Sec/DP: Lot: 1 DP: 1162296	Property: 24 Reservoir Road CROOKWELL
Site Inspection Date: 26/2/18	Assessing Officer: Mr Daris Olsauskas

### Site and Locality

Lot 1 DP 1162296 is located on the north eastern side of Crookwell on the corner of Harley Road and Reservoir Road. The site is identified in the following aerial photo from Council's GIS. The site contains an existing house and sheds in the north western corner of the land. The property has been used for grazing purposes.



### Proposed Modification:

The proposed modification (as identified in the letter from the applicant dated 5 February and subsequent changes in letter dated 22 March 2018) includes:

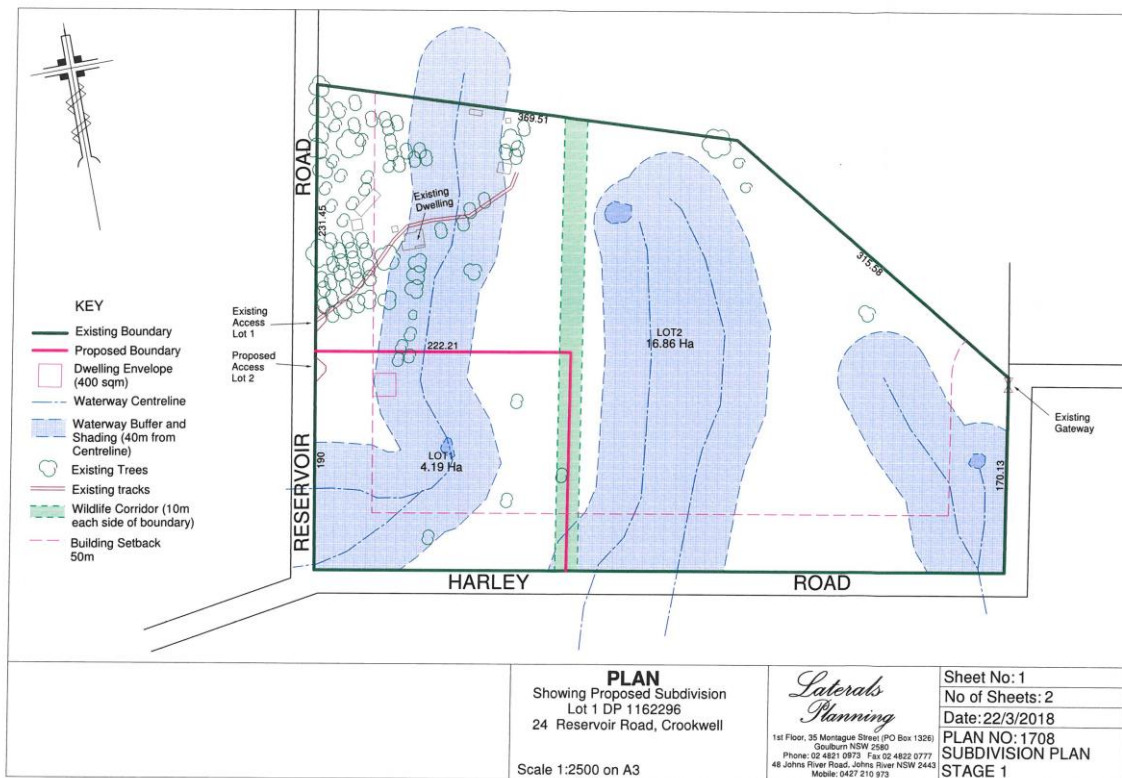
- **Alterations to Condition 2** - amendments to the plan of subdivision with proposed Lot 1 and 2 having access from Reservoir Road and proposed Lot 3, 4 and 5 from Harley Road
- **Alterations to Condition 3** – proposed construction of three (3) new access points from Harley Road to proposed Lot 3, 4 and 5 as well as sealing of Harley Road from the end of the existing seal to the common access point to Lots 4 and 5.
- **Deletion of Condition 4** – this referred to a previous ROW over proposed Lot 5 from Harley Road which is no longer required.

Stage 1 of the subdivision will retain an existing dwelling house (proposed Lot 1) which has existing access from Reservoir Road. The proposed modified plan of subdivision for Stage 1 and 2 is identified in **Figure 1** below.

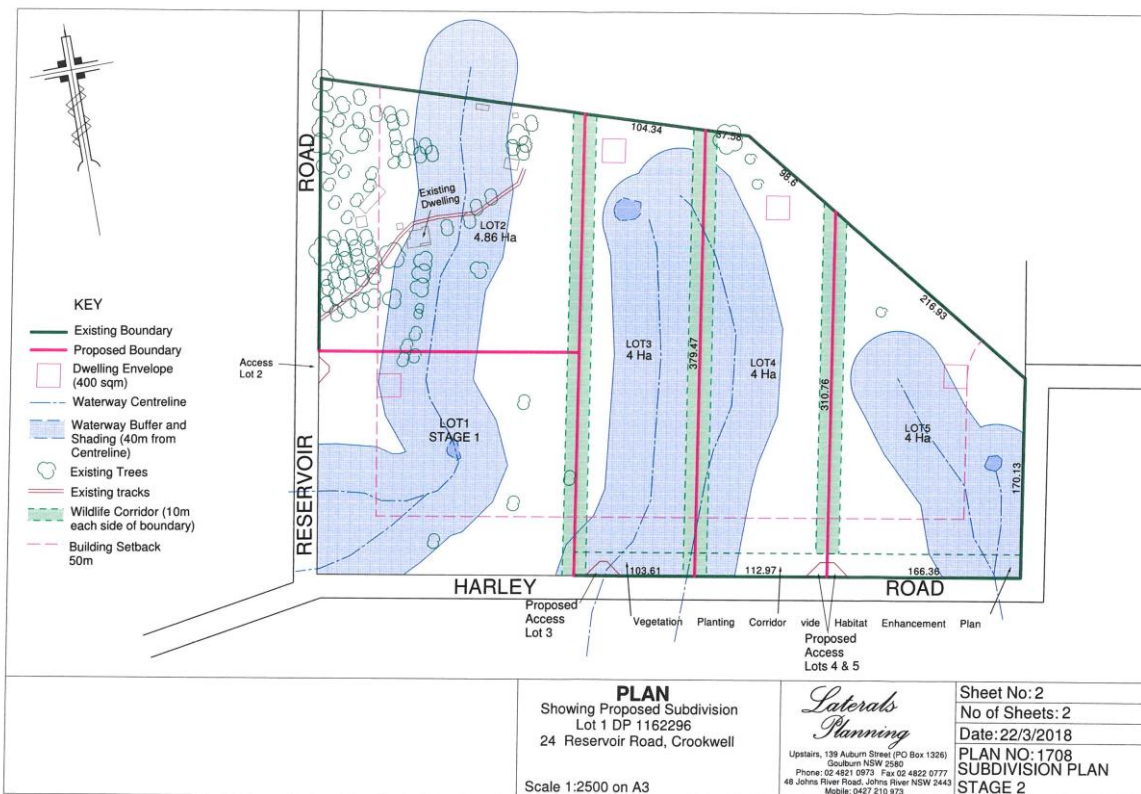


Figure 1 – Stage 1 and 2 modified subdivision plan

## Stage 1

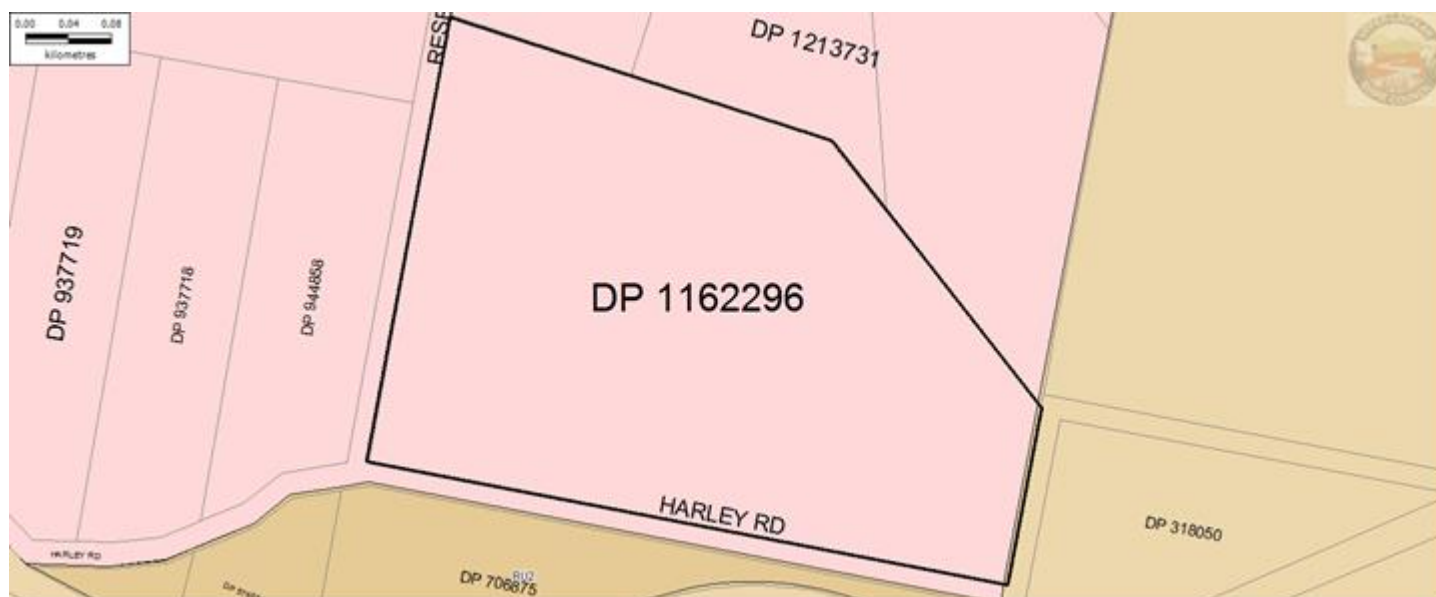


## Stage 2



Under the Upper Lachlan Local Environmental Plan 2010, the land is in Zone R5 Large Lot Residential as identified in **Figure 2**. The subdivision is permissible with development consent.

**Figure 2 – Land zoning**



**Referral Requirements:**

	N/A	Date Sent	Date Received
Internal			
<b>Access</b> (Councils Works Department)		19 February 2018	20 March 2018
<b>W &amp; S</b> (Councils Works Department)	N/A		
<b>H &amp; B</b> (Council's Health and Building)	N/A		
External			
<b>Biodiversity</b> (NSW OEH)	N/A		

**Notification to Adjoining Property Owners**

The Development Application was re-notified to persons who made submission to the original DA

One (1) submission was received during the re-notification period.

In summary the submission raises the following concerns associated with the modification to the development proposal:

- Concerns regarding access to proposed Lot 5
- Concerns regarding the condition of Harley Road

The applicant has been provided with the opportunity to respond to the submissions received.

Consideration of that response dated 22 March 2018 is addressed in this assessment report.

The following table summarises the Council and applicant response to the submissions received.

**Response to submissions**

<i>Submission issue</i>	<i>Applicant's response</i>	<i>Council response</i>
Access to proposed Lot 5	The gateway will be closed as part of Stage 2 and access to proposed Lot 5 will be from Harley Road combined with Lot 4.	Council engineers have inspected the proposed access points to proposed Lot 3, 4 and 5 in Stage 2 of the development and construction conditions apply.
Condition of Harley Road	Harley Road is to be sealed to the combined access to Lots 4 and 5	The condition of Harley Road is a significant issue that has been identified again.

It is considered that in response to submission received Council has re-considered the impact of the development on Harley Road and adjusted conditions accordingly without removing the requirement to construct and seal Harley Road.

**Desk Top Assessment**

<i>Provisions prescribed by EP&amp;A Regulations</i>	Clause 92 (AS2601) - Demolition of Structures	This clause does not apply
	Clause 93 Fire Safety Considerations (Change of use of an existing building):	This clause does not apply
	Clause 94 Fire Safety Considerations (rebuilding/altering/enlarging/extending existing building(s):	This clause does not apply
<b>4.15 1(a) any environmental planning instrument:</b>	<p><b>State Environmental Planning Policies</b></p> <p>The application has been considered with regard to the relevant provision of applicable SEPPs including:</p> <p><i>State Environmental Planning Policy No 55—Remediation of Land</i>  <i>State Environmental Planning Policy (Vegetation in Non-Rural areas) 2017</i></p> <p>The site has not been identified as contaminated land and the applicant has undertaken a preliminary assessment under SEPP 55. Inspection of the site and discussions with the owner indicated that previous agricultural use of the land, other than grazing, included dairying and the remains of sheds associated with that use will be contained in proposed Lot 1 adjacent to the existing dwelling house. The applicant and owner have indicated there are no dip sites within the land. Further investigations under SEPP 55 are not required.</p> <p>The new SEPP Vegetation in Non-Rural Areas applies. The site is affected by Clause 5(1) (b) of the SEPP. Part 3 of the SEPP requires separate approval from Council for the clearing of any native vegetation.</p> <p>The site is excluded from the Native Vegetation Regulatory (NVR) Map prepared by OEH under Part 5A of the amended Local Land Services Act 2013 (LLS Act) and supporting regulation.</p>	

**Upper Lachlan Local Environmental Plan 2010:**

The subject land is zoned R5 Large Lot Residential. The application has been considered having regard to the relevant provisions of the LEP including:

Clause 1.2 Aims of the Plan

Clause 1.4 Definitions

Clause 2.3 Zone objectives and Land Use Table

Clause 4.1 Minimum Lot Size  
 Clause 5.10 Heritage Conservation  
 Clause 6.2 Biodiversity  
 Clause 6.4 Water  
 Clause 6.5 Earthworks  
 Clause 6.9 Essential Services  
 Clause 6.10 Erection of dwelling houses on land in certain rural and residential zones

In response to Clause 2.3 the proposal is consistent with the zone objectives for the R5 Large Lot Residential zone and under Clause 4.1 and Clause 6.10 the minimum lot size in the zone is 2ha.

In response to Clause 5.10 the site is not identified in Council's Heritage mapping and is not identified under the AHIMS mapping system as containing any sites of Aboriginal significance. NSW OEH have identified the obligations for future landowners to be aware of the protection of Aboriginal objects.

In response to Clause 6.2 Biodiversity the north western corner of the subject land is identified as "sensitive land" on the Natural Resource Sensitivity – Biodiversity Map. This is shown on **Figure 3**. The proposed development incorporates a habitat assessment that provides brief comment on the impacts of the development on existing vegetation and also incorporates a habitat enhancement plan/program across the site.

Under Clause 6.2(3) Council must consider any adverse impact from the proposed development on:

- (a) a native ecological community, and*
- (b) the habitat of any threatened species, populations or ecological community, and*
- (c) a regionally significant species of fauna and flora or habitat, and*
- (d) a habitat element providing connectivity.*

This area of land was identified under Council's Biodiversity Planning Framework June 2008 as Frost Hollow Grassy Woodland which is part of the Natural Temperate Grasslands of the South Eastern Highlands. This particular area has been identified as being in Medium condition

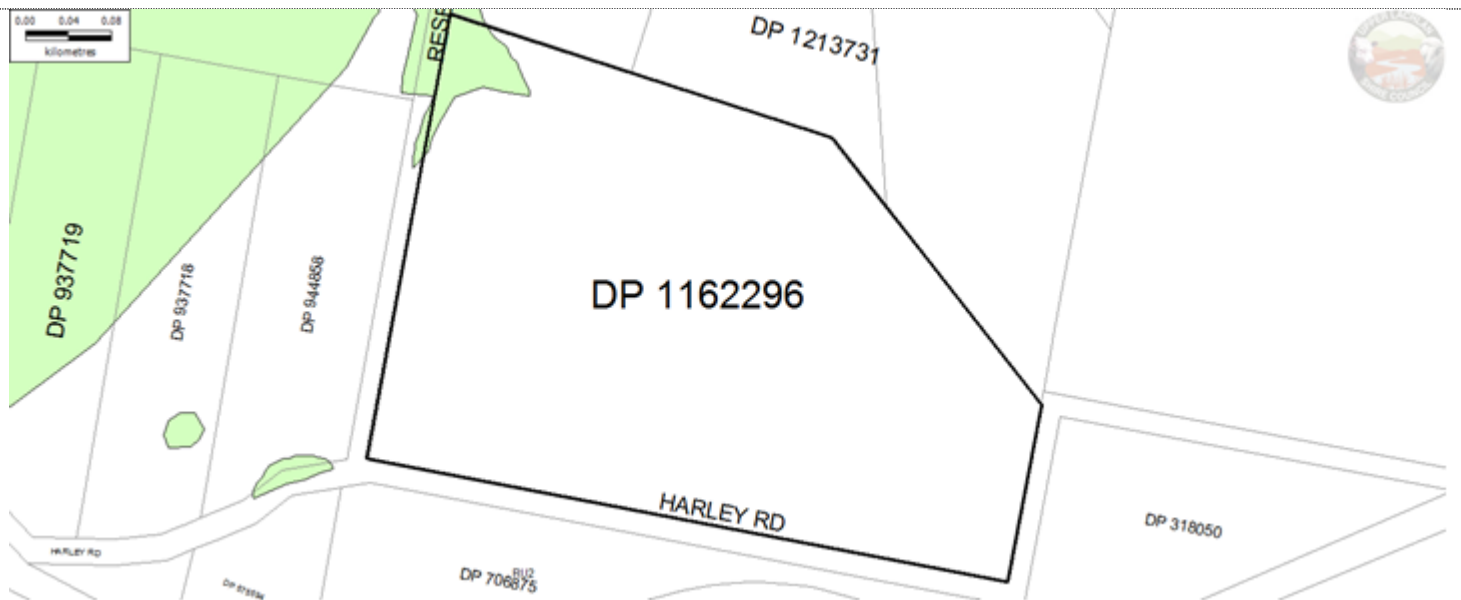
Under that Framework Frost Hollow Grassy Woodland is an over-cleared and poorly conserved vegetation community and those parts of the community where the canopy cover is less than 10% and where there is a reasonably diverse grassy native groundcover, comprise the Natural Temperate Grasslands of the Southern Tablelands of NSW and ACT EEC (NTG), which is listed under the EPBC Act. Under these circumstances, *all occurrences of Frost Hollow Grassy Woodland within the study area are considered to be High Conservation Value regardless of their condition, however not all the community comprises the EEC.*

The original proposal was referred to NSW OEH for comment having regard to the High Conservation values attributed to the part of the site that has been mapped for Biodiversity and the lack of a detailed assessment of flora and fauna in this location and across the site. The site was inspected with OEH and the landowners and applicant on the 4 December 2017. From that site meeting it was evident that:

- the remaining native trees in this location must be protected from the construction of the proposed road access to proposed Lot 3; and
- details of the final ROW and access road must be provided to Council for consideration and approval

The proposed removal of the ROW to access proposed Lot 3 means that this area will not be affected.

**Figure 3 – Biodiversity mapping**



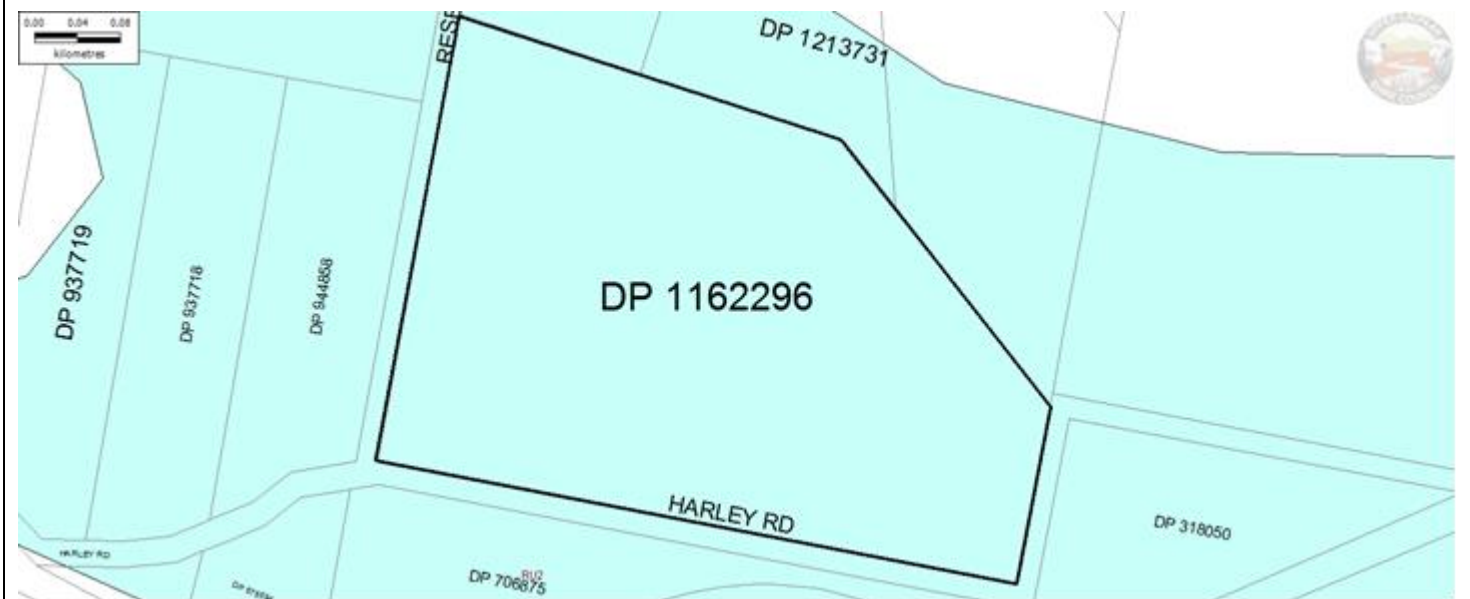
In response to Clause 6.4 Water the subject land is identified as “sensitive land” on the Natural Resource Sensitivity – Water Map – refer **Figure 4**.

Under Clause 6.4 (3) Council must consider any adverse impact from the proposed development on:

- (a) the water quality of receiving waters, and
- (b) the natural flow regime, and
- (c) the natural flow paths of waterways, and
- (d) the stability of the bed, shore and banks of waterways, and
- (e) the flows, capacity and quality of groundwater systems.

The application includes an assessment of the impact of the proposed development on water quality. This assessment is considered satisfactory.

**Figure 4 – Water mapping**



**(b) Any draft environmental planning instrument:** Nil

**(c) Any Development Control Plan (DCP) - Upper Lachlan Development Control Plan 2010:**



The application has been considered having regard to the relevant provisions of the DCP including:

Section 2 Plan objectives  
 Section 2.1 Village/Residential Development objectives  
 Section 3.1.4. Notification  
 Section 4 General Development Controls  
 Section 4.1.1. Matters for consideration (general)  
 Section 4.1.2. Subdivision  
 Section 4.2.1. Tree and vegetation preservation  
 Section 4.2.2 Waterways, water bodies and wetlands  
 Section 4.2.6. Biodiversity management  
 Section 4.3.2. Landscaping  
 Section 4.3.4. Crime prevention through environmental design  
 Section 4.4.1. European (non-indigenous) heritage conservation  
 Section 4.5.2. Stormwater management  
 Section 5.1 Subdivision  
 Section 10 Roads  
 Section 10.3 Easements

In response to Section 2.1 Village/Residential Development Objectives the following objective is relevant to the proposal:

*Residential development:*

- *To ensure that the scale of residential development is appropriate for lot sizes and in relation to other dwellings in the vicinity.*

The proposed subdivision will create lots above the minimum lot size (4ha) which reflects the constraints of the site and the scale of residential development is appropriate for proposed lot sizes.

In response to Section 4.2.1 Tree and vegetation preservation the objective of this clause is to ensure trees and vegetation that contribute to the environmental and amenity value of the region are preserved. Clause 5.9 of the LEP applies to all trees and shrubs on land that contains a Heritage Item and land identified as of ecological significance (mapped environmental values as High Conservation Values and Medium Conservation Values) and mapped wetlands.

Recent changes and the introduction of *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017* affects the site. This policy establishes a permit system for approval of clearing within the R5 Large Lot Residential zone. Consideration of any disturbance to existing vegetation of ecological significance is included within the new planning controls and are addressed within this report.

In response to Clause 4.2.6. Biodiversity Management the proposed modification to the development includes the deletion of the construction of a right-of-carriageway through the north western corner of the site.

In response to Clause 5.1 identifies the standards for road access for subdivision in residential areas.

### **Consideration of Modification to Access Conditions**

The applicant has sought to modify the approval to avoid constructing a ROW to service proposed Lot 3 and to reduce the sealing of Harley Road.

As reported to Council previously Clause 10.2 Roads of DCP 2010 requires that for Residential (Zones R2 and R5) and Village (Zone RU5) all proposed public roads will be required to be constructed to requirements in accordance with the Table 3 at Section 5 and to be bitumen sealed.

A separate assessment of the impacts of the proposed modification has been undertaken by Council's engineers.

From the combined planning and engineering assessment the following changes to the approved DA are proposed:

- Condition 1 will be altered to reflect the changes in the Plan of Subdivision and subsequent stages
- Condition 2 deals with the previous access arrangements to proposed Lot 3 being the residue lot in the subdivision. This no longer applies with the Stage 1 proposal to create 1 additional allotment with direct access from Reservoir Road. The driveway access standard condition is covered in Condition5 which will include proposed Lot 3.
- Condition 3 will be altered to limit the sealing of Harley Road to the combined access point to proposed Lots 4 and 5 in Stage 2
- Condition 4 will be deleted
- Condition 5 will be altered to include proposed Lot 3
- Condition 6 will be adjusted to reflect the revised staging – Stage 1 = Lots 1 & 2 (contributions for 1 additional lot only) and Stage 2 = Lots 3,4 & 5 (contributions for 3 additional lots)

***The changes are highlighted in the Draft Notice of Determination in bold and italics.***

No other changes to the approved DA are required.

**Impacts in the locality:**

CONTEXT & SETTING	The proposed modification is considered satisfactory with respect to the context and setting considerations.
ACCESS, TRANSPORT & TRAFFIC	The proposed modification includes access from Reservoir Road and Harley Road. The impacts of the modification on these roads is discussed in this report.
LANDSCAPING / CLEARING	The proposed modification is not required to provide landscaping however a proposed habitat corridor program/plan has been approved.
NOISE	The proposed modification will have minimal impact on noise and no significant long term noise impacts are expected.
SAFETY, SECURITY & CRIME PREVENTION (NSW POLICE SERVICE)	The proposed modification is considered satisfactory with respect to the design criteria for Safety, Security and Crime Prevention.
ECONOMIC IMPACT IN THE LOCALITY	The proposed modification is not expected to have any significant negative economic impacts in the locality.
SITE DESIGN & INTERNAL DESIGN	The proposed modification is considered satisfactory with respect to the site and internal design.
FLORA & FAUNA	The issues associated with flora and fauna within the site are addressed within this report.
NATURAL HAZARDS	The proposed modification is not expected to be significantly affected by, or to significantly influence, any natural hazards occurring in the immediate locality.
TECHNOLOGICAL HAZARDS	The proposed modification is not expected to affect or be affected by any technological hazards.
CONSTRUCTION	The proposed modification may affect adjoining land while subdivision and road construction works are being carried out and these impacts will need to be mitigated



	through the normal conditions regarding hours of operation, erosion and sediment control and dust control.
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**The suitability of the site for the development**

- ☐ Does the proposal fit the locality Yes, provided recommended conditions of approval (if granted) are complied with
- ☐ Are the site attributes conducive to development: Yes

**The public interest**

Approval of the proposed modification would not be considered contrary to the public interest.
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**Section 7.11 (previously S94 Contribution Plan) Contributions**

No alterations to contributions have been requested with the amendment other than to reflect the revised staging of the development

**S64 Contributions**

There are no reticulated water or sewerage services available to the land and the modification application does not include facilities likely to place additional demand on Council water and sewerage services.

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**Assessment Summary:**

The application for modification has been assessed under the relevant provisions of Council's planning controls and is not considered to have any significant negative impacts on the environment or the character and amenity of the local area.
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**Recommendation:**

That Council determines the modification to development application 89/2017 by granting approval, subject to revised conditions in accordance with the EP&A Act and regulations and Council practices.

Primary assessing officer:  
Mr Daris Olsauskas  
Contract Development Control Planner

Date: 6 April 2018

Report reviewed by – Tina Dodson Director Environment and Planning

Date: 9 April 2018

## Notice of Determination of a Development Application (modification)

Issued under the *Environmental Planning and Assessment Act 1979 Section 4.55 1(A)*

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<b>Development application no</b>	89/2017
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**Development application**

Applicant name	Mr Susan Reynolds
Applicant address	C/- Laterals Planning PO Box 1326 GOULBURN NSW 2580

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Land to be developed	Lot: 1 DP: 1162296, 24 Reservoir Road CROOKWELL
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Proposed development	Subdivision of land and carrying out of works to create five lots for the purposes of dwelling houses
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<b>Determination made on (date)</b>	21 December 2017
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**Modification Determination**

Made on (date)	<i>Insert date of Council approval</i>
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Determination	Consent granted subject to the following conditions
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Consent to operate from (date)	21 December 2017 <i>see note 1</i>
Consent to lapse on (date)	21 December 2022

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**DETAILS OF CONDITIONS** (including section 7.1.1. conditions) See Note 2

**PART 1 - GENERAL CONDITIONS**

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

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

- (1) Except where otherwise required or permitted by conditions of development consent, the development shall be carried out generally in accordance with the information submitted in support of the development application and the following stamped approved development drawings, including any notations or amendments marked by Council in red.
- ***Plan showing Proposed Subdivision Lot 1 DP 1162296 24 Reservoir Road Crookwell Sheet 1 and Sheet 2 dated 22/3/18***
  - Statement of Environmental Effects 5 lot subdivision Lot 1 DP 1162296 24 Reservoir Road Crookwell prepared by Laterals dated September 2017
  - Wastewater Management Assessment Residential Subdivision Development – Lot 1 DP 1162296 prepared by SOWDES dated 18 August 2017
  - Habitat Enhancement Plan for Lot 1 DP 1162296 prepared by Merops Services Pty Ltd August 2017

(2) ***Condition 2 deleted***

**STAGE 2 – PROPOSED LOTS 4 AND 5 - GENERAL CONDITIONS**

- (3) ***Harley Road is to be designed, upgraded and bitumen sealed to the common access point to Lots 4 and 5 starting from the existing bitumen seal, at no cost to Council. Detailed engineering designs are prepared and provided to Council for approval. This upgrade and bitumen sealing work must be undertaken in accordance with current Austroads Design and Construction Guidelines and Upper Lachlan Development Control Plan 2010 Amendment No 2.***

(4) ***Condition 4 deleted***

**OTHER GENERAL CONDITIONS**

- (5) ***Driveway access to proposed Lot 1, 2, 3, 4 and 5 will be constructed or upgraded to meet the following standards:***
- Compliance with Council sight distance standards for rural roads
  - The entrance gateway is to be setback 17 metres from the edge of the road formation. See Figure 14 – Rural Local Road – Typical Property Access (sheets 1 to 4) in Upper Lachlan Development Control Plan 2010
  - Where required, the installation of 3 x 375 mm RCP with precast headwalls or similar will be necessary (minimum length 4.88 metres). The culvert is to be installed with cover and bedding requirements in accordance with manufacturers recommendations based on the design load and class of pipe.
  - Provision of a vehicle access of 200 mm consolidated thickness of approved gravel, minimum 4.0 metres wide at the entrance gateway and 8.0 metres wide at the edge of the road pavement. Where the road pavement is sealed, from the edge of the road pavement to be gateway is to be sealed with a double 14/7 mm bituminous seal.

- All work in any public road reserve shall be conducted by Council, or a Council approved contractor who complies with relevant provisions of the Work Health and Safety Act 2011 and subordinate regulations.

- (6) In accordance with the provisions of S94 Environmental Planning and Assessment Act 1979 the following contributions are to be paid to Council in accordance with section 94 of the Environmental Planning and Assessment Act 1979 and Upper Lachlan Development Contributions Plan 2007

***Stage 1 – Proposed Lots 1 and 2 (1 lot)***

<b><i>Road</i></b>	<b><i>\$9,465</i></b>
<b><i>Waste Management</i></b>	<b><i>\$520</i></b>
<b><i>Open Space &amp; Recreation</i></b>	<b><i>\$821</i></b>
<b><i>Community Facilities</i></b>	<b><i>\$1,423</i></b>
<b><i>Emergency Services</i></b>	<b><i>\$655</i></b>
<b><i>Plan Administration</i></b>	<b><i>\$178</i></b>
<b><i>TOTAL</i></b>	<b><i>\$13,062</i></b>

***Stage 2 – Proposed Lots 3, 4 and 5 (3 lots)***

<b><i>Road</i></b>	<b><i>\$28,395</i></b>
<b><i>Waste Management</i></b>	<b><i>\$1,560</i></b>
<b><i>Open Space &amp; Recreation</i></b>	<b><i>\$2,463</i></b>
<b><i>Community Facilities</i></b>	<b><i>\$4,269</i></b>
<b><i>Emergency Services</i></b>	<b><i>\$1,965</i></b>
<b><i>Plan Administration</i></b>	<b><i>\$534</i></b>
<b><i>TOTAL</i></b>	<b><i>\$39,186</i></b>

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

Note: In light of requirements of conditions of consent for road construction and sealing of Harley Road, Council may consider a written request to reduce the road contributions payable, in accordance with section 2.2.3 of Upper Lachlan Development Contributions Plan 2007.

- (7) Electricity, in respect of all lots at high or low voltage, is to be:
- Available in sufficient capacity from the existing high voltage distribution;
  - Provided to each lot, and
  - Covered by an easement(s) as required by and in favour of Country Energy on the final subdivision plan, centred on:
    - All existing power lines which cross the subdivision; and
    - All proposed power lines, structures, stays etc which the developer is having constructed to provide electricity to the lots within the subdivision; and
    - All proposed power lines for which the developer is not required to make a capital contribution, but which would be required to be constructed in the future to provide power to the boundary of each lot (staged and proposed developments).

**PART 2 - PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

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

- (8) No construction certificate shall be granted for any subdivision work in the development unless details, specifications and drawings submitted with the application for construction certificate reflect consistency with the development consent, including the stamped approved development drawings.
- (9) No construction certificate shall be granted for any subdivision work in the development unless three (3) copies of detailed engineering drawings of the subdivision work, prepared by a suitably qualified and experienced civil engineering professional and consistent with the development consent and associated stamped approved development drawings, have been submitted to and approved by Council.
- (10) No construction certificate shall be granted for any building or subdivision work in the development unless the name, details of qualifications, and contact details of a suitably qualified civil engineer, appointed to supervise work carried out in the development, have been submitted in writing to Council.

In this regard, all work carried out in the development shall be supervised by the appointed civil engineer on a daily basis (or as agreed to with the Principal Certifying Authority). The supervising engineer shall ensure compliance with and adherence to all approved specifications and design plans, and shall be responsible for quality control of work in general.

### **PART 3 - PRIOR TO COMMENCEMENT OF WORK**

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

- (11) No building or subdivision work in the development shall commence unless the following provisions of section 81A of the Environmental Planning and Assessment Act 1979 (the Act) have been complied with:
  - a) A construction certificate for the subdivision work concerned shall be obtained; and
  - b) A principal certifying authority shall be appointed and Council shall be notified of the appointment; and
  - c) Council shall be notified in writing at least two days prior to subdivision work commencing.
- (12) The development must not commence until the applicant has subsequently given Council a "Commencement of Subdivision Work" Notice and advised that Council or an Accredited Certifier has been appointed as the Principal Certifying Authority.
- (13) No work in the development shall commence unless satisfactory erosion and sediment controls have been put in place to prevent soil erosion, water pollution and the discharge of loose sediment on surrounding land as follows. Such measures shall include:
  - a) Diversion of uncontaminated run-off around cleared or disturbed areas, and
  - b) Erection of silt fencing to prevent debris escaping into drainage systems and waterways, and
  - c) Prevention of tracking of sediment by vehicles onto roads, and
  - d) Stockpiling of topsoil, excavated material, construction and landscaping supplies and debris at the site of works.

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

#### **PART 4 - DURING CONSTRUCTION**

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

- (14) Subdivision and construction work in the development shall be carried out only:
- On Mondays to Fridays between 7:00 AM and 6:00 PM, and
  - On Saturdays between 7:00 AM and 1:00 PM if inaudible on residential premises, otherwise 8.00 AM to 1.00 PM.

No subdivision or construction work in the development shall be carried out on Sundays or public holidays.

- (15) At least 48 hours' notice shall be given to Council for inspection of any of the following works in the development:
- Roadworks
  - Sub-grade earthworks prior to gravel
  - Gravel test results available
  - Compacted gravel base completed
  - Sealing completed

No subdivision certificate shall be granted for the development unless each of the above components of work has been completed to the satisfaction of Council's Works and Operations Department.

- (16) All work is to be undertaken in accordance with the documentation required and approved under this Consent.
- (17) The developer is responsible for ensuring all erosion and sediment control measures are implemented in accordance with the approved plan.
- (18) Vehicles and equipment associated with the subdivision work in the development shall be located to minimise potential adverse impact on residential amenity in the locality.
- (19) Subdivision and construction works shall be supervised by a suitably qualified and experienced Civil Engineer on a daily basis. The supervising engineer is to ensure compliance with the requirements of the specification, adherence to design plans and quality control of all works.
- (20) Vehicles entering and leaving the premises that are carrying excavated dusty materials, including clays, sands and soils, shall be covered at all times when not loading or unloading.
- (21) All native trees to be retained within the site are to be identified and protected during construction activities associated with the construction and upgrading of access.

#### **PART 5 - PRIOR TO ISSUE OF THE SUBDIVISION CERTIFICATE**

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

- (22) A Subdivision Certificate must be applied for and released prior to the registration of the Plan of Subdivision with Land and Property Information New South Wales. A Subdivision Certificate will only be signed when each condition has been satisfied. Compliance with conditions must be achieved either by completion of the required physical works, meeting requirements or



compliance with Council procedures (eg. lodging a bond or bank guarantee for incomplete works).

ADVISING - Current fee (2017/18) for the Subdivision Certificate is \$356.00.

- (23) Any Subdivision Certificate application to Council shall be accompanied by:
- a) The original Final Plan of Subdivision, including indication of the locations of any easements and permanent improvements on one print, and
  - b) At least five (5) copies of the Final Plan of Subdivision, and
  - c) A corresponding Deposited Plan Administration Sheet ("Plan Form 6") including a schedule of addresses in accordance with clause 60 of the Surveying and Spatial Information Regulation 2012.
- (24) No Subdivision Certificate shall be granted for the development unless contributions have been paid to Council in accordance with section 94 of the Environmental Planning and Assessment Act 1979 and Upper Lachlan Development Contributions Plan 2007.
- (25) No Subdivision Certificate shall be granted for the development unless Council has been supplied with written evidence from Essential Energy or a suitably certified or accredited person that an electricity supply service has been made available to each lot.
- (26) No Subdivision Certificate shall be granted for the development unless Council's applicable "Works and Operations Inspection Fee Relating to a DA" has been paid to Council. In this regard, Council's current fee at the time of consent (2017/2018 financial year) is \$160 per inspection, per lot; if any re-inspection is required (e.g. if works have not been satisfactorily completed), an additional fee will apply, being 125% of the original inspection fee.
- (27) No subdivision certificate shall be granted for the development unless, if survey identifies that any public road encroaches on the land to be subdivided, the affected land is dedicated as public road.
- (28) At the conclusion of the construction works, works-as-executed (WAE) drawings must be submitted to Council. These drawings are required before the subdivision plans will be released. The preferred format for WAE drawings is on computer disk using Autocad software.
- (29) Any works bonded shall be completed by the applicant within 12 months from the date of release of the Subdivision Certificate, or Council shall utilise the bond to undertake the required outstanding works.
- (30) No subdivision certificate shall be granted for the development unless written evidence has been submitted to Council from Telstra, or a Telstra authorised contractor, including:
- a) A plan of the development area including current records of Telstra network and associated information relating to Telstra assets;
  - b) Written advice specific to any indicated Telstra assets within the property.

#### **PART 6 - ON-GOING**

- (31) Any works bonded shall be completed by the applicant within 12 months from the date of release of the Subdivision Certificate, or Council shall utilise the bond to undertake the required outstanding works.
- (32) If any Aboriginal artefacts are identified during any construction work, work must stop immediately and NSW OEH must be contacted by calling 131 555. If human skeletal remains are discovered, work must stop and both the NSW Police and NSW OEH must be contacted.

- (33) If Aboriginal artefacts are identified and harm to those objects cannot be avoided, an Aboriginal Heritage Impact Permit is required to be prepared in accordance with NSW OEH guidelines.

## **PART 7 - AGENCY CONDITIONS**

Nil

### **ADDITIONAL NOTES/REQUIREMENTS AS YOUR PRINCIPLE CERTIFYING AUTHORITY (PCA)**

- (1) To preserve and enhance the natural environment, all soil erosion and sediment control measures must be inspected following each storm event and any necessary maintenance work shall be undertaken to ensure their continued proper operation. Sediment shall be removed from soil erosion and sediment control measures when no more than 40% capacity has been reached and appropriately disposed of. These measures shall continue in proper operation until all development activities have been completed and the site is fully stabilised.

#### **Dial Before You Dig**

Underground assets may assist in the area that is subject to your application. In the interest of health & safety and in order to protect damage to third party assets please contact Dial Before You Dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (this is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.

#### **Telecommunications Act 1997 (Commonwealth)**

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: **Telstra's Network Integrity Team** on Phone Number 1800810443.

### Other Approvals

Not applicable

List *Local Government Act 1993* Approvals granted under S4.12(3)

Approval bodies that have given general terms of approval in relation to the development, as referred to in section 4.47 of the Environmental Planning and Assessment Act 1979 (in the case of integrated development)

Not applicable

### Rights of appeal

Part 8 Section 8.7 and 8.3 of the Environmental Planning and Assessment Act 1979 gives a right of appeal and a right to make an application for a review against the determination of the subject development application to the applicant.

The Environmental Planning and Assessment Act 1979 gives no right of appeal against the determination of the subject development application to an objector.

*\*Section 8.7 of the Environmental Planning and Assessment Act 1979 does not apply to a development application for designated development determined by the consent authority after a public hearing held by the Independent Planning Commission, or to the determination of the application.*

### Review of determination

The applicant has the right to request a review of the determination of the subject development application under Division 8.2 of the Environmental Planning and Assessment Act.

### Planning Assessment Commission

The Independent Planning Commission has not conducted a public hearing in respect of the subject development application.

### Signed

Signature

on behalf of the consent authority

Name

Tina Dodson  
Director Environment & Planning

Date

-

**Note 1** *where the consent is subject to a condition that the consent is not to operate until the applicant satisfies a particular condition the date should not be endorsed until that condition has been satisfied.*

**Note 2** *clause 101 of the Regulation contains additional particulars to be included in a notice of determination where a condition under section 7.11 of the Environmental Planning and Assessment Act 1979 has been imposed.*

**Note 3** *Notice of Determination modified by Conditions 1, 3, 5, & 6 have been modified and Conditions 2 and 4 have been deleted. No conditions have been added.*

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## Environment and Planning - 19 April 2018

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**ITEM 10.3**                      **2017-2018 Local Heritage Places Grant Applications**

**FILE REFERENCE**    **I18/167**

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

### **ISSUE**

To provide a status update and recommendation for the reallocation of grant funding under the 2017-2018 Local Heritage Places Grant Program.

**RECOMMENDATION**      That -

1. Council endorses the reallocation of \$7,973.00 from the 2017-2018 Local Heritage Places Grants funds to James Valley Homestead – Lot 3 DP 150643 Valley Road, Crookwell.
2. A Letter of Offer be sent to the successful applicant.

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### **BACKGROUND**

On the 19 October 2017 under Resolution No 333/17 Council endorsed the grant allocation of \$3,650 to Coronation Theatre – 82 Yass Street, Gunning and \$4,323 to Swimming Pool – Goulburn Street, Crookwell under the 2017-2018 Local Heritage Places Grant Program.

The owners of the Coronation Theatre in Gunning have since withdrawn their project as has Council.

### **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 was available to offer. 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.

With the withdrawal of the Coronation Theatre and Crookwell Swimming Pool funding applications, a total amount of \$7,973 is available.

Council has subsequently been contacted by Mr Roger Saville regarding the James Valley Homestead – Lot 3 DP 150643 Valley Road, Crookwell. Works to be undertaken include structural roof repair and weather resistance. Mr Saville has stated that he can comply with the funding deadlines associated with the funding agreements.



Council's Heritage Advisor, Dr Jennifer Lambert Tracey is supportive of the proposal.

The reason for the revised offer was that if Council does not allocate the funding for heritage project the NSW Heritage Grants, Office of Environment and Heritage is likely to reduce future funding offers to Council for this program which would reduce future opportunities for heritage preservation and restoration.

### **POLICY IMPACT**

The assessment and review has been undertaken in accordance with the Local Heritage Places Grants Program Guidelines.

### **OPTIONS**

Reallocation of the funds will likely ensure future funding offers from Office of Environment and Heritage.

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Councils Operational Plan 2017-2018 has allocated the required dollar for dollar amount to support the 2017-2018 funding.

### **RECOMMENDATION**      That -

1. Council endorses the reallocation of \$7,973.00 from the 2017-2018 Local Heritage Places Grants funds to James Valley Homestead – Lot 3 DP 150643 Valley Road, Crookwell.
2. A Letter of Offer be sent to the successful applicant.

### **ATTACHMENTS**

Nil

## **11       WORKS AND OPERATIONS**

The following item is submitted for consideration -

- |      |  |     |
|------|--|-----|
| 11.1 | Adoption of Kerb & Gutter Construction – Contribution by<br>Property Owners Policy | 220 |
|------|--|-----|



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## Works and Operations - 19 April 2018

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**ITEM 11.1**                      **Adoption of Kerb & Gutter Construction – Contribution by Property Owners Policy**

**FILE REFERENCE**    I18/134

**AUTHOR**                      **Director of Works & Operations**

### **ISSUE**

Providing details regarding the Kerb & Gutter Construction – Contribution by Property Owners Policy.

**RECOMMENDATION**        That -

1. Council adopts the Kerb & Gutter Construction – Contribution by Property Owners Policy effective 1 July 2018;
2. Director of Works and Operations is authorised to implement Council's resolution.

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### **BACKGROUND**

Earlier, Council placed on public exhibition the proposed Kerb & Gutter Construction – Contribution by Property Owners Policy for a 28 day period.

Submissions received during the advertising period that ended on 3 April 2018 are provided as Attachment 2 opposing the proposed policy. Council is documenting its existing practice and it is recommended to continue with existing practice in order to proceed with the development of the works program in a planned manner.

It is recommended that the Kerb & Gutter Construction – Contribution by Property Owners Policy is now adopted.

### **REPORT**

Council prepared the draft policy to document its existing practice of charging for kerb and guttering. This kerb and guttering is a small component of the storm water drainage work.

The draft policy was advertised in accordance with accepted practice.

The policy provides for a planned and controlled development of new kerb and guttering works program consistent with other local councils in NSW.

It is recommended that Council now consider the adoption of the policy as attached in Attachment 1.

## ***Works and Operations***

### **ADOPTION OF KERB & GUTTER CONSTRUCTION – CONTRIBUTION BY PROPERTY OWNERS POLICY cont'd**

#### **POLICY IMPACT**

Infill development and new development are now excluded from the policy and will be required to be considered as part of the development application.

#### **OPTIONS**

1. Do nothing – Council continue with existing practice; or
2. Adopt the proposed draft policy as attached in Attachment 1.
3. Council defers the policy with revisions.

Option 2 is preferred.

#### **FINANCIAL IMPACT OF RECOMMENDATIONS**

There are minor financial implications. Drainage works done as a part of the Kerb and Guttering works are fully funded by Council. The ratepayers are expected to pay only 50% of the cost of new kerb and guttering. Kerb and Gutter make up a tiny cost of entire project e.g. approximately 15% of the cost of the project at Oram Street.

#### **RECOMMENDATION**      That -

1. Council adopts the Kerb & Gutter Construction – Contribution by Property Owners Policy effective 1 July 2018;
2. Director of Works and Operations is authorised to implement Council's resolution.

#### **ATTACHMENTS**

1. <a href="#">↓</a>	Kerb & Guttering Contribution by Property Owners Policy	Attachment
2. <a href="#">↓</a>	Anne Cummins - Draft Kerb and gutter Construction - Contribution by property Owner Policy	Attachment

**POLICY:-**

Policy Title:	Kerb & Gutter Construction – Contribution by Property Owners
File Reference:	F13/77-09 D2018/903
Date Policy was adopted by Council initially:	XX/XX/XXXX
Resolution Number:	
Other Review Dates:	XX/XX/XXXX
Resolution Number:	
Current Policy adopted by Council:	XX/XX/XXXX
Resolution Number:	
Next Policy Review Date:	2 years

**PROCEDURES/GUIDELINES:-**

Date Procedure / guideline was developed:	N/A
Procedure/guideline reference number:	N/A

**RESPONSIBILITY:-**

Draft Policy Developed by:	Assets & Risk Coordinator
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for Implementation:	Manager of Works
Responsibility for review of Policy:	Assets & Risk Coordinator

## **OBJECTIVE**

The primary objective of the Kerb & Gutter Construction – Contribution by Owners Policy (“Policy”) is to establish Council’s position in regard to seeking contributions from property owners toward the construction of kerb and gutter along their existing property frontage. These contributions fund a proportion of the total cost of the works, with the remainder being funded through rates and other sources.

## **INTRODUCTION**

Council undertakes a program of capital upgrade works each year to reconstruct urban streets on a priority basis. This is a key element of Council’s long-term asset management strategy for infrastructure. These works improve the quality of life and safety for residents and the community, as well as improving aesthetics and property values.

Section 217 of the Roads Act 1993 provides that Council, as the roads authority, may require the owner of land adjoining a public road to contribute and Upper Lachlan Shire Council requires up to half of the cost of providing kerb and guttering along the frontage of their property.

For new subdivisions and developments including infill development, the developer is required to provide and/or upgrade infrastructure (including kerb and gutter) to current standards at no up-front costs to the Council. This ensures appropriate infrastructure is provided for the development and these costs are not passed to the ratepayer.

## **POLICY OBJECTIVES**

The objectives of this policy are to:

- Promote an integrated framework for dealing with the recovery of part costs from property owners towards the construction of kerb and gutter along their property frontage;
- Ensure consistency and fairness in the manner in which Council deals with property owners;
- Ensure compliance with industry practice of legislative compliance under the Roads Act 1993;
- Promote awareness of the requirements of the Act with respect to contributions for construction of new kerb and guttering from landowners;
- Take such steps as are appropriate to ensure community consultation is carried out in a fair and equitable manner; and
- Make Council's policies and requirements for Kerb and Gutter - Construction Contributions by Property Owners readily accessible and understandable to the public.

## POLICY DETAILS

### Application

1. This policy applies to infill urban subdivisions and/or developments. Council requires the developer to provide for fully constructed roads including the provision of kerb and guttering and appropriate drainage, as part of the development at no cost to the Council.
2. Many older areas of Council do not have kerb and guttering within their street. This is a result of the standard of infrastructure required at the time of subdivision, typically during the 1960s, 70s and 80s.
3. To address the deficiency in the urban road network, Council has a program of reconstructing urban roads, including the provision of kerb and guttering in existing residential areas, on a priority basis.
4. Section 217 of the Roads Act 1993 provides that Council, as the roads authority, may require the owner of land adjoining a public road to contribute half of the cost of providing kerb and guttering along the frontage of their property (based on a surveyors plan).

### Legislation

Upper Lachlan Shire Council will comply with the [Roads Act 1993](#)

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Requirements		Responsibility
1	<b>Landowner contribution</b> Council is entitled to seek a contribution from the landowners of up to half the cost of the work associated with the provision of the kerb and gutter adjacent to their property. For a property with a single frontage, the landowner will be billed for half the costs as per the Roads Act 1933 (based on a surveyors plan)	Manager of Finance and Administration
2	<b>Corner properties</b> For corner properties, if the landowners were charged half the cost for both the front and side boundaries, this can result in a significant financial burden. Council will therefore only seek a contribution equivalent to half the cost for the front (or short) boundary and one quarter the cost for the side (or long) boundary.	Council officers
3	<b>Existing kerb and gutter</b> Council is not entitled to charge a contribution against the adjoining landowner for the replacement of existing kerb and gutter.	Council officers

4	<b>Deferred payments for contributions</b> <p>The General Manager shall have delegated authority to approve an extension of time for the payment of a contribution for the provision of kerb and guttering where genuine hardship exists, subject to receipt of an application in writing from the affected parties.</p>	General Manager
5	<b>Contribution Calculation</b> <p>The applicable length of frontage will be calculated based on surveyors plans with the cost payable per metre in accordance with Council's Current Schedule of Fees and Charges.</p>	Council officers
6	<b>Staff</b> <p>Under supervision, and once appropriate training has been received, relevant Council staff will be responsible for ensuring that this Policy is implemented within their work area.</p>	Council officers
7	<b>Concerns</b> <p>Public concerns communicated to Council in relation to this Policy will be recorded in Council's records system and handled in accordance with Council's Service Delivery or Complaints Policy and Procedure. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>	Council officers Public officer
8	<b>Consultation</b> <p>Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this Policy are invited for consideration during the exhibition period.</p>	As applicable

## REVIEW

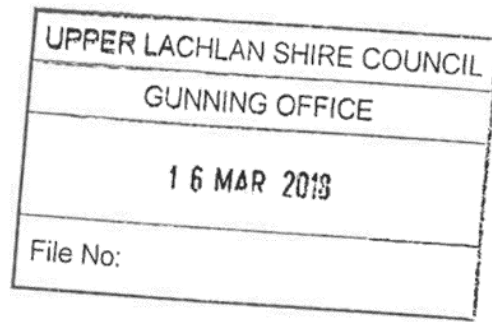
Council reserves the right to review, vary or revoke this Policy. A review of Council's Kerb and Gutter Construction – Contribution by Property Owners Policy will be undertaken every two years.



## RELEVANT LEGISLATION

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

- Local Government Act 1993 (as amended);
- Local Government (General) Regulation 2005;
- Roads Act 1993
- Council's schedule of Fees and Charges
- Office of Local Government Rating and Revenue Raising Manual;
- Council's Integrated Plans; including Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan;
- Council's Rates and Charges Hardship Assistance Policy;
- Council's Pensioner Concession Policy;
- Council's Fraud and Corruption Prevention Policy;
- Council's Complaints Management Policy;
- Council's Risk Management Policy



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Anne Cummins  
P O Box 204  
CROOKWELL NSW 2583

13<sup>th</sup> March, 2018

J K Bell  
General Manager  
P O Box 42  
GUNNING NSW 2581

SUBJECT: Draft Kerb and Gutter Construction –  
Contribution by Property Owners Policy

Dear Sir,

I find this an unnecessary impost on the residents of the Shire.

As the towns in the Shire evolve over the years it is only natural that there will be an expectation that infrastructure standards will improve and extra infrastructure requirements will be needed. Infill kerb and gutter is a typical example.

Residents have been living in their houses for years, never thinking of kerb and gutter across the frontages, never seeing the necessity of it but out of the blue Council decides to build kerb and gutter across the frontage then imposes 50% of the cost on the owners. An imposition on our older residents that they just cannot afford!

In 90% of the cases the only reason infill kerb and gutter is constructed is to control stormwater run-off from Council's roads that have for years inconvenienced the property owners. That is a Council responsibility and it should be at Council's cost to remedy this situation. Council is deliberately passing on a cost that they should be totally responsible for.

The Roads Act, which Council is relying on to impose this unreasonable cost, states very clearly that Council MAY impose up to 50% of the cost, it does not say Council MUST impose that cost.

As such Council can determine not to impose a cost at all.

Councils report justifying this new policy states there is no change of process or policy proposed by this new document, but it appears that Council's current policy is not being administered evenly across all areas.

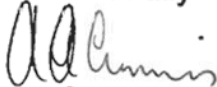
A recent Industrial Development was approved in McDonald Street and there was no condition of consent requiring the construction of kerb and gutter. Who will have to pay for the construction of this infill kerb and gutter in the future?

What confidence can we have, that if this policy is approved, that we will not have a continuation of ad hoc decision making.

The approval of this policy will have an unjustified negative impost on the residents of our shire, especially the elderly.

This is a cost that Council should take full responsibility for; as such this policy cannot be supported.

Yours faithfully



Anne Cummins  
Concerned Resident

## **12      FINANCE AND ADMINISTRATION**

The following item is submitted for consideration -

12.1	Integrated Planning and Reporting - Adoption of Draft Plans for Public Exhibition	230
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## Finance and Administration - 19 April 2018

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**ITEM 12.1**                      **Integrated Planning and Reporting - Adoption of Draft Plans for Public Exhibition**

**FILE REFERENCE**    **I18/137**

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

### **ISSUE**

Providing details regarding the preparation and public exhibition of the draft Delivery Program, Operational Plan and Resourcing Strategy documentation.

### **RECOMMENDATION**        That -

1. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-
  - Delivery Program 2018/2019 – 2021/2022;
  - Operational Plan 2018/2019;
  - Resource Strategy documents including:-
    - Long Term Financial Plan 2018 – 2027;
    - Infrastructure Plan 2018 – 2027;
    - Workforce Plan 2018/2019 – 2021/2022.

The public exhibition period commences Monday, 23 April 2018 to Wednesday, 24 May 2018 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

---

### **BACKGROUND**

In accordance with NSW State Government Integrated Planning and Reporting requirements, provisions in Section 403 to 406, of the Local Government Act 1993, Council has prepared the 2018/2019 draft plans for public exhibition.

Note: The Tablelands Regional Community Strategic Plan 2016-2036 has been adopted by Upper Lachlan Shire Council in accordance with Section 402, of the Local Government Act 1993 and will be reviewed in 2021.

## REPORT

The following draft plans have been prepared for public exhibition in accordance with the Integrated Planning and Reporting legislation:-

1. **Resource Strategy** in accordance with Section 403, of the Local Government Act 1993, contains the following:-
  - Long Term Financial Plan 2018 – 2027;
  - Workforce Plan 2018/2019 – 2021/2022; and
  - Infrastructure Plan 2018 – 2027.
2. **Delivery Program 2018/2019 – 2021/2022** (four year program and budget) – Section 404, of the Local Government Act 1993;
3. **Operational Plan 2018/2019** (one year plan and budget contains the Fees and Charges and Revenue Policy) – Section 405, of the Local Government Act 1993; and

A workshop was held on 19 March 2018 with the Mayor, Councillors and senior management attending. The workshop provided the opportunity for Councillors to give feedback with respect to the draft budget and Revenue Policy and for Councillors to give consideration to all pre-plan community submissions received. Councillors also participated in a roads tour of the Shire on 23 October 2017.

Each of the above-mentioned draft plans, are now to be placed on public exhibition to allow for a period of community consultation. The community is invited to make public submissions to the plans. The public submission period closes on 24 May 2018, and all submissions will be considered by Council at the 21 June 2018 Council Meeting.

In relation to the draft Operational Plan 2018/2019, a summary document has been prepared by Council to allow the community a snapshot of Council's Revenue Policy and major projects in the coming twelve month period.

During the community consultation period Council will hold Community Outreach Meetings at the following locations:-

Locality	Day	Meeting Date	Time	Meeting Venue
Collector	Wednesday	23 May 2018	6.30pm	Collector Memorial Hall
Crookwell	Wednesday	16 May 2018	6.30pm	Crookwell Council Chambers
Gunning	Wednesday	9 May 2018	6.30pm	Gunning Council Chambers
Taralga	Wednesday	2 May 2018	6.30pm	Taralga Masonic Hall

*Please note: The draft integrated plans will be sent as separate attachments agenda to your ipads upon finalisation.*

## POLICY IMPACT

Nil



## OPTIONS

Nil

## FINANCIAL IMPACT OF RECOMMENDATIONS

Council is to adopt the draft 2018/2019 Operational Plan; including the operational and capital works projects budget, Fees and Charges and Revenue Policy.

The 2018-2027 draft Long Term Financial Plan will be on public exhibition.

## RECOMMENDATION That -

2. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-

- Delivery Program 2018/2019 – 2021/2022;
- Operational Plan 2018/2019;
- Resource Strategy documents including:-
  - Long Term Financial Plan 2018 – 2027;
  - Infrastructure Plan 2018 – 2027;
  - Workforce Plan 2018/2019 – 2021/2022.

The public exhibition period commences Monday, 23 April 2018 to Wednesday, 24 May 2018 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

## ATTACHMENTS

1. <a href="#">↓</a>	Operational Plan Mayoral Message - April 2018	Attachment
2. <a href="#">⇒</a>	Draft Delivery Program 2018-2019 to 2021-2022	Appendix
3. <a href="#">⇒</a>	Draft Operational Plan 2018-2019	Appendix
4. <a href="#">⇒</a>	Draft Infrastructure Plan 2018-2027	Appendix
5. <a href="#">⇒</a>	Draft Workforce Plan 2018/2019 to 2021/2022	Appendix
6. <a href="#">⇒</a>	Draft Long Term Financial Plan 2018-2027	Appendix

## **MAYORAL MESSAGE**

As Mayor of the Upper Lachlan Shire, I am pleased to provide for public comment the draft 2018/2019 Operational Plan. Public submissions to the draft Operational Plan close on 24 May 2018 and will be tabled and considered at the Council Meeting on 21 June 2018.

Council will engage with our community through community outreach meetings to be held at the following locations:-

Locality	Day	Meeting Date	Time	Meeting Venue
Collector	Wednesday	23 May 2018	6.30pm	Collector Memorial Hall
Crookwell	Wednesday	16 May 2018	6.30pm	Crookwell Council Chambers
Gunning	Wednesday	9 May 2018	6.30pm	Gunning Council Chambers
Taralga	Wednesday	2 May 2018	6.30pm	Taralga Masonic Hall

### **Operational Plan 2018/2019 – Council Infrastructure Works Program**

Upper Lachlan Shire Council has projected a consolidated operating budget surplus (before capital grants and contributions) of \$337,910, with a total net cash flow deficit of \$3 million with large infrastructure works program being in part funded by council unrestricted reserve funds and reserve funds held by Council.

Upper Lachlan Shire Council has prepared a comprehensive capital expenditure works program for the Shire totalling \$14.7 million in 2018/2019.

The capital works program for the next four years has been scheduled to spend \$43.6 million on infrastructure improvement works including asset renewal and rehabilitation projects.

A significant project to be undertaken in the coming twelve months is the Crookwell landfill remediation with capital works of \$2.18 million and the Crookwell landfill upgrade to meet EPA requirements totalling \$1.78 million. The DWM reserve funds of \$1.5 million will fund a large component of the Crookwell landfill remediation component of waste centre upgrade and funds from the General Fund will fund \$1.78 million landfill upgrade component.

Councillors have tried to address the needs and demands from all sections of the community. Council has reviewed all community submissions and incorporated a number of those requests into the budget. Council welcomes the community participation from our ratepayers and residents into compiling the Operational Plan for Upper Lachlan Shire Council.



**Clr Brian McCormack OAM**  
**Mayor**

**SUMMARY: UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN**  
**2018/2019**

- Council has prepared a \$26 million operating budget. The table below dissects the operational budget by each individual fund.

<b>INCOME STATEMENT</b>	<b>General Fund</b>	<b>Domestic Waste Fund</b>	<b>Water Supply Fund</b>	<b>Sewerage Fund</b>	<b>Consolidated Total</b>
<b><u>REVENUE</u></b>					
Rates and Annual Charges	7,581,134	1,083,425	833,322	1,097,652	<b>10,595,533</b>
User Charges and Fees	3,770,685	1,000	989,731	266,560	<b>5,027,976</b>
Interest and Investment Revenue	474,200	49,900	52,900	103,700	<b>680,700</b>
Grants and Contributions provided for Operating Purposes	8,668,334	27,500	20,500	18,600	<b>8,734,934</b>
Net Gain from the Disposal of Assets	0	0	0	0	<b>0</b>
Other Revenues	729,320	1,700	0	0	<b>731,020</b>
<b>Total Income from continuing operations</b>	<b>21,223,673</b>	<b>1,163,525</b>	<b>1,896,453</b>	<b>1,486,512</b>	<b>25,770,163</b>
<b><u>EXPENSES</u></b>					
Employee Benefits and On-costs	9,292,497	157,491	448,390	308,516	10,206,894
Materials and Contracts	4,502,505	371,526	555,100	308,100	5,737,231
Borrowing Costs	116,400	0	45,300	17,200	178,900
Depreciation and Amortisation	5,102,762	200,808	773,361	528,703	6,605,634
Net Loss from the Disposal of Assets	92,197	0	0	11,650	103,847
Other Expenses	1,870,848	433,700	161,700	133,500	2,599,748
<b>Total Expenses from continuing operations</b>	<b>20,997,208</b>	<b>1,163,525</b>	<b>1,983,851</b>	<b>1,307,669</b>	<b>25,432,253</b>
<b>Net Operating Result for the year (before Capital Grants and Contributions)</b>	<b>246,465</b>	<b>0</b>	<b>(87,398)</b>	<b>178,843</b>	<b>337,910</b>

### **Ordinary (General) Rates:**

- Ordinary (General) Rate peg limit is set by IPART for NSW Local Government.

<b>Rates Description</b>	<b>Increase %</b>	<b>Increased Income</b>
Ordinary (General) Rates	2.30%*	\$160,000

- \* The \$ value increases will vary within each individual rating category.

<b>Ordinary Rates (average increase)</b>	<b>Increase Per Rates Assessment</b>
Residential property	\$22 per annum *
Business property	\$32 per annum *
Farmland property	\$29 per annum ^
Residential-Non Urban property	\$20 per annum ^

- \* This increase does not include water access, domestic waste and sewerage annual charge price increases.
- ^ This increase does not include the rural waste charge increase.

### **Sewerage Charges:**

<b>Sewerage Charges</b>	<b>Increase</b>
Sewerage Access Annual Charge for Residential Categories	Zero increase per Assessment; \$764 per Residential property.
Unoccupied Sewerage Access Charge for Residential Categories	Zero increase per Assessment; \$501 per Residential property.

- The Sewerage Access Charge for Gunning, Crookwell, and Taralga are uniform.
- Council utilises the Sewerage Best Practice Pricing Structure. For Non-Residential properties the charge will be not less than the Annual Residential Sewerage Access Charge of \$764. The \$ value increases will vary depending on water consumption and sewerage discharge factors.

### **Water Supply Charges:**

<b>Water Charge</b>	<b>Increase</b>
Water Supply Access Charge; and Water Supply Availability Charge	Zero increase per Assessment; \$426 per annum per connection. *
Water Usage Charge^	2% increase:- <ul style="list-style-type: none"> <li>* \$2.95 per kilolitre for water consumption less than 200 kilolitres</li> <li>* \$3.91 for every kilolitre over 200.</li> </ul>

- \* The Water Supply Access Charges and water consumption user-pays charges for the towns of Dalton, Crookwell, Gunning and Taralga are uniform.
- ^ Note that NSW Office of Water regulations require 50% of all town water supplies income to be generated from the user pay charges.

### **Domestic Waste Management (Garbage) Charges:**

<b>Domestic Waste Management Charge</b>	<b>Increase</b>
Domestic Waste Management Charge* (For the Shire)	2% or \$9 increase. \$443 per annum per service
Domestic Waste Availability Charge (All vacant properties in towns where the garbage service is available)	2% or \$4 increase. \$174 per Assessment.

- \* The Domestic Waste service consists of a weekly 120 litre bin pick up and a recycling fortnightly pick up of a 240 litre bin. In addition to existing service a new organic green waste service comprises a 240 litre mobile bin collected once per fortnight (during Spring, Summer and Autumn).

### **Commercial Waste (Garbage) Charges:**

<b>Commercial Waste Charge</b>	<b>Increase</b>
Commercial Waste Charge (Business Rate Categories)	2% or \$11 increase. \$525 per annum per service
Commercial Waste Availability Charge (All vacant business land in towns where the garbage service is available)	2% or \$4 increase. \$174 per Assessment.

### **Rural Waste Charges:**

<b>Rural Waste Charge</b>	<b>Increase</b>
Rural Waste Charge (Properties that do not have a Domestic Waste Service)	2.3% or \$4.40 increase per Assessment. *

- \* The Rural Waste Charge is subject to GST. The annual charge is \$191.40 per annum per service inclusive of GST with 1/11 of the waste charge being remitted to the ATO.
- The Rural Waste Charge entitles ratepayers to dispose of one standard garbage bin (120 litre bin) of waste per week at no cost at any rubbish tip in the Shire. Disposal of sorted recyclable materials will be accepted free of charge at all rubbish tips.

### **Stormwater Charges:**

- The Stormwater Annual Charge will continue to be levied for the towns of Crookwell, Gunning, Collector and Taralga. This levy will remain at \$25 for Residential properties and \$50 for Businesses.

### **Loans:**

- There is a new loan forecast in 2018/2019 of \$974,000 towards 50% cost of the Crookwell Memorial Oval Precinct project upgrade and 100% cost of the Crookwell River Woodville Road timber bridge replacement.
- There is no refinancing of existing loans.

### **Capital Works Expenditure Highlights – 2018/2019 Total Program \$14.7 million**

<b>Project Description</b>	<b>Project Cost</b>
<b>Plant Replacements (including fleet vehicles) net purchase cost</b>	\$1.23 million
<b>Memorial Oval Precinct, Crookwell Building and Amenities upgrade</b>	\$1.04 million
<b>Footpath and Cycleway program (Lorn Street, Collector)</b>	\$100,000
<b>Crookwell Landfill (Waste Centre) Remediation</b>	\$2.18 million
<b>Crookwell Landfill (Waste Centre) Upgrade (EPA requirement)</b>	\$1.78 million
<b>RV Friendly Town Short Term Parking Site, Taralga</b>	\$85,000
<b>Stormwater Detention Basin – Brooklands Street, Crookwell</b>	\$200,000
<b>Towns and villages streetscape program</b>	\$150,000
<b>Kerb and Guttering – Colyer Street, Crookwell</b>	\$50,000
<b>Tony Foley Centre - Roof, Painting &amp; Toilet Upgrade</b>	\$65,000
<b>Tuena – public amenities replacement</b>	\$92,000
<b>MR248E Kiamma Creek, Crookwell Timber Bridge Replacement</b>	\$1.06 million
<b>Roads capital budgeted expenditure is as follows:-</b>	
<ul style="list-style-type: none"> <li>Gravel Resheeting on Local Roads (various roads throughout the Shire all programs)</li> </ul>	\$819,500
<ul style="list-style-type: none"> <li>Grabine Road, Bigga reconstruction (8 year program)</li> </ul>	\$800,000
<ul style="list-style-type: none"> <li>MR248E Laggan Road rehabilitation and resealing</li> </ul>	\$745,000
<ul style="list-style-type: none"> <li>Urban Road reconstruction and sealing – Yass Street, Gunning</li> </ul>	\$30,000
<ul style="list-style-type: none"> <li>Crookwell River Woodville Road Timber Bridge Replacement</li> </ul>	\$538,000
<ul style="list-style-type: none"> <li>Stronger Country Communities Fund 1 - Clifton Park Pathway</li> </ul>	\$112,189
<ul style="list-style-type: none"> <li>Stronger Country Communities Fund 1 - Pat Cullen Reserve</li> </ul>	\$223,564
<ul style="list-style-type: none"> <li>Stronger Country Communities Fund 1 - PAMP Priorities</li> </ul>	\$344,487
<ul style="list-style-type: none"> <li>Stronger Country Communities Fund 1 - Re-energising Collector Community</li> </ul>	\$220,000
<ul style="list-style-type: none"> <li>Bitumen Resealing on Regional Roads, funded by RMS (throughout the Shire)</li> </ul>	\$437,400
<ul style="list-style-type: none"> <li>Bitumen Resealing - Urban Local Roads (throughout the Shire)</li> </ul>	\$100,000
<ul style="list-style-type: none"> <li>Bitumen Resealing - Rural Local Roads (throughout the Shire)</li> </ul>	\$480,000
<ul style="list-style-type: none"> <li>Pavement Rehabilitation and resealing - Cullerin Road</li> </ul>	\$100,000
<ul style="list-style-type: none"> <li>Rural Local Road - Pejar Road - Replace Corrugated Steel Pipes</li> </ul>	\$220,000
<b>Water Fund capital improvements includes the following:-</b>	
<ul style="list-style-type: none"> <li>4 Towns water supply mains replacements / rehabilitation</li> </ul>	\$370,000
<b>Sewerage Fund capital improvements includes the following:-</b>	
<ul style="list-style-type: none"> <li>3 Towns sewerage mains replacements / rehabilitation</li> </ul>	\$383,000





## **13        GENERAL MANAGER**

The following items are submitted for consideration -

13.1	Consultative Committee Meeting Minutes	240
13.2	WHS Committee Minutes	243
13.3	Vandalism Policy Review	255
13.4	Service Recognition Policy Review	258
13.5	Pre Meeting Briefing Sessions & Dealing with Items by Exception	261
13.6	Bribes Gifts and Benefits Policy Review	266
13.7	Stronger Country Communities Fund	278
13.8	Health Care Centre Crookwell - Lease Renewal	301

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## General Manager - 19 April 2018

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**ITEM 13.1**                      **Consultative Committee Meeting Minutes**

**FILE REFERENCE**    I18/123

**AUTHOR**                      **General Manager**

### **ISSUE**

Minutes from the April meeting of the Consultative Committee.

**RECOMMENDATION**      That -

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

---

### **BACKGROUND**

The minutes from the Consultative Committee meeting that was held on 9 April 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 9 April 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.

### **ATTACHMENTS**

1. <a href="#">Download</a>	Consultative Committee - 2018-04-09 - Minutes - Attachments	Attachment
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**PRESENT:** Mr M Wilson, Mr D Scott, Mr J Bell (General Manager), Mrs T Dodson (Director of Environment & Planning), Mr M Shah (Director of Works and Operations), Mr K Kara, Mr B Smithers, Mr C Wray, Clr J Searl (Observer Status Only) and Mrs H Peterson (Executive Assistant).

Also present: Clr R Cummins.

---

**THE CHAIRMAN DECLARED THE MEETING OPEN AT 11.05AM**

**SECTION 1: APOLOGIES & LEAVE OF ABSENCE**

Apologies were received for the absence of Messrs B Johnston and R Stephenson and Ms S Pearman.

**RESOLVED** by Mr J Bell and Mr K Kara that the apologies be received and leave of absence granted

- CARRIED

**SECTION 2: DECLARATIONS OF INTEREST**

Nil

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1** **RESOLVED** by Mrs Dodson and Mr Wray

That the minutes of the Consultative Committee Meeting held on 5 April 2018 be adopted.

- CARRIED

**SECTION 4: REPORTS**

**ITEM 4.1 HUMAN RESOURCES COODINATOR'S REPORT**

**RESOLVED** by Mr Kara and Mr Wilson

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

- CARRIED

**SECTION 5: ITEMS FOR DISCUSSION**

**NIL**

**THE MEETING CLOSED AT 11.15AM**

Minutes confirmed 9 APRIL 2018

.....  
Mayor

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## General Manager - 19 April 2018

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**ITEM 13.2**                      **WHS Committee Minutes**

**FILE REFERENCE**    **I18/124**

**AUTHOR**                      **General Manager**

### **ISSUE**

Minutes from the April meeting of the WHS Committee.

### **RECOMMENDATION**      That -

1. Council receives and notes the WHS Committee Meeting Minutes as information and adopts the following recommendation contained within the WHS Meeting Minutes:
  - The updated WHS Constitution be adopted by Council.

---

### **BACKGROUND**

The minutes from the WHS Committee meeting that was held on 9 April 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 9 April 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 and adopts the following recommendation contained within the WHS Meeting Minutes:
  - The updated WHS Constitution be adopted by Council.

**ATTACHMENTS**

1. <a href="#"></a>	Work Health and Safety Committee - 2018-04-09 - Minutes	Attachment
2. <a href="#"></a>	Upper Lachlan Shire Council - Workplace Health & Safety ( WHS ) Constitution - Amendments & Review Details	Attachment



**PRESENT:** Mr M Wilson, Mr S Bill, Mr P Cramp, Mr S Poidevin, Mr S Roberts, Mr B Churchill, Mr J Bell (General Manager), Mr G Anable (Manager of Works), Mr K Kara, Mrs H Peterson (Executive Assistant), Clr R Cummins (Observer Status Only).

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**THE CHAIRMAN DECLARED THE MEETING OPEN AT 9.30AM**

**SECTION 1: APOLOGIES & LEAVE OF ABSENCE**

Apologies were received for the absence of Mrs S Hassett and Mr T Besley.

**RESOLVED** by Mr J Bell and Mr S Roberts that the apologies be received and leave of absence granted.

- CARRIED

**SECTION 2: DECLARATIONS OF INTEREST**

Nil

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1** **RESOLVED** by Mr Churchill and Mr Bill

That the minutes of the Work Health and Safety Committee Meeting held on 5 February 2018 be adopted.

- CARRIED

**SECTION 4: REPORTS**

**ITEM 4.1 INCIDENT REPORT**

**RESOLVED** by Mr Anable and Mr Poidevin

1. Mitigating actions recommended by the Committee be forwarded to senior management for consideration; and
2. Committee members discuss/review current work practices within their work group/s to ensure that reasonable practicable controls are in place to prevent / minimise the risk of these incidents from re-occurring.
3. A meeting to be organised with the Manager of Operations and relevant waste depot staff to discuss the situation of threats from members of the public as per the incident of 17 December 2017 and how to resolve any issues that arise.

- CARRIED

**ITEM 4.2****WHS CONSTITUTION REVIEW****RESOLVED** by Mr Roberts and Mr Bill

1. The Work Health and Safety Committee recommend adoption of the reviewed Work Health and Safety Constitution.

- CARRIED

**ITEM 4.3****2018 WHS COMMITTEE WORKPLACE INSPECTIONS****RESOLVED** by Mr Poidevin and Mr Churchill

1. The Work Health and Safety Committee adopt the workplace inspection program listed below.

- CARRIED

**ULSC WHS Committee Inspection Schedule 2018-2019**

Gang / Location	May 2018	July 2018	September 2018	November 2018	January 2019	March 2019
<b>Crookwell</b>						
Crookwell Depot / Store / Workshop						
Crookwell parks and gardens						
Crookwell Sewerage treatment plant						
Crookwell Pool						
<b>Crews Crookwell Depot</b>						
Maintenance No. 1 Gang (3)						
Maintenance Grading Gang						
<b>Gunning</b>						
Gunning Administration						
Gunning Depot						
<b>Gunning crews</b>						
Drainage Gang (3)						
Maintenance Grading Gang						
<b>Taralga</b>						
Taralga Post office / Storage Shed / Taralga tip						
Taralga water and sewerage treatment Plant						

**WHS committee inspection groups**

M Wilson, S Poidevin	S Bill, P Cramp S Roberts
B Churchill, T Besley	G Anable, K Kara S Hassett

**ITEM 4.4****SUMMARY OF WHS STATISTICS**

**RESOLVED** by Mr Churchill and Mr Kara

1. Based on the results recommend that each Council Department carries out Risk Assessments in line with Council's Hazardous Manual Handling Policy and SafeWork NSW Code of Practice Hazardous Manual Tasks. When developing controls the aim should be for the controls to move up as high as reasonably practical in the hierarchy of control process, i.e. Elimination, Substitution, Isolation, Engineering, Administrative, Personal Protective Equipment; and
2. A recommendation that Council investigate a process to better manage, psychological Claims, managing the implications of mental stress and a mental health program.

- CARRIED

**ITEM 4.5****ACTION LIST**

**RESOLVED** by Mr Roberts and Mr Churchill

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

- CARRIED

**SECTION 5: ITEMS FOR DISCUSSION**

On Call Ranger – investigate the need for training, appropriate vehicle availability and rostering.

**THE MEETING CLOSED AT 10.45am**

Minutes confirmed 4 JUNE 2018

.....  
Mayor



**UPPER LACHLAN SHIRE COUNCIL**

**WHS**

**CONSTITUTION**

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**TABLE OF AMENDMENTS AND UPDATES INCLUDED IN CONSTITUTION**

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<b><u>Resolution</u></b>	<b><u>Reason of Amendment</u></b>	<b><u>Source of Amendment or Detail</u></b>
No. 254/05	Adoption of Constitution	Council Meeting Report on 25 August 2005
No. 204/06	Review of Constitution	Council Meeting Report on 27 July 2006
No 228/15	Review of Constitution	Council Meeting Report on 20 August 2015
	<b>Review of Constitution</b>	<b>Council Meeting Report on 19 April 2018</b>

## **Establishment**

Health and Safety Committee's (HSC's) have been established as part of Council's commitment to consult on health and safety matters. The WHS Committee is structured and operates within the responsibilities detailed under the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

## **Role of the Committee**

The role of the Committee is to:

- to provide a forum that will allow open discussion on all WHS issues relating to all persons at the place of work,
- To facilitate co-operation between the management and workers in instigating, developing and carrying out measures designed to ensure workers' health and safety at work;
- To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace;
- Any other functions prescribed by the regulations or agreed between management and the committee.

The Committee shall concern itself with all WHS matters including:

- The review of information related to WHS performance including accidents, hazards and injury and illness data so as to assist Council in producing, updating and monitoring WHS procedures and programs;
- Review of risk management activities within Council including scheduled workplace inspections;
- Make recommendations for training and education for particular workgroups in order to address WHS issues.
- To monitor the measures taken to ensure the proper use, maintenance and, if necessary, replacement of equipment designed to protect employees from hazardous situations,
- To make such recommendations to Upper Lachlan Shire Council as it thinks appropriate to ensure the health and safety of all persons at the place of work, is maintained
- Investigate any matter that may be a risk to the health, safety and welfare of persons
- Ensure that information pertaining to the function and role of the Committee is reviewed and disseminated to all employees within their workgroup area

## **Determination of Employee Representatives**

Each workgroup (see table 1) is required to nominate one of its workers to represent it and sit on the Committee. Where more than one workgroup member nominates to represent the workgroup an election shall be conducted by preferential ballot. This election process will be coordinated by the WHS Coordinator.

*Note: Employee representatives will serve for a term of three (3) years before Workgroups must re-nominate their representative.*

Should an employee representative resign from the Committee or cease to represent the workgroup, the workgroup shall be requested to nominate a replacement employee representative.

### **Membership**

The Committee shall consist of:

Workgroup	WHS Representative	Year Elected	Representative
<b>Works Department</b>			
Construction/ Maintenance /Plant Operators Crookwell	S Roberts	Sep 2015	1
Construction/ Maintenance /Plant Operators Gunning	M Wilson (Chairperson)	April 2012	2
	S Poidevin	Aug 2014	
Parks and Gardens (Vacant)	Vacant		1
<b>Workshop</b>			
Workshop	P Cramp (Deputy Chairperson)	2010	1
<b>Operations Department</b>			
Stores	T Besley	June 2017	1
Water, Sewage, Waste management	S Hassett	Dec 2016	1
<b>Administration / Library services / Tourism and Customer service</b>			
Vacant	Vacant		1
<b>Environment and Planning and Weeds</b>			
Weeds Officer	S Bill	April 2012	1
<b>Management</b>			
General Manager	J Bell	N/A	1
Manager Works	G Anable	N/A	1
HR Coordinator	K Kara	N/A	1
<b>Committee Total</b>			<b>12</b>
<b>Advisory</b>			
WHS Coordinator	B Churchill	N/A	1

Table 1



#### Other Attendees

- Executive assistant who shall act as Committee Secretary;
- Council observer and
- Invited guests.

*Note other attendees do not have voting rights.*

#### **Meetings**

WHS meetings are scheduled for the 1st Monday of every second month at 9.30am, unless a Committee consensus decides otherwise.

Where a meeting is not quorate a meeting will be rescheduled no more than 2 weeks after the original meeting date.

A quorum for a meeting will be five (5) members, with at least three (3) being employee representatives.

*Note: The number of employer's representatives will not exceed the number of employees' representatives.*

Where an employee representative fails to attend three (3) consecutive meetings and does not furnish an explanation that is satisfactory to the Chairperson, that member will be asked and required to resign from the Committee.

To make the WHS consultation committee meetings effective, members must be provided with:

- reasonable time to attend meetings and carry out their functions as a committee member, and be paid at their normal rate of pay when doing so; ***Division 4 section 79 of the WHS Act 2011***
- access to information about hazards and risks at the workplace as well as information relating to the health and safety of workers at the workplace (excluding workers' personal or medical information without the workers' consent). ***Division 4 section 79 of the WHS Act 2011***

#### **Decision Making**

The Committee will endeavour to operate on a consultative/consensus basis. In this respect the majority decision will prevail. However in the event of no majority, the Chairman of the Committee has the casting vote.

The Committee shall, as far as possible, act as a consultative Committee. In matters where an action proposed by the Committee is beyond its authority, the Committee shall forward its Information / recommendations to the MANEX Committee or Council

Disputes should be identified and resolved at the local level. Failing this, the Chairman should refer the matter to the WorkCover Authority for resolution in accordance with the provisions of relevant legislation/regulations.

*Note: Following the adoption of the recommendations by council or MANEX made by the Committee it is the responsibility of Management to implement these recommendations.*

All voting members shall have equal voting rights on matters considered by the Committee. As far as possible, the Committee should work by consensus.

### **Chairperson and Deputy Chairperson**

The Chairperson will be elected by and from the workgroup nominated members on the Committee for a term of two years. If no employee members nominate for the position of Chairperson then a nominated employer member may fill the position with the consent of a simple majority of workgroup nominated members.

A Deputy Chairperson may be elected. Alternatively, the Chairperson may appoint an acting Deputy Chairperson when required.

The Chairperson has the power to convene a meeting of the Committee irrespective of whether a meeting is scheduled.

### **Secretary**

The Secretary will record the minutes, compile agenda items and forward these to the relevant Chairperson for verification, and upon verification distribute to WHS Committee members.

### **Agenda**

All agenda items are to be submitted to the secretary seven working days prior to the scheduled meeting. An Agenda will then be forwarded to all members five working days prior to the scheduled meeting day.

Each agenda will allow for "Business Without Notice". It will be at the discretion of the Chairperson to determine whether items raised are of a sufficiently urgent nature to warrant determination at the meeting.

### **Minutes**

Minutes of Committee meetings are to be kept by Council. Following each meeting, arrangements will be made for a copy of the minutes to be distributed to each Committee Member and also for sufficient copies to be available for distribution to Council and Council notice boards.

### **Consulting with Workgroups**

Each member will be allowed time and transport to carry out functions on behalf of the Committee and to discuss WHS issues with relevant workgroup members for which they are represent and provide feedback to the committee on discussions held.

### **References**

WHS Act, 2011

WHS Regulation, 2011

Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination

### **Changes to the Health and Safety Committee Constitution**

Any changes to the constitution require consultation with and endorsement by the majority of the members of the Committee.

### **Review of Constitution**

This constitution shall be reviewed every 2 years.

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## General Manager - 19 April 2018

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**ITEM 13.3**                      **Vandalism Policy Review**

**FILE REFERENCE**    **I18/126**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding a review of the Vandalism Policy.

**RECOMMENDATION**        That -

1. Council adopts the reviewed Vandalism Policy.

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### **BACKGROUND**

The Vandalism Policy has been reviewed for currency and the related legislation/council policy listing has been updated.

### **REPORT**

<b>POLICY:-</b>	
Policy Title:	Vandalism Policy
File reference:	F13/77-07
Date Policy was adopted by Council initially:	18 November 2004
Resolution Number:	321/04
Other Review Dates:	20 August 2009, 16 August 2011, 19 November 2014
Resolution Number:	339/09, 318/11, 363/14
Current Policy adopted by Council:	19 April 2018
Resolution Number:	xxx/18
Next Policy Review Date:	April 2021

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

<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

## **POLICY STATEMENT**

That Council offer a reward of up to \$500.00 for information leading to the conviction of people found vandalising Council property, and further, that Council, without exception, take all legal steps available to it to prosecute people found vandalising Council property.

## **RELEVANT LEGISLATION AND COUNCIL POLICIES**

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

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Environmental Planning and Assessment Act 1979;
- Roads Act 1993;
- Work Health and Safety Act 2011;
- Public Interest Disclosures Act 1994;
- Crimes Act 1900;
- NSW State Records Act 1998;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- Council's Integrated Plans; including Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan;
- Public Interest Disclosures - Internal Reporting Policy;
- Government Information (Public Access) Policy and Publication Guide;
- Service Delivery Policy;
- Complaints Management Policy;
- Purchasing - Acquisition of Goods and Services Policy and Procedures;
- Delegations of Authority Policy and Procedure;
- Statement of Ethical Principles;
- Disciplinary Policy;
- Private Works (Projects and Plant Hire) Policy;
- Records Management Policy;

## **VARIATION**

Council reserves the right to vary or revoke this policy.

## **POLICY IMPACT**

Nil

## **OPTIONS**

Nil

## **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

***General Manager***

**VANDALISM POLICY REVIEW** cont'd

**RECOMMENDATION** That -

1. Council adopts the reviewed Vandalism Policy.

**ATTACHMENTS**

Nil

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## General Manager - 19 April 2018

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**ITEM 13.4**                      **Service Recognition Policy Review**

**FILE REFERENCE**    **I18/127**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding a review of the Service Recognition Policy.

**RECOMMENDATION**        That -

1. Council adopt the reviewed Service Recognition Policy.

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### **BACKGROUND**

Providing details regarding a review of the Service Recognition Policy.

### **REPORT**

<b>POLICY:-</b>	
Policy Title:	Service Recognition Policy
File reference:	F13/77-07
Date Policy was adopted by Council initially:	22 September 2005
Resolution Number:	288/05
Other Review Dates:	26 July 2007, 19 May 2011, 20 March 2014
Resolution Number:	223/07, 177/11, 69/14
Current Policy adopted by Council:	19 April 2018
Resolution Number:	xxx/18
Next Policy Review Date:	2022

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	22 September 2005
Procedure/guideline reference number:	N/A

<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager



## **OBJECTIVE**

To formally recognise significant continuous service milestones achieved by Councillors and Staff of Upper Lachlan Shire Council.

## **SERVICE RECOGNITION POLICY STATEMENT**

In recognition of the importance of long serving Councillors and Staff to Council, a program of service awards will be undertaken annually.

Service award certificates will be awarded for each five (5) years of service from ten (10) years onwards. Additional awards for twenty (20) years or more service may also be awarded.

Where possible Council will host a function each year where all Councillors and staff and their families can participate in the presentation of the service awards.

Council will formally recognise the continuous service of Staff and Councillors as follows:-

### **Service Recognition**

10yrs	<u>Framed Certificate</u> signed by Mayor and General Manager;
15yrs	<u>Framed Certificate</u> signed by Mayor and General Manager;
20yrs	<u>Framed Certificate</u> signed by the Mayor and General Manager and a \$100.00 cheque or gift - eg set of glasses;
25yrs	<u>Engraved Plaque</u> and a \$250.00 cheque or gift - eg set of glasses, wall clock, gold watch;
30yrs	<u>Engraved Plaque</u> and a \$300.00 cheque or gift - eg glass decanter, wall clock, art work or similar, morning tea with Department, Mayor and General Manager;
35yrs	<u>Engraved Plaque</u> and a \$350.00 cheque or gift, morning tea with Department, Mayor and General Manager;
40yrs	<u>Engraved Plaque</u> and a \$400.00 cheque or gift, morning tea with Department, Mayor, Councillors, General Manager and the family of the rewarded person;
45yrs	<u>Engraved Plaque</u> and a \$450.00 cheque or gift, morning tea with Department, Mayor, Councillors, General Manager and the family of the rewarded person;
50yrs	<u>Engraved Plaque</u> and a \$500.00 cheque or gift, morning tea with Department, Mayor, Councillors, General Manager and the family of the rewarded person.

**Note:** For Councillors and staff the total years of service will count, not necessarily years of continuous service. Total years of service will continue to count for all staff who have had unbroken service via the former Crookwell Shire Council, Mulwaree Shire Council, Gunning Shire Council and Goulburn City Council, prior to the proclamation of Upper Lachlan Shire Council on 11 February 2004, and who have continued their uninterrupted employment with Upper Lachlan Shire Council. The Mayor will make the presentations.

## **Procedures**

The Executive Assistant will annually review staff, listing of length of service (list of staff and their commencement dates) and organise a yearly list of presentations to be made at an all staff meeting or morning tea depending on the length of service award to be made.

All items are to be inscribed with:-

*"In recognition of XX Years of Service to Upper Lachlan Shire Council."*

## **Budgetary Implications**

Annual allocation set aside in budget, as required.

## **Relevant Legislation and Council Policies**

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

- Local Government Act, 1993;
- Local Government (General) Regulations 2005;
- Local Government State Award;
- Code of Conduct Policy and Procedure;
- Code of Business Practice;
- Payment of Expenses and Provision of Facilities Policy.

## **VARIATION**

Council reserves the right to vary or revoke this policy.

**Note:** This policy is totally separate from the presentation of a farewell gift when a long serving staff member resigns or retires.

## **POLICY IMPACT**

Nil

## **OPTIONS**

Nil

## **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

## **RECOMMENDATION** That -

1. Council adopt the reviewed Service Recognition Policy.

## **ATTACHMENTS**

Nil

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## General Manager - 19 April 2018

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**ITEM 13.5**                      **Pre Meeting Briefing Sessions & Dealing with Items by Exception**

**FILE REFERENCE**    **I18/136**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding the opportunity for Council to consider instigating Pre Meeting Briefing Sessions prior to Council Meetings and to include a section in the Council Business Paper for Dealing with Items by Exception.

**RECOMMENDATION**      That -

1. Council consider whether to instigate Pre Meeting Briefing Sessions prior to Council Meetings on a trial basis; and
2. Council include a section in the Council Business Paper for Dealing with Items by Exception (Information Only Section).

---

### **BACKGROUND**

At the “Working Together To Deliver” Workshop held over Monday, 19 February and Monday, 26 February 2018, Councillors requested a position paper regarding the possible implementation of Pre-Meeting Briefing Sessions.

### **REPORT**

Recent amendments made to the Local Government Act 1993 (the Act) in August 2017 by the Local Government Amendment (Governance and Planning) Act 2016 provide for a model Code of Meeting Practice to be prescribed by regulation.

The Office of Local Government (OLG), in consultation with councils, prepared a consultation draft of the proposed model Code of Meeting Practice. Once the Code of Meeting Practice is finalised, it will replace the meeting rules currently prescribed in the Local Government (General) Regulation 2005.

When the model Code of Meeting Practice is finalised, councils will be given a period of 6 months only, in which to adopt a Code of Meeting Practice based on the model Code of Meeting Practice.

The model Code of Meeting Practice has two elements that Councillors should be aware of:

- i. It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and adapt those currently contained in the Regulation. The existing meetings provisions of the Regulation have been

updated and supplemented to reflect contemporary meetings practice by councils and to address ambiguities and areas of confusion in the existing provisions based on feedback from councils.

- ii. It contains non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions will also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.

In Section 3 of the draft model Code of Meeting Practice pre-meeting briefing sessions are specifically included. Please see the applicable part of Section 3 detailed in full below:

### **EXTRACT FROM THE MODEL CODE OF MEETING PRACTICE**

#### **Section 3 - Before the Meeting**

##### **Pre-meeting briefing sessions**

- 3.34 Prior to each ordinary meeting of the Council, the General Manager will arrange a pre-meeting briefing session to brief Councillors on the items of business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Council and meetings of Committees of the Council.
- 3. 35 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3. 36 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3. 37 Councillors (including the Mayor) are to make all reasonable efforts to attend pre-meeting briefing sessions.
- 3.38 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or Committee meeting at which the item of business is to be considered.
- 3.39 Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do at a Council or committee meeting.

At present, the abovementioned Section 3 provisions of the draft model Code of Meeting Practice are highlighted as non-mandatory provisions (as indicated in red font) that cover areas of meetings practice that are common to most councils and operate to set a benchmark based on what the Office of Local Government sees as being best practice for that relevant area of practice.

## ***General Manager***

### **PRE MEETING BRIEFING SESSIONS & DEALING WITH ITEMS BY EXCEPTION**

cont'd

Councillors will be aware that the Local Government NSW facilitator, Ms Susan Benedyka at the "Working Together To Deliver" Workshop held over Monday, 19 February and Monday, 26 February 2018 recommended to Councillors that Upper Lachlan Shire Council implement Pre-Meeting Briefing Sessions as soon as possible.

A quick check of the immediate neighbouring Council's, that is, those in our Local Economic Region (LER) – Goulburn Mulwaree Council and Yass Valley Council currently operate a workshop/forum/briefing along similar lines to the abovementioned Section 3.34 to 3.39 of the draft model Code of Meeting Practice. Yass Valley Council hold their Pre-Meeting Briefing Session from 3.00pm to 4.30pm around three days prior to the Council Meeting. Goulburn Mulwaree Council are more ad hoc and hold their workshop/forums on an as required basis.

If Councillors have the appetite to take up the option of instituting a Pre-Meeting Briefing Session prior to each Council Meeting appropriate timeframes would need to be established for holding the Pre-Meeting Briefing Session.

As the Business Paper is supplied to Councillors via their ipads, generally by noon on the Thursday, the week prior to the Council Meeting (or hard copy by the Friday if so requested), a Pre-Meeting Briefing Session could only occur on the Monday or Tuesday prior to the Council Meeting. The rationale with respect to this timeframe is based on the premise that should Councillors request further information with respect to any Council Officers reports then it would probably require the Council Officer to undertake further research to supply the requested details.

One possible advantage of holding the Pre-Meeting Briefing Session is that appropriate Managers can attend to answer Councillors queries regarding the Council reports.

Please note, further to the email forwarded to all Councillors on 13 March 2018, seeking feedback on the position paper regarding the possible implementation of Pre-Meeting Briefing Sessions, all Councillors responded, with 5 Councillors being in favour of holding Pre-Meeting Briefing Sessions and 4 Councillors being against the holding Pre-Meeting Briefing Sessions.

Councillors will now need to provide some official direction to staff with respect to whether or not Council will be holding Pre-Meeting Briefing Sessions prior to the monthly scheduled Council Meetings (if so, on what day, what timeframes and will the meetings be held on an "as required" basis).

Further, at the "Working Together To Deliver" Workshop held over Monday, 19 February and Monday, 26 February 2018 Councillors also raised the subject that Upper Lachlan Shire Council might implement a section in the Council Business Paper for Dealing with Items by Exception.

The premise behind Dealing with Items by Exception is that all of the staff reports in the Council Business Paper which are recommended to Council that "Council receive and note the report as information", would be adopted as a block by way of a single resolution at the Council Meeting.

## **General Manager**

### **PRE MEETING BRIEFING SESSIONS & DEALING WITH ITEMS BY EXCEPTION** cont'd

In Section 13 of the draft model Code of Meeting Practice Dealing with Items by Exception are specifically included. Please see the applicable part of Section 13 detailed in full below:

Once again, the Section 13 provisions of the draft model Code of Meeting Practice are highlighted as non-mandatory provisions (as indicated in red font) and covers the areas of meetings practice that are common to most councils and operate to set a benchmark based on what the Office of Local Government sees as being best practice for that relevant area of practice.

#### **EXTRACT FROM THE MODEL CODE OF MEETING PRACTICE**

##### **Section 13 – Dealing with Items by Exception**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson is to list the items of business to be adopted and ask councillors to identify any of the individual items of business listed by the chairperson that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they wish to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken as having been unanimously adopted.
- 13.7 Councillors must ensure that they disclose and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

Councillors will also need to provide some official direction to staff as to whether or not Council wants to include Dealing with Items by Exception in the monthly Council Business Paper.

#### **POLICY IMPACT**

Nil

***General Manager***

**PRE MEETING BRIEFING SESSIONS & DEALING WITH ITEMS BY EXCEPTION**

cont'd

**OPTIONS**

Council may direct staff to:

1. Hold Pre-Meeting Briefing Sessions for Councillors;
2. Not to hold Pre-Meeting Briefing Sessions for Councillors;
3. Include Dealing with Items by Exception in the monthly Council Business Paper.
4. Not to include Dealing with Items by Exception in the monthly Council Business Paper.

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council consider whether to instigate Pre Meeting Briefing Sessions prior to Council Meetings on a trial basis; and
2. Council include a section in the Council Business Paper for Dealing with Items by Exception (Information Only Section).

**ATTACHMENTS**

Nil



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## General Manager - 19 April 2018

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**ITEM 13.6**                      **Bribes Gifts and Benefits Policy Review**

**FILE REFERENCE**    **I18/143**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding a review of the Bribes Gifts and Benefits Policy.

**RECOMMENDATION**        That -

1. Council adopt the reviewed Bribes Gifts and Benefits Policy.

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### **BACKGROUND**

Providing details regarding a review of the Bribes Gifts and Benefits Policy.

### **REPORT**

<b>POLICY:-</b>	
Policy Title:	Bribes Gifts and Benefits Policy
File reference:	F13/77-07
Date Policy was adopted by Council initially:	24 March 2005
Resolution Number:	86/05
Other Review Dates:	24 January 2008, 19 May, 2011, 20 March 2014
Resolution Number:	36/08, 180/11, 66/14
Current Policy adopted by Council:	19 April 2018
Resolution Number:	xxx/18
Next Policy Review Date:	2017

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	24 March 2005
Procedure/guideline reference number:	F11/141

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

## **OBJECTIVES**

This policy has been produced to guide Councillors and staff who may be offered gifts, benefits or bribes in the course of their official duties. The acceptance of gifts and benefits is a problem for many public officials. Deciding where to draw the line between the proper and improper acceptance of gifts and benefits can be difficult.

## **POLICY STATEMENT**

A Councillor, member of staff or delegate must:

- (a) not seek or accept a bribe, or other improper inducement;
- (b) not take advantage of his or her official position to improperly influence other councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing a private benefit for himself or herself or for some other person;
- (c) generally not by virtue of his or her official position accept or acquire a personal profit or advantage of a pecuniary value; however they may:
  - i. accept a nominal value (low value) gift or benefit.
  - ii. accept a more than nominal value (high value) gift or benefit in special circumstances, eg. an item left to you in someone's will, with the approval of Council. You would need to contact your supervisor to arrange a formal report to Council.

## **BRIBES**

Bribes should never be accepted. A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor. Council will take steps to report the matter to ICAC and the police immediately.

## **GIFTS AND BENEFITS**

In a private context, gifts are usually unsolicited and meant to convey a feeling on behalf of the giver, such as gratitude. There is ordinarily no expectation of repayment. Gifts given in a private context are not the focus of this policy.

Gifts are also offered to individuals in the course of business relationships. Such gifts are usually given for commercial purposes, for example, to create a feeling of obligation in the receiver.

It is Council's preferred position that:

- gifts and benefits not be offered to Councillors, staff and delegates;
- gifts and benefits are not to be solicited;
- gifts and benefits should be actively discouraged by Councillors, staff and delegates;

- people doing business with Council should understand that they do not need to give gifts or benefits to Councillors, staff and delegates to get high quality service.

Gifts and benefits fall into two categories, those that are more than nominal value and those of nominal value (see definitions below).

Gifts below nominal value can be accepted without disclosing details to a supervisor, the General Manager or the Mayor (in the case of Councillors). For the purposes of this policy “nominal value” is described as goods and/or services which have nominal value (ie less than \$50.00).

On the rare occasion that gifts, other than those listed as having nominal value, are accepted, the details of the gift must be disclosed and recorded in the publicly available gifts and benefits register held by Council. These gifts become the property of Council.

Councillors, staff and delegates who receive more than two nominal gifts from one source must disclose that fact in the gifts and benefits register.

Some examples of gifts are:

- Money;
- Alcohol;
- Clothes;
- Products;
- Tickets.

The term "benefit" refers to something which is believed to be of value to the receiver, such as a service.

Some examples of benefits are:

- Access to a private spectator box at a sporting venue;
- A new job or a promotion;
- Preferential treatment, such as queue jumping;
- Access to confidential information;
- Meals or hospitality of other than “nominal” value.

### **Nominal value**

For the purposes of this policy, Council considers the following items, and goods like them, to be of nominal value:

- Inexpensive pens and pencils;
- Notepads;
- Key rings;
- Diaries;
- Computer mouse pads.

Some examples of gifts and benefits having nominal value are cheap marketing trinkets or corporate mementos.

**More than nominal value**

For the purposes of this policy, Council considers the following items to have more than nominal value and therefore unacceptable.

- Tickets to sporting events or other entertainment;
- Sports team sponsorship by a supplier;
- Goods and items donated to Council and employee functions;
- Discounted products for personal use;
- Use of facilities such as gyms and holiday homes;
- Free or discounted travel;
- Free “training excursions”;
- Alcohol;
- Clothes;
- Lucky door prizes.

**BRIBES**

**1. Councillors, Staff and Delegates must not offer or seek a bribe.**

Receiving a bribe is an offence under both the common law and NSW legislation. The common law offence of bribery is defined as receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behaviour in that office, and to incline that person to act contrary to the known rules of honesty and integrity.

Section 249B (1) of the Crimes Act 1900 (NSW) creates an offence if any employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. Similarly, it is an offence for an employee to corruptly receive or solicit (or corruptly agree to receive or solicit) any benefit that would in any way tend to influence that employee to show favour or disfavour to any person in relation to their official duties.

**Any employee who breaches Section 249B (1) of the Crimes Act 1900 (NSW) is liable to imprisonment for 7 years.**

Section 249J of the Crimes Act also provides that custom is not a defence to the receiving, soliciting, giving or offering of any benefit. This means that a person cannot rely on the fact that it is customary to offer and receive gifts and benefits in his or her trade, business, profession or calling, as a defence.

Comment: Any Councillor, Staff or Delegate offered a bribe should immediately report to their supervisor, General Manager or the Mayor (in the case of Councillors). Council will then refer the matter to the ICAC and the Police.

**GIFTS AND BENEFITS**

**2. Councillors, Staff and Delegates must not solicit gifts and benefits or, as a general rule, accept gifts or benefits of more than nominal value. Offers of money must never be accepted.**

As a Councillor or Council staff member, at some stage in your career you may be offered a gift in the course of your work. The gift could be offered innocently in good faith or it could be an attempt to influence you. Establishing why you were offered such a gift can be difficult. The giver may have any number of motives, ranging over friendship, hospitality or gratitude, to bribery or extortion.

In a business context, gifts are rarely offered to an individual for purely charitable or hospitable reasons. It may be the case if the gift or benefit is of little or no commercial value, such as a corporate memento or marketing trinket. However, in cases where the gift or benefit has more than a nominal value (**maximum \$50**), it is possible that it was offered to create a sense of obligation and even an expectation that something will be given in return. "There's no such thing as a free lunch", as the saying goes.

**Feelings of obligation can arise with the acceptance of a free meal, tickets to a sporting event or discounts on commercial purchases. Once such a gift is accepted, a public official can be compromised. If the giver later requests favourable treatment, it can be difficult to refuse. The giver may even threaten to allege you solicited the gift in the first place. Individuals attempting to corrupt public officials often start with small inducements that appear to have no improper motive behind them.**

By inappropriately accepting a gift or benefit, you can also risk:

- anxiety, shame and embarrassment both for you personally and your family;
- criminal prosecution;
- becoming the subject of an ICAC inquiry;
- loss of your job;
- loss of your superannuation;
- disciplinary action, such as demotion.

3. ***Councillors, Staff and Delegates must actively discourage the giving of gifts where it can be anticipated they will be offered. For example, unless it would create offence (such as in sister-city exchanges), a Council Officer who expects to be offered a gift for speaking at an engagement as a Council Officer should notify the hosts that the offer of a gift is not necessary.***
4. ***Councillors, Staff and Delegates who are offered a gift or benefit, or who are given a gift or benefit against their will, are required to report the incident in writing to their supervisors (Councillors should report details to the Mayor).***

Comment: Refer to procedure set out in the guidelines.

5. ***Gifts of more than nominal value should be declared and noted on a publicly available gifts register against the name of the recipient.***
6. ***If the Councillor's, Staff or Delegate's refusal is ignored, or for other reasons a gift of more than nominal value cannot reasonably be returned, the gift is to be regarded as the property of the Council.***

Comment: Gifts or benefits should be handed to the General Manager.

- 7. *Offers of nominal value can be accepted without disclosure. However, nominal gifts given frequently or more than two times or \$50.00 in dollar value must be declared in the gifts register.***

Comment: Some gifts or benefits, of nominal value, can be accepted. Refer to items listed in guidelines.

- 8. *In some instances, a gift or benefit may be accepted if it is received in the course of Councillors, Staff or Delegates duties and relates to the work of the Council, or has public benefit. All such items must become the property of the Council.***

Comment: An example of a gift or benefit relating to the work of the Council is a book on a relevant topic. Such gifts become the property of the Council.

- 9. *In some cases, it is considered appropriate that the Mayor, or the Mayor's nominee accept hospitality of a community group when representing the Council.***

Comment: Many community groups invite the Mayor and the Mayor's partner to events held by the community organisation. Such events include annual changeover dinners and/or special events where the Mayor is called upon to act in an official capacity. It is considered that the Mayor is properly fulfilling a community expectation that the community's elected leader should be in attendance at these functions.

- 10. *In some cases, it may be appropriate to accept modest hospitality simultaneously available to colleagues or associates who share a common purpose or task.***

Comment: It is appropriate to accept tea, coffee and biscuits when same is offered as common courtesy and would be offered to most visitors. A modest lunch offered to a working group or committee falls under this category.

- 11. *In some cases, it may be appropriate for Councillors, Staff and Delegates to accept special offers unconnected to their official duties.***

Comment: Acceptance of frequent flyer points by Councillors, Staff and Delegates awarded as a result of travel undertaken for private purposes at private expenses is acceptable. However, frequent flyer points, fly-buys etc awarded because of Council business and paid for by the Council is not acceptable.

- 12. *Council will maintain a gifts and benefits register.***

Comment: Details are set out in the guidelines.

## **GUIDELINES**

### **The Following Steps Should Be Followed If You Are Offered a Bribe, Gift or Benefit.**

1. Ensure that you are familiar with this policy and refer to the policy for guidance. Employees should not accept a gift or benefit that is intended to, or is likely to, cause them to act in a partial manner in the course of their duties. Councillors and staff members must not accept a bribe, or other improper inducement.
2. If you are put on the spot and are unfamiliar with this policy, you should reject the offer if it is for something of more than nominal value (maximum \$50). Use your own judgement to decide how to refuse. You could inform the person offering the gift or bribe that acceptance would be inappropriate. You may also choose to terminate the particular task you are undertaking. For example, the Roads and Traffic Authority instructs its driving examiners that they should terminate an examination if they are offered a bribe by a driver. If you feel uncomfortable with an out-and-out rejection, you could try and disengage from the conversation and use an excuse for not accepting the offer straight away. This type of strategy can be used if you fear a blunt rejection could place you at risk. Regardless of the type of strategy you adopt, the important point to remember is that you should not accept the offer.
3. Make notes immediately after the conversation has occurred. Try and frame the notes in the first person using "I said" and "he said" or "she said" to ensure clarity.
4. Councillors should inform the Mayor and staff must inform their supervisor of the offer, including all relevant details, as soon as possible. If your supervisor is involved in the offer, report the incident to an appropriate senior officer.
5. If the gift or benefit was of more than nominal value (maximum \$50), provide your supervisor with a note outlining the incident, for recording in the Gifts and Benefits Register. Include in the note:
  - date, time and place of the incident
  - to whom the gift or benefit was offered
  - who offered the gift or benefit and contact details (if known)
  - the response to the offer
  - any other relevant details of the offer
  - your signature and the date.

Keep a copy of the note for your own records.

6. If you think you have been offered a bribe, your supervisor (or appropriate senior officer) must inform senior management immediately. If your supervisor (or appropriate senior officer) does not do this, you should inform senior management yourself.
7. If you have been offered a bribe, the ICAC and the Police must be informed immediately. Under section 11 of the Crimes Act 1900 (NSW) the General



## **General Manager**

### **BRIBES GIFTS AND BENEFITS POLICY REVIEW cont'd**

Manager of the Council must inform the ICAC about any matter that he or she suspects on reasonable grounds concerns or may concern corrupt conduct. If you are unsure about whether the ICAC has been informed, you can report the matter yourself. Section 10 (1) of the ICAC Act permits the ICAC to receive complaints about corrupt conduct from any person. Your employer should also note that failing to inform the Police that a bribe has been offered may, of itself, amount to an offence in that a serious crime has been concealed.

8. Discuss with your supervisor (or appropriate senior officer) exactly how future relations with the person who offered the gift or benefit should be conducted.

### **Gifts Register**

Council will maintain a gifts and benefits register. The register will contain the following information.

- The name of the recipient.
- The name of the person who offered the gift and their organisation.
- The decision taken in relation to the gift.
- The signature of the recipient's supervisor, General Manager or the Mayor.

It will be used to record all gifts and benefits that are received that are above a nominal value.

### **SPECIFIC ITEMS TO BE REFUSED:**

#### **Hospitality**

Hospitality of other than nominal value should be **REFUSED** except where the hospitality is considered a necessary part of Council business. Persons offered hospitality can accept but Council will pay for any hospitality extended.

A person, other than Department Directors and Councillors and Delegates, must gain approval from their Department Directors.

Department Directors must gain approval from the General Manager.

Councillors and Delegates should gain approval from the Mayor.

#### **Public Gifts or Benefits**

In some instances, a gift or benefit may be accepted if it is in the course of a public official's duties and relates to the work of Council or has a public benefit. All such items must become the property of Council.

In some instances, it may be appropriate for Council to accept a raffle or lucky door prize. Again, it is important that the prize becomes the property of Council as opposed to an individual. In this way, the prize can benefit the public purse. However, it is important that the prize is legitimately won. It is also important for Council to consider the nature of its relationship with the prize giver.

## **General Manager**

### **BRIBES GIFTS AND BENEFITS POLICY REVIEW cont'd**

If Council has business dealings with the prize giver, or Council has some type of discretionary power that could be exercised in the prize giver's favour, the prize should not be accepted.

Council should always consider public perceptions before accepting any type of prize.

It may also be appropriate for Council to keep a gift or benefit received through a purchase incentive scheme. For example, a company may offer a free car to all its clients after they have purchased a certain quantity of its product. The car should not result in a private benefit for anyone within the Council.

An appropriate way for Council to achieve this, while still obtaining the benefit of the car, would be to obtain a refund, dispose of it at public auction or ensure that the car is only used for official purposes. It is also important that Council does not compromise its duty of impartiality in order to obtain bonuses.

### **Bribes**

Additional guides:

- ICAC Document - Gifts, Benefits or Just Plain Bribes?
- Upper Lachlan Shire Council - Code of Conduct.

### **How to report /inform the Independent Commission Against Corruption (ICAC)**

ICAC may investigate allegations of Corrupt Conduct of Councils, Councillors and its Officers. ICAC may be contacted on (02) 8281 5999 or by writing to:-

ICAC  
GPO Box 500  
Sydney NSW 2001

### **Related Policies and Relevant Legislation/Guidelines**

The Policy should be read in conjunction with:

- *Local Government Act 1993*
- *Local Government (General Regulation) 2005*
- *Government Information (Public Access) Act 2009*
- *Government Information (Public Access) Regulation 2009*
- *Government Information (Public Access) Amendment Act 2012*
- *Privacy and Personal Information Protection Act 1998*
- *Privacy Management Plan*
- *NSW State Records Act 1998*
- *Disciplinary Policy*
- *Grievance Policy*
- *Environmental Planning and Assessment (EPA) Act 1979*
- *Public Interest Disclosures Act 1994*
- *Independent Commission Against Corruption Act 1998*
- *A New Tax System (Goods and Services Tax) Act 1999*
- *Crimes Act 1900 (NSW)*

- Code of Conduct *for Councillors, staff and delegates of Council*
- Code of Meeting Practice
- Statement of Ethical Principles
- Harassment Policy
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Policy
- Corporate Credit Card Policy
- Purchasing and Acquisition of Goods and Services Policy
- Interaction between Councillors and Staff Policy
- Salary Sacrificing Policy
- Complaints Management Policy
- Public Interest Disclosures Policy
- Local Government (State) Award 2017
- NSW Ombudsman - Good Conduct and Administrative Practice (Guidelines for State and Local Government) June 2006 and
- ICAC publication "No Excuse for Misuse, preventing the misuse of council resources".
- Any other relevant legislation and guidelines as applicable.

## **VARIATION**

Council reserves the right to vary or revoke this policy.



## Declaration of Gifts, Benefits or Hospitality

I \_\_\_\_\_ herewith advise that on \_\_\_\_\_  
(name) (date)

I was given \_\_\_\_\_  
(item)

By \_\_\_\_\_  
(person and/or company)

The estimated value of this gift is \$  
\_\_\_\_\_

The circumstances in respect to my receipt of the gift were: (detail)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have taken / propose the following action:

(please tick)

- ☐ accepted the gift and retained it for my personal use
- ☐ accepted the gift and give it to (another) \_\_\_\_\_
- ☐ returned the item
- ☐ other (details) \_\_\_\_\_

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

General Manager's comments

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council adopt the reviewed Bribes Gifts and Benefits Policy.

**ATTACHMENTS**

Nil

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## General Manager - 19 April 2018

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**ITEM 13.7**                      **Stronger Country Communities Fund**

**FILE REFERENCE**    **I18/151**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding the Upper Lachlan Shire Council making application seeking funding under the NSW Government Stronger Country Communities Fund - Round 2.

**RECOMMENDATION**      That –

1. Council make application for the following projects, in priority order, to be submitted as community infrastructure projects for Round 2 of the NSW Government Stronger Country Communities Fund:
  - i. Crookwell Memorial Oval Community Sports Centre Fit-out - project estimated cost of \$315,000;
  - ii. Active Villages Projects for Gunning, Dalton, Collector and Taralga - project estimated cost of \$300,000;
  - iii. Lights Football Action – project estimated cost of \$150,000;
  - iv. Pedestrian Access and Mobility Plan first priorities: project includes shared pathways in Taralga (Orchard Street to Taralga Showground) - project estimated cost of \$296,511 and priority shared pathway projects in Bigga and Binda villages - project estimated cost of \$60,261;
  - v. Breadalbane Hall Pergola – project estimated cost of \$76,900 with \$67,000 funding requested from this grant round.
2. In addition to the above project priorities, Council will make a further project application for Pedestrian Access and Mobility Plan second priorities totalling \$430,586.

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### **BACKGROUND**

The NSW Government has announced Round 2 of the Stronger Country Communities Fund (SCCF). The Stronger Country Communities program is part of the Regional Growth Fund and the NSW Office of Regional Development notes that the Fund has been designed to turbocharge economic growth, spur investment, create jobs and revitalise public infrastructure right across regional NSW.

### **REPORT**

The Stronger Country Communities Fund is investing in infrastructure projects in regional NSW communities to improve the lives of residents and enhance the attractiveness of these areas as vibrant places to live and work.

## **General Manager**

### **STRONGER COUNTRY COMMUNITIES FUND cont'd**

The NSW Government has committed \$200 million over a two year period to support local infrastructure projects that will improve amenity and help sustain the social bonds at the heart of strong regional communities.

The first round of the SCCF saw \$100 million in funding to community infrastructure projects like recreation facilities, walking and cycle pathways and new playgrounds. In the first round Upper Lachlan Shire Council and the various shire community groups were successful in being allocated funding totalling \$1,175,381 for the projects as outlined below:-

Pat Cullen Reserve Community Recreation Area	\$223,564
Clifton Park Community Connections and Pathway	\$112,189
Crookwell Showground Upgrade	\$275,141
Pedestrian Access and Mobility Plan Priorities	\$344,487
Re-energising the Collector Community Project	\$220,000

In the SCCF Round 2 an additional \$100 million funding is being made available to councils and the funding allows particularly for local sports infrastructure. The NSW Government SCCF, Round 2, will support projects that involve:-

- **Construction of new or refurbishment/upgrade of existing community infrastructure** (such as community halls, playgrounds and toilet blocks);
- **Construction of new or refurbishment/upgrade of existing local sporting infrastructure** (such as change room facilities, walking and cycle pathways, public pool upgrades, indoor sports facilities and oval/court lighting);
- **Capital works related to street beautification and public 'place making'** (such as murals, planter boxes or town and tourism signage).

The Stronger Country Communities Fund is available to all 92 NSW regional local government areas (outside Sydney, Newcastle and Wollongong), Lord Howe Island and the Unincorporated Far West. Councils are expected to consult with sporting and other community groups to identify priority projects and submit applications on behalf of these organisations, only councils can submit an application to the SCCF. The minimum grant amount is \$50,000 per project. When seeking grant funding of more than \$1 million for a single project, applicants must include a minimum financial co-contribution of at least 25%.

Further information on the Stronger County Communities Fund is available on the Department of Industry website: <https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/stronger-country-communities/>

Applications for the SCCF Round 2 open to councils on Monday, 12 March 2018 and will close on Friday, 4 May 2018 with announcement of successful projects in August 2018. All potential projects must start within 12 months and be completed within 2 years of funding approval being granted. Upper Lachlan Shire Council called for community Expression of Interest Applications with a closing date of 29 March 2018.

## **General Manager**

### **STRONGER COUNTRY COMMUNITIES FUND cont'd**

Council received six (6) EOI applications and these projects included:-

1. Crookwell Soccer Club - Lights Football Action - \$110,000;
2. St Mary's Primary School Crookwell - Wade Street Covered Community Multipurpose Sporting and Recreation Facility - \$458,424;
3. Collector Community Association Inc., Gunning District Association Inc., Dalton Community Association Inc. - The Active Villages Project for Gunning, Dalton and Collector - \$220,000;
4. Kiamma Creek Landcare Group - Pat Cullen Reserve Sheltered Seating Picnic Facilities - \$72,000;
5. Crookwell AP & H Society - Sheep Pavilion Upgrade and Other Works – \$327,390;
6. Breadalbane Hall Committee – Breadalbane Hall Pergola - \$76,900 with \$10,000 contribution

In addition, senior management identified the following projects for consideration:-

1. Crookwell Memorial Oval Community Sports Centre Fit-out - \$590,500;
2. Pedestrian Access and Mobility Plan project includes in Taralga (Orchard Street to Taralga Showground) and priority pathway projects in shire villages.

Council received confirmation via email from Nigel McKinnon, Regional Director - Illawarra/South East, Office of Regional Development who confirmed that Upper Lachlan Shire Council's annual allocation through the Stronger Country Communities Fund would be \$1,188,772 (GST exclusive).

Due to the short timeframe, Councillors held a briefing/workshop on Tuesday, 3 April 2018 to discuss and prioritise future council projects and the EOI Applications received from the sporting and community groups that made applicable projects for submission to the SCCF in 2018.

## **POLICY IMPACT**

Nil

## **OPTIONS**

Nil

## **FINANCIAL IMPACT OF RECOMMENDATIONS**

As advised by the Department of Premier and Cabinet an indicative allocation available to Upper Lachlan Shire Council for community and sporting infrastructure projects for Round 2 of the SCCF is \$1,188,772.

## **RECOMMENDATION** That -

1. Council make application for the following projects, in priority order, to be submitted as community infrastructure projects for Round 2 of the NSW Government Stronger Country Communities Fund:




**General Manager**

**STRONGER COUNTRY COMMUNITIES FUND cont'd**

1. Crookwell Memorial Oval Community Sports Centre Fit-out - project estimated cost of \$315,000;
  2. Active Villages Projects for Gunning, Dalton, Collector and Taralga - project estimated cost of \$300,000;
  3. Lights Football Action – project estimated cost of \$150,000;
  4. Pedestrian Access and Mobility Plan first priorities: project includes shared pathways in Taralga (Orchard Street to Taralga Showground) - project estimated cost of \$296,511 and priority shared pathway projects in Bigga and Binda villages - project estimated cost of \$60,261;
  5. Breadalbane Hall Pergola – project estimated cost of \$76,900 with \$67,000 funding requested from this grant round.
2. In addition to the above project priorities, Council will make a further project application for Pedestrian Access and Mobility Plan second priorities totalling \$430,586.

**ATTACHMENTS**

1. <a href="#"></a>	Late application due to e-mail bounce back - Stronger Country Communities Fund Round 2- Gunning Golf and Community Centre - April 2018	Attachment
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# ULSC Expression of Interest - SCCF

## Stronger Country Communities Fund (SCCF)



### Introduction and Eligibility

#### Introduction

The Stronger Country Communities Fund (SCCF) was established by the NSW Government to help deliver local infrastructure projects to regional communities. The objective of the fund is to provide the kind of infrastructure that improves the lives of local residents. SCCF is available to all 92 regional local government areas, Lord Howe Island and the Unincorporated Far West. Regional local councils are those outside Sydney, Newcastle and Wollongong.

EOI Applications should be submitted via email to Linus Nesbitt-Hawes (Grants/Projects Officer) at [lnesbithhawes@upperlachlan.nsw.gov.au](mailto:lnesbithhawes@upperlachlan.nsw.gov.au) or can be handed in at Council's front desk in Crookwell or Gunning (please mark the envelope ATTN: Linus Nesbitt-Hawes). **Submissions will not be accepted after 4.30pm AEST on Thursday 29 March 2018.**

### SCCF EOI Application Form R2

#### Project size and funding amounts

- Each project application must seek a minimum of \$50,000 of grant funding.
- Applications seeking between \$50,000 and \$1 million can be for the entire project cost as a grant.
- Applications seeking grant funding over \$1 million will only be considered where there is a minimum financial co-contribution towards the project of 25 per cent of the total grant amount.

#### Project commencement and completion

- Commence within 12 months of funding approval
- Complete within two years of funding approval

#### Project information

- Clear definition of project, purpose, scope and costs
- Detailed project plan in the provided template
- Evidence on how the project will help boost the livability of the local community
- Evidence on how the project will meet a need of the community including who and how many in the community will benefit from the project
- Information on how the project will be operated and/or maintained upon completion

#### Evidence the project is cost effective

- Clear and detailed project budget in the provided template
- At least one quote (from a tradesperson or qualified contractor) or detailed estimate from a quantity surveyor or suitably qualified person

#### Project must be for:

- Construction of new or refurbishment/upgrade of existing community infrastructure
- Construction of new or refurbishment/upgrade of existing local sporting infrastructure
- Capital works related to street beautification and public 'place making'

#### Projects will be deemed ineligible if they:

- Are located outside an eligible Local Government Area
- Are exclusively for planning activities
- Are for the maintenance or construction of local roads or other core service infrastructure works that are the ordinary responsibility of council or other level of government
- Seek retrospective funding to cover any project component that is already complete/underway

## ULSC Expression of Interest - SCCF



- Are for any works that have already been approved and allocated funding in councils forward capital works program
- Seek grant funding for ongoing staff or operational costs
- Seek grant funding under \$50,000
- Are for a general works package without specific scope, costs and location (e.g. 'Upgrade lighting at sports ovals' without identifying the work required, number of sites or the locations)
- Are for events, marketing, branding, advertising, or product promotion
- Provide direct commercial and/or exclusive private benefit to an individual or business
- Examples of ineligible projects can be found on page 7 of the [SCCF Guidelines](#)

### Applicant Details

**1. Name/Group/Organisation**

Gunning Golf and Community Club

**2. Street Address**

**Gundaroo Rd Gunning NSW 2581 (PO Box 27 Gunning NSW 2581)**

Address Line 1, Suburb/Town, State and Postcode are required.

### Project Contact Person

Please provide the name of the Contact Person who will be the contact point throughout this project.

**3. Applicant Project Contact**    **Brett Young**

**4. Applicant Project Contact Position**    **President**

**5. Applicant Project Contact Daytime Phone Number**    **02 6178 5013**

**6. Applicant Project Contact Mobile Phone Number**    **0466448767**

**7. Applicant Project Contact Email**    [brettsyoung@gmail.com](mailto:brettsyoung@gmail.com)

### Project Type

There are three types of eligible infrastructure under the Stronger Country Communities Program:

- General community amenity, place making and street beautification
- Local sporting infrastructure
- Community service-type infrastructure

To determine which category your project falls into, please refer to page 6 of the [SCCF Guidelines](#). Please select the type of infrastructure your application relates to.

**8. Project Type**

- X General community amenity, place making and street beautification
- X Local sporting infrastructure
- X Community service-type infrastructure



# ULSC Expression of Interest - SCCF

## Project Description



### 9. Project Title

Repair, renovation and enhancement of Gunning Golf and Community Centre clubhouse

Must be no more than 15 words.

This will be used in correspondence, ensure it accurately describes your project.

### 10. Short Project Description

The floor boards are rotten and/or termite damaged and need to be replaced. There is extensive damage to the structural floor bearers and joists, and they will need to be replaced in areas. The structural surrounds and architraves of most of the windows need repairing, and several glass panes replaced. The roof, flashing and gutters need replacing. An approximately 70m2 deck will be built alongside the building with roof.

Must be no more than 100 words.

You should make this as descriptive and detailed as possible (including locations where works will occur), so that people can understand the project to make decisions in the community surveys which shall be carried out to measure community preferences.

### 11. Project Location

Gundaroo St, Gunning NSW 2581

Latitude: 34°47'21.8"S Longitude: 149°15'09.0"E

### 12. Additional Project Locations (optional) N/A

### 13. Project Scope

Must be no more than 100 words.

Outline the exact scope of works that will be delivered with the grant funding. E.g. 500 metres of concrete footpath, Install new 6m x 4m toilet block, replacement of 50m2 roof with new colourbond etc

Approximately 96m2 of termite-damaged floor will be replaced, as well as 22m2 of bearers and joists. We will replace 52m of door and window architraves, and 36m of window and door surround structural timbers. We will repair or replace six window glass panes of various sizes. 72m2 of colourbond roof sheets, flashing and gutters will be replaced, and three skylights installed. The cabinet work in the small bar area has been removed and will be rebuilt. We will also construct a roofed deck of 70m2 alongside the front of the building.

## Project Benefits and Outcomes

### Project Benefits

### 14. How will the project meet a need of the community including who and how many in the community will benefit from the project

Must be no more than 150 words. Name the group or groups of people or the demographics who will benefit from this project. You should make this as descriptive and detailed as possible as this information will be used to inform Councillors.

## ULSC Expression of Interest - SCCF



A place for the community to access nature through a range of leisure and sporting activities, and rehabilitate and protect a range of endangered/threatened habitats and species. There is no other facility in the district that serves this purpose. A founding member of the NSW Women's Golf Association, the historical importance of the Club to the district's women is significant. A range of community groups use the site: the Gunning Public School holds sports events and environmental activities; Gunning Landcare holds environmental classes; Gunning Scouts installed nesting boxes and hold orienteering and other activities; a range of groups - from the local artists group to birdwatchers to nature walkers to the local soccer club - meet at the clubhouse and use the grounds for a variety of activities; and of course the local golfers love the country links course. Approximately 200 people use the site – about 30% of the population – and this will increase significantly when the clubhouse, which cannot be used at present, is repaired.

### Project Outcomes

**15. How will the project help boost the livability of the local community?**

Must be no more than 150 words. For example, you might expect that the usage would increase, or attendance would increase, or the hours of use would be longer. In this example, you would provide a precise explanation of how you expect attendance numbers or usage or hours of use to increase because of this project.

The site is popular with the local community but the clubhouse cannot currently be used. With repairs, the toilets, drinking water, fridges and meeting areas can all be used freely by community groups. We will also be able to hire out the facility and earn money for the Club. Approximately 200 people use the site at present – about 30% of the population – and this will increase significantly when the clubhouse is repaired. On Gunning Public School carnival days there could be as many as 150 people on the grounds! At present we must hire toilets and other shelter facilities, which we should not need to do. The Clubhouse is powered and has plenty of rainwater, and could be used 24 hours a day if repaired.

**16. How will you measure the impact of the project on the lives of local residents?**

Must be no more than 100 words.

Describe how you can measure the outcomes from Q15 to demonstrate if the community benefits are realised. For instance, describe what needs to be done to efficiently and effectively measure changes in attendance numbers, usage or hours of use.

Measuring increased use will be easy. At present, we are approached every week or two from various community groups wishing to use the clubhouse, or a member of the community wishing to hire it for a private function. We currently allow community groups of less than ten to use the clubhouse (free of charge), but no more than that due to safety factors with unstable floor, roof and windows. As numbers grow and useability improves, other clubs are keen to improve some outdoor features (particularly BBQ and kids play area) to increase use of the site.

### Supporting Information

**17. Supporting information**



## ULSC Expression of Interest - SCCF



Applications must include a detailed project plan and detailed project budget. These need to be completed in the provided templates. Other supporting information could include, but are not limited to, maps, photos, letters of support and articles.

### Project Plan

Please name your file: Project Plan – Short Project Name. Ensure you have attached a detailed project plan using the project plan template provided.

**Project plans MUST have a suitable level of detail commensurate with the funding amount sought.**

**18. Expected Start Date 1/09/2018**

A date and between 1/9/2018 and 1/9/2019. Projects must not be retrospective and must commence within 12 months of funding approval.

**19. Expected End Date 30/06/2019**

A date and between 1/12/2018 and 30/9/2020. Projects must be completed within two years of funding approval.

**20. Explain how the project will be operated and/or maintained upon completion**

Must be no more than 100 words.

The Gunning Golf and Community Centre is currently managed by a ULSC s355 committee, with an ex-officio ULSC Councillor on the Committee, which has been the ongoing management authority of the facility for many years. An integral part of the Committee's duties in the past has been the management of the clubhouse, and with the reopening of the facility this management responsibility will continue.

**21. Upload a PDF or Excel of the completed project plan**

Please name your file: Project Plan – Short Project Name. Ensure you have attached a detailed project plan using the project plan template provided.

### Project Milestone

Funding will be provided as follows:

- One third on execution of the Funding Deed,
- One third on completion of the **Project Milestone**, and
- One third on completion of the project.

The **Project Milestone** will normally be halfway through the project.

**22. Project Milestone: Which key project activities in your project plan will be completed when you reach your halfway milestone?**

The structural integrity of the building is our first priority. Completion of the sub-floor, floor, window and door surrounds and panes, and roof sheeting will be our first milestone. From that point we will be able to re-open the facility for use by the golfers, community groups and for hire to private users.

The second half of the project will include the interior cabinet work, the exterior deck, and any finishing works required (painting and cleaning).

**23. Anticipated Project Milestone Completion Date 31/03/2019**

A date and no earlier than 1/9/2018



## ULSC Expression of Interest - SCCF

### 24. What evidence will demonstrate that you have completed the halfway milestone?

Must be no more than 150 words.

Include expenditure evidence such as payment receipts or bank records. Also include completion of works evidence such as progress photos; letters from trades noting completion of works and compliance with required standards.

We have extensive photo evidence of the current damage. We will take progress photos and anticipate a comprehensive before-and-after photo portfolio. We will collect receipts for work done, and seek an architect's certificate from our consultant local architect (Karina Smith) for the various elements of the project. The proposed contractor is a local business, who is happy to comply with any benchmarking and reporting requirements.

### Project Budget

Ensure you have attached a detailed project plan using the project plan template provided. You must populate this with your key project items/tasks and costs. A completed template must be attached. Ensure that your budget is **GST exclusive**.

#### Administration Costs and Costs for Measurement and Evidence of Outcomes

Where administration costs are included as part of the application, they must not exceed more than 15% of the funds being sought from SCCF. Administration costs include planning costs. The planning costs include but are not limited to design costs, project management fees, development application fees with associated contributions, construction certificate fees and associated contributions.

Also factor in costs associated with measuring outcomes for the community e.g. Measuring baseline and changes in attendance numbers, usage or hours of use.

*Include these costs as line items in your project budget.*

Ensure that the following are **not included** in your budget:

- Ongoing staff costs
- Ongoing operational costs
- Implementation costs of new councils
- Marketing, branding, advertising or product promotion

### Budget

#### 25. Budget

Budgets are to be GST exclusive. Please name your file: Project Budget – Short Project Name. Ensure you have attached a detailed project budget using the project budget template provided.

#### 26. Total Project Budget Amount

GST exclusive. Please type the total amount from your attached budget here.

\$ 117,000 (without GST)

### Cost Evidence

#### 27. Provide at least one quote (from a tradesperson or qualified contractor) or detailed estimate from a quantity surveyor or suitably qualified person that addresses all key items in your budget

Please name your file: Quote 1 – Short Project Name. Multiple documents can be uploaded if you are sourcing costs from a variety of suppliers.

### Project Funding

## ULSC Expression of Interest - SCCF



### Project Funding

Individual project applications must seek a minimum of \$50,000. Applications seeking between \$50,000 and \$1 million can be for the entire project cost as a grant.

**Projects requiring grant funding of over \$1 million will only be considered where there is a minimum financial co-contribution towards the project of 25 per cent of the total grant amount. The financial co-contribution to the project can be from council or other funding sources, but must be confirmed.**

Ensure that the following are **not included** in the Total Amount Requested:

- Ongoing staff costs
- Ongoing operational costs
- Marketing, branding, advertising or product promotion

### 28. Total Amount of SCCF Funding Requested

\$ 117,000 (without GST)

Must be a whole dollar amount and at least \$50,000 (GST exclusive).

### Co-Contribution

### 29. Co-Contribution Amount

\$ 0

GST exclusive. Enter 0 if the group/organisation is not co-contributing to this project.

### Other Source/s of Income

### 30. Are there any other sources of income for the project?

☐ Yes

☒ No

Please name the sources and amounts

---

### Project Funding Summary

Please ensure that the **Total Project Cost** and **Total Funding** are **EQUAL**.

If amounts are not equal, refer to your responses in the associated questions and amend accordingly.

### 31. Total Project Cost = Total Project Budget Amount (Q26)

\$ \$ 117,000 (without GST)

Total budgeted cost (dollars) of your project, GST exclusive.

### 32. Total Funding = Total Amount of SCCF Funding Requested (Q28) + your contribution (Q29) + Other Income Sources Total (Q30)

\$ \$ 117,000 (without GST)

GST exclusive.



## ULSC Expression of Interest - SCCF



### Declaration

I declare this application meets the following SCCF eligibility criteria:

- Project can commence within 12 months and be completed within two years of funding approval
- Project is not for any works that have already been approved and allocated funding in councils forward capital works program
- Project can be operated and maintained beyond the funding period
- Detailed project plan in the provided template has been attached
- Detailed project budget in the provided template has been attached
- Administration costs will not exceed more than 15% of the funds being sought from SCCF
- Minimum financial co-contribution of 25 per cent has been included if requesting over \$1 million of SCCF funding

### Eligibility Declaration

X Yes, this application meets the SCCF eligibility criteria outlined above

### Disclaimer

The LGA applicant (**Applicant**) acknowledges and agrees that submission of this application does not guarantee funding will be granted for any project, and the Upper Lachlan Shire Council expressly reserves its right to accept or reject this application at its discretion.

### Declaration and Authorisation

The Applicant represents and warrants that this application has been authorised by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc.).

By submitting this EOI I hereby declare that:

- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- all information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- all relevant conflicts of interest have been declared.

Name BRETT YOUNG

Position PRESIDENT - GUNNING GOLF AND COMMUNITY CENTRE

Date 28/03/2018

### NOTE

Applications must be submitted prior to the closing date and time to be eligible for consideration. Once you have submitted your application you cannot make any changes or additions.

**Submissions will not be accepted after 4.30pm AEST on Thursday 29 March 2018.**



Gundaroo Road, Gunning  
PO Box 23 Gunning 2581

29 March 2018

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

Dear Mr Mayor

Like much of country Australia Gunning was badly affected by drought and the slow decline of rural communities. The Gunning Golf and Community Centre likewise slowly fell into neglect, to the point it was essentially abandoned to the termites and wood rot. The turnaround in rural fortunes, and the increasing proximity to a growing Canberra has meant a resurgence of the town, both economically and in terms of population growth, especially of young families. We have an opportunity to protect and repair this important community facility for the next generation of children.

We are a community organisation which aims to provide a place for the community to access the natural environment through a range of leisure and sporting activities, and to provide a place to revive, rehabilitate and protect a range of endangered/threatened habitats and species. The club was a founding member of the NSW Women's Golf Association, and the historical importance of the Club to the district's women is significant.

Funds raised will go directly into recovering the Community Clubhouse from its current dismal state. Repairs to the sub-floor, roof structure, window and door architraves, and the completion and extension of the deck will result in a facility that can be used by all the community for the range of activities a facility like this offers. The clubhouse had fallen into disrepair over many years, particularly wood rot and termite damage. A resurgent committee and growing community are committed to reviving the place. We have raised considerable funds and repaired much of the damage: replaced tanks and fixed water leaks; exterminated the termites; repaired plumbing and toilets; repaired roof guttering, etc. We need the funds to complete the final stage of the project,

1

which is to repair the roof and eaves (to keep out animals); replace rotten architraves and timbers around windows and doors; repair termite-damaged bearers under the floor; replace damaged floorboards; and complete the outdoor deck area.

So who will benefit? We have an increasing range of community groups now using the site, from the Gunning Public School which holds sports events and plans environmental activities; Gunning Scouts have installed nesting boxes and are holding other natural activities on the site; a range of groups - from a local craft group to birdwatchers to nature walkers to the local soccer club - use the facility and grounds for a variety of activities; and of course the local golfers love the country links course. Gunning Landcare holds environmental management classes in the Clubhouse, and plants aquatic and riparian species in the ponds; NSW DPI are restocking the waterways with rare and endangered marine species indigenous to the area; Greening Australia are rehabilitating the critically endangered yellow/white box/Blakely Redgum habitat. All the planting, habitat recovery, and clubhouse repairs have been done by the community, and with community sweat and funds.

The Gunning community will be most appreciative of any assistance we can get to fix this important place, and we would urge you and the Council to support our proposal. The recovery of the endangered landscape will also be vitally important for all of us. Our kids will thank you for years to come.

Yours sincerely



Brett Young  
President  
Gunning Golf Club





## HARDWICK CARPENTRY PTY. LTD

Architectural Carpentry & Building Projects  
MOB: 0432 339 446

EMAIL: sean@hardwickcarpentry.com.au  
WEB: hardwickcarpentry.com.au

ABN: 69 612 839 228 LICENCE NO: 00149840  
Sean Hardwick HIA Member  
Hardwick Carpentry Pty. Ltd.  
16 Lind street, Gundaroo, N.S.W. 2620

**Name:** Gunning Golf and Community Centre

**Address:** Gundaroo Rd, Gunning NSW 2581

**Date:** 28<sup>th</sup> March 2018

Dear Brett and committee,

Thank you for the opportunity to provide a estimate for building works at your premises.  
If you have any questions or I can assist you with anything further, please don't hesitate to contact me on the details above.

**N.B.:**

All work to be done in accordance with AS1684 Timber Framing code and BCA requirements.

Prices are inclusive of material, labour, on site delivery fees and rubbish removal fees.

Hardwick Carpentry Pty Ltd does not provide any Building approvals necessary for commencement of construction. If required, client must source and submit at own expense.

If any asbestos is found during the removal stage, works must stop and the owner of the property must organize removal of the asbestos before work can continue. (All removal is at owner's costs)

Variation costs will be subjected to an updated quote and approved by clients prior to re-commencement

If you wish to proceed, a 50% deposit is payable on confirmation of the above, with full payment being made on or before completion of the job. For works exceeding \$25,000.00, clients will be issued with a suitable payment schedule, based on completion of work stages.

**Bank Details:**

Account Name: Hardwick Carpentry Pty Ltd

BSB: 112 908

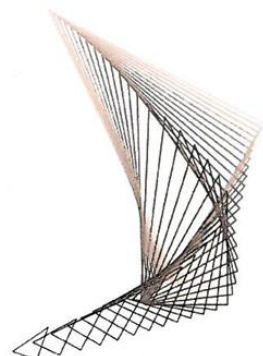
Account No: 423 289 993

Best Regards,

Sean Hardwick.  
(Director)



HARDWICK CARPENTRY PTY. LTD

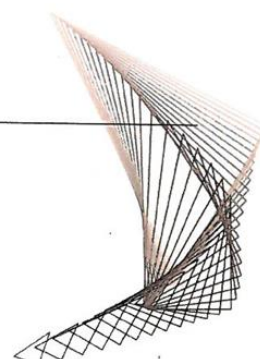


**HARDWICK CARPENTRY** PTY. LTD

DESCRIPTION	Total
<p><b>Project Title:</b> Gunning Golf Club  <b>Address:</b> Gundaroo Rd, Gunning NSW 2581</p> <p><b>Proposed works:</b> Internal and external alterations to the club house  Total GFA= 180m2</p>	
<p><u>The following is included:</u></p> <ul style="list-style-type: none"> <li>- Complete demolition works; <u>(Asbestos removal not included)</u></li> <li>- Inspect damaged foundations;</li> <li>- Rectify damaged foundations and structural components to meet Australian Standards;</li> <li>- Install new flooring bearers, joist and flooring to clients specification;</li> <li>- Re-sheet and plaster where necessary;</li> <li>- Repair damaged windows and replace if damages are excessive;</li> <li>- Supply and install new bar area;</li> <li>- Supply and install external cladding to damaged areas;</li> <li>- Supply and install hardwood deck and pergola. Approx. 80m2;</li> <li>- Replace roof sheets, gutters, fascia's and flashing to entire structure;</li> <li>- Replace eaves to entire dwelling.</li> </ul>	
<p><u>Not included:</u></p> <ul style="list-style-type: none"> <li>• Asbestos removal</li> <li>• Waste removal</li> <li>• Supply and install of carpets</li> <li>• Wet area repairs</li> <li>• Organising of further trades unless requested</li> <li>• All paint works</li> </ul>	
<p><b>N.B.</b> The below figures are based on estimate of construction works and are subject to change upon further specifications provided</p>	



**HARDWICK CARPENTRY** PTY. LTD

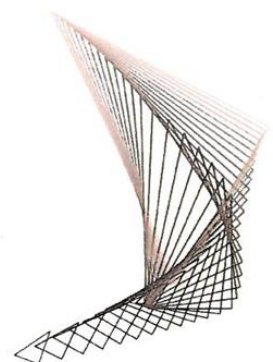


**HARDWICK CARPENTRY** PTY. LTD

<b>Subtotal:</b>	\$117,000.00
<b>Total GST 10%:</b>	\$11,700.00
<hr/>	
<b>Total:</b>	\$128,700.00



**HARDWICK CARPENTRY** PTY. LTD



## SCCF Project Plan Template

<b>Project Title</b>	Repair of Gunning Golf and Community Centre Clubhouse
<b>Project Application ID</b>	
<b>Council Name</b>	Upper Lachlan Shire Council
<b>Expected Start Date</b>	1/09/2018
<b>Expected End Date</b>	30/06/2018

**Project plans MUST have a suitable level of detail commensurate with the funding amount sought.**

[illegible]



# SCCF Project Budget Template

Project Title	Repair of Gunning Golf and Community
Project Application ID	
Council Name	Upper Lachlan Shire Council
Total Amount of SCCF Funding Requested	117,000
Total Project Budget Amount	117,000

Project budgets MUST be GST exclusive.

Where administration costs are included as part of the application, they must not exceed more than 15% of the funds being sought from SCCF.

EXAMPLES ONLY BELOW: PLEASE ADJUST AS REQUIRED

Item / Activity / Task	Quantity	Unit	Rate	Total \$	Comments
<b>Administration/fees</b>					
- Project Management Fees				NA	
- Consultant Fees				NA	Architect consultant - no fee
- Authority fees					ULSC fees unknown
- Planning fees					
- Specialist Consultants				NA	Architect consultant - no fee
- Costs for Measurement and Evidence of Outcomes				NA	
<b>Tendering</b>					
- Assessment Fees				NA	
- Specialist Advice				NA	
<b>Construction</b>					
<b>Management Plans</b>					All works to be completed by Hardwick Carpentry P/L Architectural and Building projects ABN: 69 612 839 228 Lic: 00149840
- Safety Management Plan					
- Environmental Management Plan					
- Traffic Management Plan					
<b>Site Works</b>					
- Preliminaries					
- Site Establishment - Sheds, Traffic Management, Fencing					
- Demolition					
- Earthworks					
- Trades - List all					
- Services - mech, elec, hyd					
- Equipment - List all					
- Disposal					
- etc					
<b>Contingencies</b>					
- Design					
- Construction					
<b>TOTAL</b>				\$117,000.00	

















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## General Manager - 19 April 2018

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**ITEM 13.8**                      **Health Care Centre Crookwell - Lease Renewal**

**FILE REFERENCE**    **I18/170**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details of the renewal the lease for the Health Care Centre at 17 Kialla Road, Crookwell.

**RECOMMENDATION**        That -

1. Council agrees to renew the lease for the Health Care Centre at 17 Kialla Road, Crookwell for a further 5 year period with an option to renew for further 5 year period and that the Mayor and General Manager sign the lease agreement under seal of Council.

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### **BACKGROUND**

At the Council Meeting held on 20 June 2013 under resolution no. 01/13 it was resolved "That Council completes the lease agreement to renew the 5 year lease, with an option to renew for a further period of 5 years, for the Health Care Centre at 17 Kialla Road, Crookwell and that the Mayor and General Manager sign the lease agreement under seal of Council."

Under the terms of the current lease agreement with the directors of the Health Care Centre at Crookwell, the lease is due for renewal on 31 August 2018.

### **REPORT**

As Current lease termination date is 31 August 2018 the Directors of the Health Care Centre Pty Ltd would like to renew the lease for 17 Kialla Rd for a 5 year period with a further option to renew for further 5 years.

The new lease will be for a 5 year period and will have an option to renew for a further period of 5 years, which is in accordance with the original agreement.

The lease agreement is subject to annual CPI increases.

Please note, the guarantors under the lease agreement will change to Dr Johanna Kovats and Dr Margret Ehmann as Dr Nicola Duncan has now left The Health Care Centre.

### **POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council agrees to renew the lease for the Health Care Centre at 17 Kialla Road, Crookwell for a further 5 year period with an option to renew for further 5 year period and that the Mayor and General Manager sign the lease agreement under seal of Council.

**ATTACHMENTS**

Nil

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

The following item is submitted for consideration -

15.1	Reports for the Month of April 2018	304
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## Reports from Other Committees, Section 355 Committees and Delegates - 19 April 2018

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### ITEM 15.1







### Reports for the Month of April 2018

#### RECOMMENDATION:

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

1. Country Mayors Association – Minutes from meeting held 2 March 2018.
2. Economic Development Task Force – Minutes from meeting held 12 March 2018.
3. Audit, Risk and Improvement Committee – Minutes from meeting held 21 March 2018.
4. Taralga Historical Society – Newsletter No 1 2018.
5. Gunning Shire Hall & Showground Advisory Committee – Minutes from meeting held 5 March 2018.
6. Access Committee – Minutes from meeting held 28 March 2018.

#### ATTACHMENTS

1. <a href="#"></a>	Country Mayors Association - Minutes from meeting held 2 March 2018	Attachment
2. <a href="#"></a>	Economic Development Task Force - Minutes from meeting held 12 March 2018	Attachment
3. <a href="#"></a>	Audit, Risk and Improvement Committee - 2018-03-21 - Minutes - Attachments	Attachment
4. <a href="#"></a>	Taralga Historical Society - Newsletter No 1 2018	Attachment
5. <a href="#"></a>	Gunning Shire Hall & Showground Advisory Committee - Minutes 5 March 2018	Attachment
6. <a href="#"></a>	Access Committee - 2018-03-28 - Minutes - Attachments	Attachment





# Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 2 MARCH 2018 JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.02 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Cr Simon Murray, Mayor  
Armidale Regional Council, Mr Peter Dennis, CEO  
Bathurst Regional Council, Cr Graeme Hanger, Mayor  
Bega Valley Shire Council, Cr Kristy McBain, Mayor  
Bland Shire Council, Cr Tony Lord, Mayor  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Ms Rebecca Ryan, General Manager  
Carrathool Shire Council, Cr Peter Laird, Mayor  
Carrathool Shire Council, Ms Joanne Treacy, General Manager  
Coffs Harbour City Council, Cr George Cecato, Deputy Mayor  
Coffs Harbour City Council, Mr Stephen McGrath, General Manager  
Coolamon Shire Council, Cr John Seymour, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Cowra Shire Council, Cr Bill West, Mayor  
Dubbo Regional Council, Mr Michael McMahon, Acting General Manager  
Federation Council, Cr Patrick Bourke, Mayor  
Federation Council, Mr Adrian Butler, Acting General Manager  
Forbes Shire Council, Mr Steve Loane, General Manager  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Glen Innes Shire Council, Cr Steve Toms, Mayor  
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor  
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager  
Griffith City Council, Cr John Dal Broi, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kiama Municipal Council, Cr Mark Honey, Mayor

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Kiama Municipal Council, Ms Kerry McMurray, Director Corporate, Commercial and Community Services  
 Leeton Shire Council, Cr Paul Maytom, Mayor  
 Leeton Shire Council, Ms Jackie Kruger, General Manager  
 Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
 Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
 Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
 Moree Plains Shire Council, Mr Lester Rogers, General Manager  
 Murray River Council, Cr Christopher Bilkey, Mayor  
 Murray River Council, Mr Des Bilske, General Manager  
 Murrumbidgee Council, Cr Ruth McRae, Mayor  
 Murrumbidgee Council, Mr Craig Moffitt, General Manager  
 Narrabri Shire Council, Cr Catherine Redding, Mayor  
 Narrabri Shire Council, Mr Stewart Todd, General Manager  
 Narromine Shire Council, Cr Craig Davies, Mayor  
 Narromine Shire Council, Mr Phil Johnston, Executive Manager Economic Development  
 Oberon Shire Council, Cr Kathy Sajowitz, Mayor  
 Oberon Shire Council, Mr Garry Wallace, General Manager  
 Parkes Shire Council, Cr Barbara Newton, Deputy Mayor  
 Shellharbour City Council, Cr Marianne Saliba, Mayor  
 Singleton Council, Cr Sue Moore, Mayor  
 Snowy Monaro Regional Council, Cr John Rooney, Mayor  
 Tamworth Regional Council, Cr Col Murray, Mayor  
 Tamworth Regional Council, Mr Paul Bennett, General Manager  
 Temora Shire Council, Cr Rick Firman, Mayor  
 Temora Shire Council, Mr Gary Lavelle, General Manager  
 Tenterfield Shire Council, Cr Peter Petty, Mayor  
 Upper Lachlan Shire Council, Cr Brian McCormack, Mayor  
 Upper Lachlan Shire Council, Mr John Bell, General Manager  
 Uralla Shire Council, Cr Michael Pearce, Mayor  
 Wagga Wagga City Council, Cr Greg Conkey, Mayor  
 Wagga Wagga City Council, Mr Peter Thompson, General Manager  
 Walcha Council, Cr Eric Noakes, Mayor  
 Warren Shire Council, Cr Rex Wilson, Mayor  
 Warren Shire Council, Mr Glen Wilcox, General Manager  
 Warrumbungle Shire Council, Cr Peter Shinton, Mayor  
 Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
 LGNSW, Cr Linda Scott, President  
 Premier and Cabinet, Mr Don Murray  
 Premier and Cabinet, Mr Harry Henderson  
 Premier and Cabinet, Mr Bruce Whitehill  
 Premier and Cabinet, Mr Nick White  
 Telstra, Mr Michael Marom

#### **APOLOGIES:**

As submitted

#### **SPECIAL GUESTS:**

- Deputy Police Commissioner Regional NSW Field Operations, Gary Worboys

*Page 3*

- Peter Primrose, Shadow Minister for Local Government
- Acting Consul General Linda Daetwyler, US Consul General, Sydney
- Lindsay Cane, CEO, Royal Far West

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 3 November 2017 be accepted as a true and accurate record (Temora Shire Council / Glen Innes Severn Council).

**3. Matters Arising from the Minutes**

- Letter to Premier Re Establishment of Minister and Department of Local Government – no reply
- Recycling issue and China
- The \$50 million for Telco blackspots needs to be kept track of

**4. Membership**

RESOLVED That Warren Shire Council and Dungog Shire Council be admitted as members of the Association (Singleton Council/Gilgandra Shire Council)

**5. CORRESPONDENCE**

Outward

- Cr Craig Davies, Mayor, Narromine Shire Council, advising that Narromine Shire Council has been admitted as a member of the Association
- Cr Neville Kschenka, Mayor, Narrendera Shire Council, advising that Narrendera Shire Council has been admitted as a member of the Association
- The Hon John Barilaro MP, Deputy Premier, Minister for Regional New South Wales, Minister for Skills and Minister for Small Business thanking him for his presentation to the 3 November meeting
- The Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight thanking her for her presentation to the 3 November meeting
- Mr Mark Smethurst, Commissioner, State Emergency Services thanking him for his presentation to the 3 November meeting
- Ms Margaret Crawford, Auditor General of NSW thanking her for her presentation to the 3 November meeting
- Hon Gabrielle Upton MP, Minister for the Environment, Minister for Local Government and Minister for Heritage enquiring into the affect of China's decision to stop importing 24 different types of solid waste by the end of 2017
- The Hon Gladys Berejiklian MP, Premier requesting consideration of establishing a Department of Local Government with only Local Government responsibilities
- The Hon Andrew Constance MP, Minister for Transport and Infrastructure asking for the closing date for submissions to the Transport Strategy 2056 be extended to 18 February 2018

Inward

- Carmen Dwyer, Acting Executive Director Waste and Resource Recovery, EPA, Re China's decision to stop importing various solid waste (Copy Attached)

*Page 4*

NOTED

RESOLVED That the Association follow up with the Premier on the matter of having a separate Minister for Local Government with only Local Government responsibilities (Temora Shire Council/Singleton Council)

**6. FINANCIAL REPORT**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Singleton Council / Gunnedah Shire Council)

**7. Local Government Remuneration**

RESOLVED That the Association lobby the State Government, Local Politicians and the Remuneration Tribunal or the appropriate body to reassess the very poor level of remuneration for NSW Mayors Deputy Mayors and Elected Members (Narromine Shire Council/ Tenterfield Shire Council)

**8. Grant Funding**

RESOLVED That the Association lobby the NSW Government and specifically the Premier and Deputy Premier to instigate protocols surrounding Grant funding that leads to an outcome in line with councils needs and expectations (Narromine Shire Council/Leeton Shire Council)

**9. Water Utility Privatisation**

RESOLVED That the Hon Niall Blair, Minister for Regional Water, Minister for Trade and Industry, and Minister for Primary Industry and the CEO of Water NSW be invited to the next meeting of the Association (Upper Lachlan Shire Council/Shellharbour City Council)

**10. Deputy Police Commissioner Regional NSW Field Operations, Gary Worboys**

The Deputy Police Commissioner spoke on the reengineering of the police force in NSW with the formation of Police Districts with an officer in charge model replacing Local Area Commands. There has been a 34% drop in property crime and a search warrant issued every three days. The police districts have renewed the enthusiasm for policing. By the end of March the formation of Police Districts will be completed. Mayors and General Managers should have a regular interaction with their local police. The Commissioner is passionate about change and is repositioning senior police from the city to the country. There is a primary focus on domestic violence with officers specifically allocated to those crimes

**11. Peter Primrose, Shadow Minister for Local Government and Michael Daley, Shadow Minister for Planning and Infrastructure**

Both Peter Primrose and Michael Daley answered questions from the floor. A copy of Peter Primroses intended address is attached to the minutes

**12. Acting Consul General Linda Daetwyler, US Consul General, Sydney**

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The Consul General in Sydney runs consular operations for US citizens as well as issuing visas for entry into the United States. The office also visits American prisoners in NSW prisons most of whom are there for drug offences. The United States is visited by three million Australians each year who spend approximately \$9 billion whilst there. They generally visit the larger cities and don't experience the smaller cities that have a lot to offer. Likewise when Linda was first posted to Sydney twelve months ago she concentrated on seeing what Sydney has to offer but is now exploring country NSW and was impressed when she recently travelled to Moree and Lightning Ridge. She has learnt a lot about opals, solar farming and pecans which are exported to the United States for the traditional pecan pie eaten on Thanksgiving Day. There are many connections between our two countries and the relationship on both sides is cherished.

**13. Lindsay Cane, CEO, Royal Far West**

The key drivers for Royal Far West are to improve the health and wellbeing of country children, to ensure that all country children have access to essential services, to reduce the impact of physical, social, emotional and mental disorders and trauma on children's health and to enhance service delivery, access and advocacy for vulnerable country children and families. Royal Far West has 150 fulltime staff who run their guest house, health service social support services. Childhood vulnerability in Australia is 22% but is two to three times that in rural Australia. When children start school they are vulnerable in physical health, social competence, emotional maturity, speech/language and communication. Vulnerable children have poorer educational outcomes, higher levels of functional disability, chronic mental health problems, higher risk of unemployment, difficulty establishing relationships, contact with the criminal justice system and higher risk of homelessness. Royal Far West is campaigning to have the National Regional Development Agenda to include "Reduce National Childhood Vulnerability from 22% to 10%"

**14. Telephone Blackspots**

Mr Harry Henderson, Premier and Cabinet, advised that both Telstra and Vodaphone were having problems with Forestry and Crown Lands with black spots. It appears that government is stopping government doing their jobs

**15. Retaining Banking Services in Country Towns**

Each Council needs to liaise with their banking provider to ensure the retention of existing services or seek a new provider

**16. Lobbying Priorities**

Priorities identified

1. A better rating system (rate pegging to go) and also more funds given to rural and regional councils from State Government which acknowledges the challenges of large areas/small rate bases;
2. Fairer distribution of FAGs;
3. State Forestry Corporation and National Parks being asked to pay rates (yes there is a working group on this already but a letter from CMA adds weight to their argument);
4. Review of the NDRRA funding criteria – it currently doesn't cover recreational assets and after our east coast low in 2016 I can tell you that we have lost \$3 million in assets that we can't recover now.

5. Push for State Government to look at affordable housing criteria for rural and regional areas – assistance in some form???
6. Review of Seniors SEPP (Housing for Seniors or People with a Disability) 2004 which requires in many instances access to a bus stop for public transport, walking distance to the CBD etc which is hard to achieve in some regional and rural areas which just leads to people leaving an area.
7. State Government incentives for business relocation out of metro NSW to regional/rural NSW
8. Cost of power
9. Sale of Snowy Hydro
10. Auditor General's report on performance reporting.

Each member of the Executive to nominate the areas they would like to Chair and members be invited to participate in committees

**17. Newcastle Container Terminal**

RESOLVED That the Association forward a letter of support to Freight and Ports supporting the Newcastle Container Terminal (Gunnedah Shire Council/Narromine Shire Council)

**18. Superannuation**

RESOLVED That David Smith CEO Local Government Super be invited to address the next meeting on the Defined Benefits Scheme Contribution Employer Contribution Rates and he asked to supply the Association with a copy of the Trust document (Upper Lachlan Shire Council/Goulburn Mulwaree Council)

**19. Grant Funding**

Adam Marshall advised that the Stronger Communities Fund had been increased by \$100 million up to \$300 million and grants will be twice the level of the first round of funding. With the sale of the Snowy Hydro and funding coming to regional NSW councils will need to come up with some big picture projects

There being no further business the meeting closed at 1.00pm.

Cr Katrina Humphries

Chair – Country Mayor's Association of NSW

**SPEECH BY PETER PRIMROSE MLC, SHADOW MINISTER FOR  
LOCAL GOVERNMENT, TO THE COUNTRY MAYORS ASSOCIATION  
OF NSW AT PARLIAMENT HOUSE, SYDNEY ON FRIDAY 2<sup>nd</sup>  
MARCH 2018.**

I would like to begin as I always do by acknowledging the traditional owners of the land on which we meet, and pay my respects to their elders past, present and emerging. There is a huge amount happening in the local government sphere at the moment, and much more to come. But today I can cover only a few areas in the time available to me.

Joint Regional Organisations:

When the Government introduced its voluntary Joint Regional Organisations Bill late last year, we gave it support. We were critical because it was about a year overdue, but because Councils would be allowed to decide whether to join or not, we were happy to support it.

It correctly is your choice, not Macquarie Street's.

I am worried about the pittance in funding being offered by the government to support new JRO's, and will push for increased funding so your local communities are not left out of pocket in the same way that forcibly merged councils have been.

JROs are one way to help councils share the costs of obtaining the skills and other resources they need.

As I said in my second reading speech, the JRO legislation itself is a mess. There are many holes. For instance, once a council has joined there is no mechanism to get out short of a proclamation by the Governor. The boundary restrictions were done without consultation and are too restrictive, and the exclusion of metropolitan areas makes no sense.

But we will work with the current government to correct any ongoing problems, or fix them when we are next in government, because we want JROs to succeed.

Forced Council Mergers:

Anyone who seriously believes that this Government has really given up on its forced merger agenda should listen to the Premier's often repeated rhetoric complaining that there are too many councils.

Before the last state election, the then Premier, the current Premier, the current Deputy Premier and the current Minister all publicly promised that there would be no forced council mergers. Now they are making the same promise again.

I have to be honest and tell you that I don't trust them. I have yet to see anything that binds current and future Liberal and National party members against moving for more forced council mergers should they win the next state election.

For that reason, I am very proud that as a result of resolutions passed at our Labor Annual Conference, NSW Labor has now unanimously resolved to put into its binding platform a policy to oppose forced council mergers both now and in the future. Any MP who breaches this Platform can be expelled.

NSW Labor has no problems supporting voluntary council mergers, but we oppose both forced mergers, and we also oppose forced demergers.

The next State Labor Government will legislate to allow voluntary demergers, but we will not force demergers on local communities.



Count Backs:

While the Government can move fast on some things, others seem to drag on forever.

Back on 30<sup>th</sup> August in 2016 the Parliament unanimously passed legislation to allow 'countbacks' instead of costly by elections. Since that time there have been a number of costly by-elections, many in regional NSW, costing councils anywhere up to half a million dollars, while confused residents who failed to vote have been hit with a \$55 fine.

That fine is paid to the State Government coffers, not to the council.

You see, the legislation cannot be used until the regulations have been enacted. So I asked the Minister why the 15 month costly delay?

On the 14<sup>th</sup> November last year she replied. She said that the Office of Local Government '*has commenced work*' on drafting the regulations.

After 15 months.

I checked again last week, and still no regulation.

Now I do not blame the Office of Local Government. Its resources have been cut back so hard that I have been told it is often now called the 'Cupboard of Local Government.' But this type of delay, which is costing councils and ratepayers big time is just not good enough.

IPART:

Nor is there any sign of a Government announcement in response to the Final Report of the IPART Review into the Local Government Rating System. That was presented to the Minister fourteen months ago in December 2016, and has been kept a secret ever since. I genuinely

hope that it will address critical issues such as the increasingly contested rate peg so we can get some serious debate on this issue.

Savings:

On other matters financial, this year's state budget lists \$110 million that was not spent because some council mergers did not proceed, as 'savings'. The money will now go back into Consolidated Revenue and in the budget papers is listed as a 'government saving'.

So if your Council is being told by the Government that you cannot have funding for an urgent project unless you can say where the money would come from, just point to the 2017/18 Budget Statement, Budget Paper Number 1, page A4-5, under Office of Local Government.

There's a lazy \$110 million there that should be available to local councils feeling the pinch and not be simply listed as a 'saving'.

The question is: why isn't this pool of \$110 million pot of funding that was allocated for local government being made available as grants to your councils for your communities?

Even more galling however is the fact that earlier the Auditor-General slammed the Government for spending \$4.5 million on its 'Stronger Councils, Stronger Communities' political ad campaign. The Auditor-General – hardly a political hack – said the campaign 'compromised value for money' and was 'inconsistent with the Government's own advertising guidelines'.

\$4.5 million wasted. Yet at the same time they claim they don't have enough money to make regional roads safer.

I guess that's what you can expect from a Government that wants to spend over \$2.5 billion in Sydney to knock down and rebuild two stadiums. Their priorities are all wrong. We unashamedly prioritise funding for hospitals and schools over stadiums.

Compare these astronomical figures to what is happening to our great public libraries. The NSW Public Library Association points out that the NSW state government provides the lowest per capita funding for libraries of all states and territories in Australia. State funding represents just a pittance of 7.5 per cent of the total operating costs of NSW libraries compared to 23.6 per cent in 1980.

The former Premier promised to look at a 'sizeable increase' for local libraries, but in this year's budget they only received a paltry 1.8% increase. Again, the Government's priorities are all wrong.

On the same day that the NSW state budget was delivered last year – on 20<sup>th</sup> June - Bill Shorten in a speech in Canberra to the National General Assembly of Local Government reconfirmed that the next Federal Labor Government will put constitutional recognition of local government to a referendum of the Australian people.

NSW Labor strongly supports this move, not only because it will guarantee federal funding arrangements with local councils, but also because it will help protect all NSW councils against any further forced mergers.

Constitutional recognition of local government is also another way to encourage all three levels of government to work together more effectively, which is the basis of the long overdue Far West Initiative.

Cost shifting:

In its final report in October 2015, the Legislative Council Inquiry into Local Government recommended:

*'That the NSW Government eschews future cost shifting and commits to providing adequate funding to local government for any new services, assets or regulatory functions that it devolves to local councils.'*

The Labor Opposition supported this recommendation. Local Government NSW in its last report estimated that cost shifting cost councils around \$680 million, and I expect the next report will show that this figure has ballooned even further.

An immediate step that Labor has announced is to endorse the Local Government NSW recommendation for a detailed annual Local Government Budget Statement to be provided as part of each state budget. The Budget Statement will provide a breakdown of expenditure, both capital and recurrent, and distinguish between payments for services provided on behalf of the state and those provided to local government for its own purposes.

This will be one step to increase budget transparency in NSW, and help implement our policy of reducing cost shifting.

I am always happy to visit councils and local communities to talk about the matters I have raised today or any other council issues. My details are on the NSW Parliament website, so please email or call.

Labor's fundamental approach to local government is this: local communities should run local councils, not Macquarie Street. The State Government should set the broad regulatory framework.

Equally local government IS government, not a company board of directors. No one objects to having a model code of conduct, but any moves to use the code shut down legitimate debates about community issues - by elected representatives of the community - is just not on and does not have our support.

Finally, I want to reiterate an undertaking that I gave you last year.

Should I have the privilege of becoming the Minister for Local Government after the next state election, I will aim to meet regularly with local councils throughout the state.

I want to make it clear that I am not only interested in listening, but in speaking face to face and actually hearing what you have to say.

Thank you, and I now look forward to your questions.

**MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE HELD  
MONDAY 12 March 2018 AT CROOKWELL**

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**Present:** Clr Paul Culhane, Andrew Lindner, Clr John Stafford, Clr Richard Opie, Catherine Duff, Tina Dodson & Brenda Proudman.

**Apologies:** Nil

Meeting commenced at 4.05pm.

**Declaration of Interest:** Nil.

**Confirmation of Minutes:**

**Agenda Item 3.1**

Minutes from the 1 February 2018 were adopted Moved – Brenda Proudman & seconded Clr John Stafford.

CARRIED

**Correspondence:** Email from Peta Luck tendering her resignation.

**Agenda Item 4.1**

The meeting with Crookwell/Taralga Aged Care was very positive and they have engaged an architect and have plans to complement their services with self-care units if Council are willing to sell (Lot 3 DP 1112816). The CTAC board will discuss how much of the available land they would like to secure and on what terms after which council may need to seek a valuation of the subject land.

The following recommendation was moved by Clr Paul Culhane and seconded by Clr John Stafford.

Recommendation:

That a letter be sent to Crookwell Taralga Aged Care (CTAC) to say Council are awaiting a more detailed confirmation on what CTAC plan to do.

CARRIED

**Agenda Item 4.2**

Just an update on where the Southern Tablelands REDS is up to. There is now an agreed template for the Executive Summary and the Reds Document has been updated with 2016 Census data. We are now just waiting for approval.

**Agenda Item 4.3**

Brenda is to place an advertisement in the Gazette seeking 2 new members for the EDTF Committee. Brenda is to email out the Small Business Friendly Workshop registration and the Southern Inland Skills Audit.

Brenda is also to prepare a brief for an Economic Development Revitalisation and Action Plan to be prepared.

**Agenda Item 4.4**

It was decided that the Cockatoo Network offer of a free consultation would not be taken up at this time.

**Agenda Item 4.5**

There was some discussion about the usage of the Crookwell Airport.

The following recommendation was moved by Clr Richard Opie and seconded by Clr Paul Culhane.

Recommendation:

That Council proceed with creating hangar spaces for lease and a plan to lease those spaces on the land adjoining the airstrip.

CARRIED

**Agenda Item 4.6**

The current Economic Development Strategy was distributed and when the Reds Strategy is completed we intend to incorporate the information.

**Next Meeting** of the EDTF Committee. Tuesday 1<sup>st</sup> May, 2018

There being no further business, meeting closed at 5.15pm.



**PRESENT:** Mr M Barlow (Chairperson), Clr P Culhane, 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).

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## THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.30AM

*Teleconference - 8.30am till 8.45am - Mrs Leanne Smith, Intentus Chartered Accountants*

*Teleconference from 8.50am to 9.15am - Mr Jarrod Lean, Grant Thornton Australia*

### SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Resolved by Mr Marshall and Clr Wheelwright that the apology from Clr R Cummins be received and a leave of absence granted.

- CARRIED

### SECTION 2: DECLARATIONS OF INTEREST

Nil

### SECTION 3: CONFIRMATION OF MINUTES

**ITEM 3.1** **RESOLVED** by Mr Martin and Clr Culhane

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 15 November 2017 be adopted.

- CARRIED

### SECTION 4: REPORTS

**ITEM 4.1** **COUNCIL INVESTMENTS PORTFOLIO TO 28 FEBRUARY 2018**

**RESOLVED** by Mr Martin and Clr Wheelwright

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

- CARRIED

**ITEM 4.2                    AUDIT OFFICE OF NSW - PRESENTATION OF CLIENT SERVICE PLAN FOR UPPER LACHLAN SHIRE COUNCIL**

**RESOLVED** by Mr Martin and Clr Culhane

1. The Audit Office of NSW Client Service Plan including the Agreement of Terms for the external audit of Upper Lachlan Shire Council for the year ending 30 June 2018 is endorsed.

- CARRIED

**ITEM 4.3                    NSW AUDIT OFFICE PERFORMANCE AUDIT - COUNCIL REPORTING ON SERVICE DELIVERY**

**RESOLVED** by Clr Culhane and Mr Martin

1. The NSW Audit Office performance audit for Council Reporting on Service Delivery be received and information noted.

- CARRIED

**ITEM 4.4                    GRANT THORNTON AUSTRALIA - INTERNAL AUDIT OF STORES AND ACCOUNTS PAYABLE**

**RESOLVED** by Mr Marshall and Clr Culhane

1. The Grant Thornton Australia internal audit review report for Council on Stores and Accounts Payable be received and the Action Plan endorsed and implemented by senior management.

- CARRIED

**ITEM 4.5****GRANT THORNTON AUSTRALIA - INTERNAL AUDIT OF PROCUREMENT AND CONTRACT MANAGEMENT**

**RESOLVED** by Cllr Culhane and Mr Martin

1. The Grant Thornton Australia internal audit review report for Council on Procurement and Contract Management be received and the Action Plan endorsed and implemented by senior management.

- CARRIED

**SECTION 5: ITEMS FOR DISCUSSION**

BUDGET CONCERNS - Mr Barlow raised the issue of over-expenditure by Council in 2<sup>nd</sup> quarter for road projects and also noted the large number of consultant expenses approved by Council in the financial year to date.

**THE MEETING CLOSED AT 9.32AM**

Minutes confirmed 20 JUNE 2018

.....  
Mayor



**Taralga Historical Society Inc**  
**83 Orchard Street**  
**Taralga NSW 2580**



**President: Michael Chalker 4843 5975**  
**Secretary: Graham Lambert 4843 8187**  
**Treasurer: Glennis Wright 4840 2215**

**Aim: To preserve history of Taralga & District for future generations**

**Newsletter No 1, 2018**

**\*\*MEMBERSHIPS DUE\*\* \$20 for all members**

**Presidents report:**

I trust that you all had a nice Christmas and caught up with family and friends. The Historical Society's Christmas party was held at the small farm of Councilor John Stafford and wife Stacey, there were in excess of thirty people in attendance. John and Stacey were wonderful hosts and showed us around their very interesting works in progress complex.

The Christmas raffle was won by Geoff Sieler with \$138.00 being raised.

In lieu of Christmas presents, donations to the value of \$150 were accepted and presented to the Father Chris Riley Youth off the Streets Foundation.

The major projects for the year were funded by Viola Mulwaree Trust, Upper Lachlan Council and the Taralga Wind Farm, and included the relocation and reconstruction of the Fernbank School, the roof over the milk vat, and painting of the timber sections of the Masonic Hall.

Our Secretary Graham has been busily updating the website, gathering history and further developing the interpretive audio information.

Our bulletin Editor Maureen Long works tirelessly gathering information on a quarterly basis which we all look forward to reading. Anyone who may have interesting contributions for future newsletters, please contact Maureen.

Our Treasurer Glennis provides us with a very high standard of all financial requirements.

John Wylie, a member of the Society and a Historian with the Sydney Speleological Society has presented the Society with two publications. The Aboriginal People of the Burraborang Valley (by Jim Smith) and a booklet picked up in London - Admiral Arthur Phillip RN 1738-1814, First Governor of New South Wales and Founder of Modern Australia (Arthur Phillip's Life and Achievements),

Unfortunately the bus tours have slowed down due we think, to economic conditions and possibly cheaper overseas packages.

The current Committee this year are in the process of seeking grant funding for the establishment of an Archives Room and upgrading of the lawn mowers. The Annual General Meeting held on Sunday 4<sup>th</sup> February was well attended with little change to the Executive, the following personnel were elected:

**President:** Michael Chalker      **Vice President:** Ken Fleming  
**Secretary:** Graham Lambert      **Treasurer:** Glennis Wright  
**Newsletter Editor:** Maureen Long

The following General Meeting discussed opening hours and general traveller's needs. It was unanimously decided to trial for three months opening on Saturdays 10am to 2.30pm and Sundays 1pm to 4pm to take advantage of the Hotel Bed & Breakfast stays also the passing traffic. This however with our small number of volunteers poses rostering difficulties, so once again I ask you all to consider your availability and get in touch ASAP. In the meantime please consider roster on last page.

Thank you all for your commitment and support over the past twelve months.

Michael Chalker  
President

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Folks, if your name hasn't been appearing on the roster and you are feeling left out, I apologise for the oversight. However, if you would like to contribute on Saturdays, Sundays or other days, there is always much to be done (e.g. research, interpretation, gardening, cleaning, general maintenance), please bring along appropriate equipment/tools.

If anyone has a vaccum cleaner (in working order) that is surplus to your requirements, we can give it a new home.

For changes and suggestions please ring Mick on 4843 5975

<b>THE NEXT MEETING WILL BE ON SUNDAY 8<sup>TH</sup> APRIL 2PM</b>
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**Donation to the Society:**



**Aboriginal Stone Axe**  
presented to Society by Lee (McIntosh) Corby.

Lee's father Geoff dug up the axe while ploughing at his property at Myrtleville in early 1960's.



## Vale



Marjorie (Moloney) Cook  
29.11.2017 aged 79 years  
Daughter of  
Hazel & John Moloney  
Sister of Allen, Ken, Greg,  
Ron and Helen



Valda (Keough) Druett  
20.11.2017 aged 92 years  
Wife of Ross  
Mother of Dianne,  
Dorothea and Julie  
Former Golspie residents

Allen John Kenneth  
McAlister (Bob)  
21.11.2017 aged 88  
Son of  
Patrick & Lillian  
Brother of Leo, Willa,  
Toby, Peggy, Kit,  
Phonse, Kevin &  
Maureen

Les McIntosh  
2.12.2017 aged 77  
Son of Eric & Pat  
Husband of Anne  
Brother of Graham  
Jeanette & Billy

Walter (Wally) Stiff  
26.1.2018 aged 70  
Son of  
Clyde & Phyllis  
Husband of Patty  
Father of Anthony  
Adrian & Monique



Gerard Carlon  
9.1.2018 aged 51  
Son of Rita & John



Marlene (Robertson) Elliott  
25.2.2018 aged 76 years  
Wife of Noel (dec)  
Mother of: Michelle  
Jenny, Glen & Noelene

**THE LIFE OF TEDDY LEE**  
***Written by his daughter Nancy Bradbury***  
*Edited by Pat Williamson*

Edward Lee migrated to Australia with his wife, Maria Robinson and five children. The names of the children were Henry, Mary, George, Margaret and Sarah. A female child was born on the voyage, there are no records of this child entering Australia. In the early days of settlement the failure to register deaths of infants was not unusual.

The family sailed from Plymouth on board the 'John Bright' on the 23<sup>rd</sup> February, 1849, arriving in Australia on 8<sup>th</sup> June, 1849.

Edward and Maria had another addition to the family after arriving in Australia. William was born in 1851.

With money from the sale of property in Ireland, Edward purchased farmland on the Williams River in the Hunter Valley. In 1852, after being devastated by floods, Edward sold this property and made the long arduous journey to the Manning River, having purchased a block of land from the Reverend Henry Carmichael and his wife Nancy. As well as being a member of the cloth, Henry Carmichael was also a surveyor who had laid out the village of Tinonee.

Edward transported their goods and chattels in two bullock wagons to the Manning. He and his family walked and drove their cattle with them.

In 1854 he purchased another parcel of land adjoining his original purchase. These blocks consisted of ninety six acres and eighty eight acres and were split from an area known as 'Warwiba' Horse and Heifer Station Station, later becoming the locality of Bohnock. They both front the Manning River.

Over the years they also owned land at Pampoolah, Old Bar and Oxley Island.

They named the property at Bohnock 'Springfield' and settled there permanently to rear their family. Edward died on 25<sup>th</sup> July, 1876, his wife died on the 8<sup>th</sup> January, 1901. They are both buried in the Dawson River Cemetery at Taree, William, their youngest child, was the only one to stay in Bohnock and rear a family.

William Lee was born at Mangrove Creek in the Hunter region in 1851, two years after the family arrived in Australia. He married Elizabeth Payne at Taree in 1885. Elizabeth was the daughter of James Payne and Elizabeth Cox. Born at County Longford, Ireland in 1854. When her father, James died in Ireland her mother migrated to Australia with her nine children in 1857. She went to live on Oxley Island where her parents, Robert and Sarah Cox had previously settled.

William and Elizabeth started their life living in an old shack at Old Bar from where William rode a horse daily to work on the farm at Bohnock. When the first child was due they moved to the Lee family property 'Springfield' to rear their children at Bohnock. They had eight children - Edward, George, twin boys William and James, Ada, Alma, Leonard and Laura. One infant had died leaving five boys and three girls.



Edward (Teddy) Lee

*The Lee Family at 'Springfield', Bohnock**Front row from left - Ada, William (Father), Elizabeth (Mother), Edward**Back row from left - George, James, Laura, Willie, Alma, Len*

Edward Lee, the eldest child, was born at 'Springfield', Bohnock on the Manning River, Taree on the 19<sup>th</sup> July, 1886. He and his siblings were all reared on the family properties which were dairy farms.

After leaving Taree High School Edward spent five years working as an apprentice at Mark Connell's well known general store in Taree. He joined the Police Force in Sydney when he was not quite 22 years old, working as the Governor's Orderly Escort to Macquarie Street for six months. The Governor was Sir Henry Rawson.

After joining the Mounted Police, Edward was appointed to Bungendore. His next move was to the Miner's Strike at Broken Hill with 300 other Policemen. They rode on horseback part of the way.

*Part of the Police contingent on their way to Broken Hill in 1909*

Edward (Teddy) Lee

*At Broken Hill during the Miners' Strike in 1909*

Then Edward came to Taralga, under Senior Sergeant George Goodhew, a well known and highly respected member of the Police Force. Senior Sergeant Goodhew was in charge of Taralga Police Station for 24 years and retired in 1915. While in Taralga, The Constables (there were two) lived with the Goodhew family in their home at the Police Station. One of the other Constables at that time was George Smead who married Edie Goodhew, they later lived at Taree where George was a Senior Inspector.

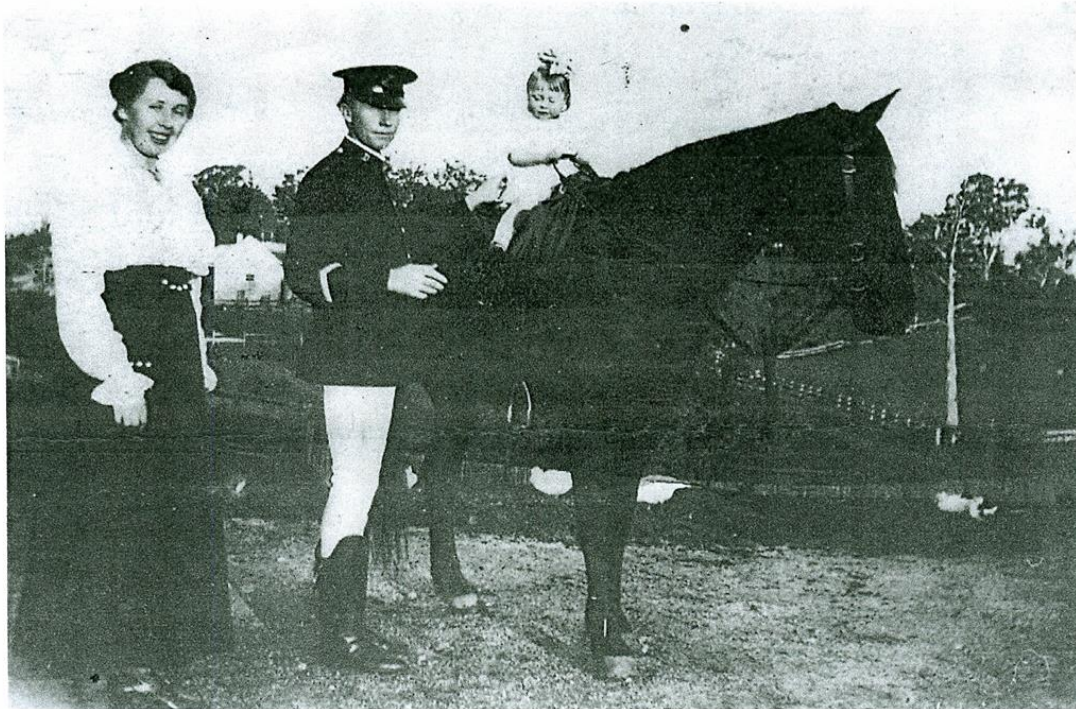
The Police horses were kept in a paddock now owned by Mr. McCarthy in the middle of the town. The Police District of Taralga at that time covered a wide area, roughly bordered by the Tarlo, Wollondilly and Abercrombie Rivers. The Police duties included inspecting dairies as well as their more general responsibilities, so this meant that one would often be away from Taralga for several days at a time.

In 1913 Edward attended, with other Police, the Laying of the Foundation Stone and the naming of the Federal Capital City Canberra by His Excellency, The Governor General Lord Denman and Lady Denman.

Constable Edward Lee became very attached to Vida Goodhew, daughter of Snr. Sergeant Goodhew, however he was transferred to Crookwell. It only took a couple of months before he came back to Taralga and married Vida. They then lived in Crookwell until Edward was promoted to Constable in charge of Towamba. Following that they were at Bemboka for five years.



Edward (Teddy) Lee



*Edward (Teddy) Lee and Vida (his wife) with Nancy*

Edward then resigned from the Police Force and because of his earlier training he returned to Taralga where he joined his brothers-in-law, George and Sid in the business known as Goodhew Bros.

Edward (known to all in Taralga as 'Teddy') and Vida became very prominent citizens of the community and saw many changes.

Teddy was appointed Coroner at Taralga in 1925, a position he held for forty-five years until the Court House was closed in 1970. He was also a J.P., and helped many people fill in a variety of forms relating to all kinds of legal business.

Teddy and Vida had two daughters -

Nancy who married Charles Bradbury in 1940, having one son, Charles.

Elizabeth (Betty) who married Michael Dawn in 1956, having two daughters Allison and Meredith. Betty's family all live in Western Australia.

Vida returned to Taralga to stay with her mother when Nancy was born and Betty was born after they had come back to live in Taralga.

Edward (Teddy) Lee



*Betty Lee at Taralga*

Celebrating their Golden Wedding Anniversary was a wonderful occasion for them and one which held many happy memories.



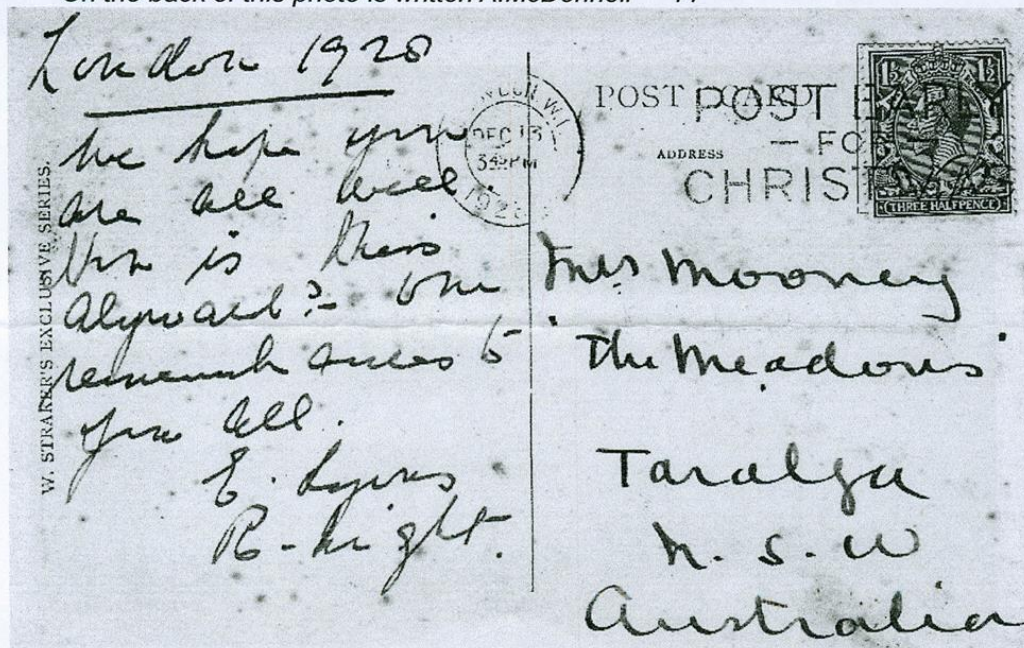
*Teddy and Vida (Goodhew) Lee*



Many people have recently donated photos, newspaper cuttings etc to the Museum. These are registered and placed in the appropriate places eg. In family history or on display. This is how we keep the Museum going!

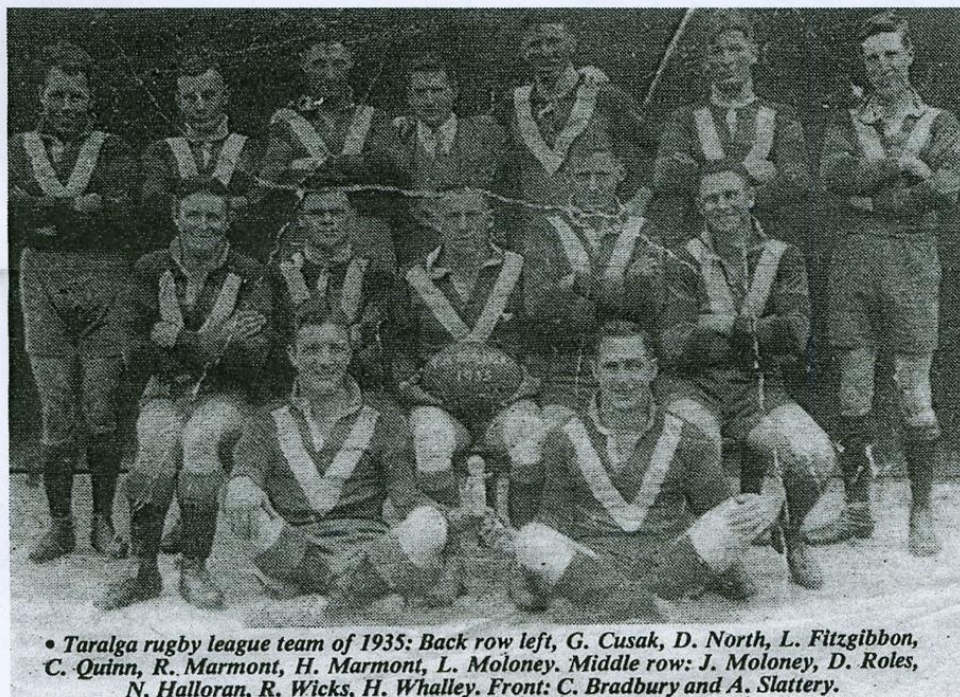
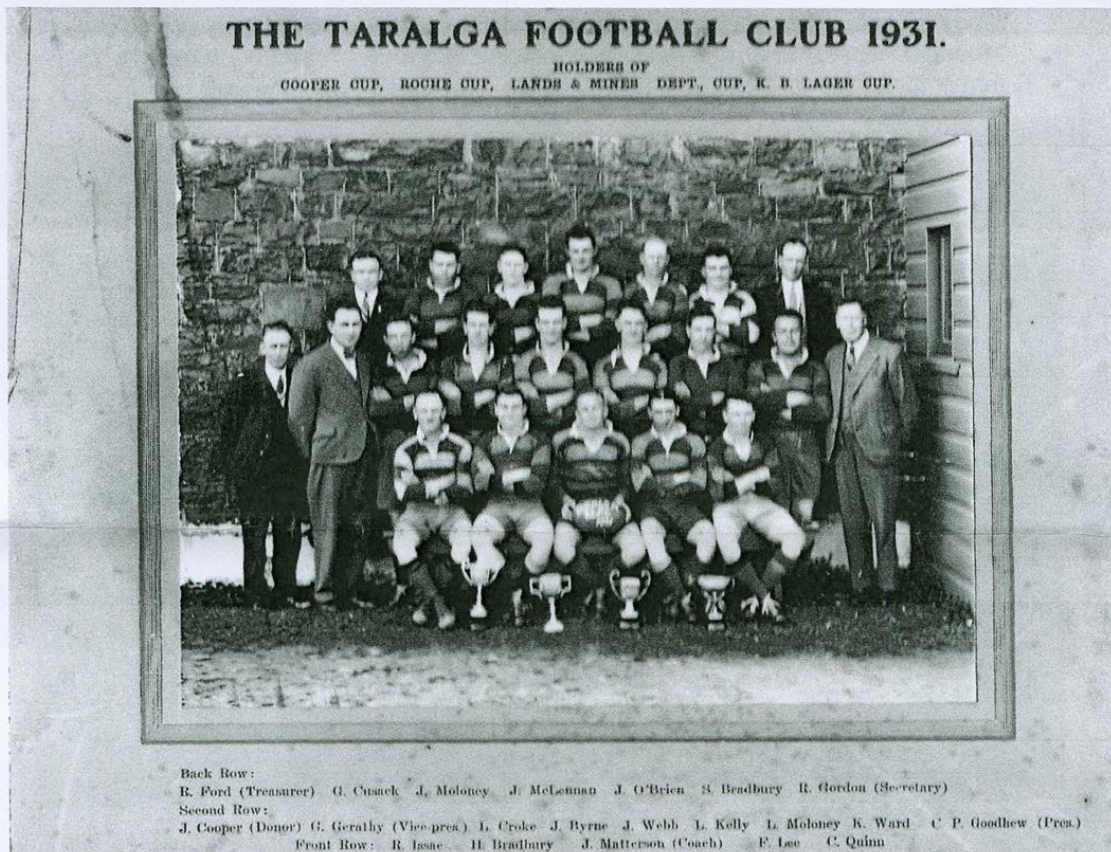


On the back of this photo is written A. McDonnell ??



Postcard from Dr Ettie Lyons and Nurse Wight to Mrs Mooney 1920









Football Reunion:

Left to right:

Ted McAlister, Dave McAlister, Charlie Bradbury, Alan Bell



Photo taken 10<sup>th</sup> January 1953 - can someone name all ladies?

Left to right:

Phyllis Alders, Lillian Wright, unknown, Maggie Price, unknown, Sarah Phillips (obscured) Vida Lee, Renee Flood, Anne Smythe (friend of Phyl Alders), unknown, Olive Scott (?Gladys Johns, Marion Johns, Sylvia Holt, Cecelie Williamson, Gwen Alders unknown, unknown, Bert Wilkins



**THE NEXT MEETING WILL BE ON SUNDAY 8<sup>TH</sup> APRIL 2PM**



## *Museum Duty*

<b><u>March 3 Saturday</u></b>	
<b>4 Sunday</b>	Margaret & Peter McAlister, Mick & Annette Chalker
<b><u>March 10 Saturday</u></b>	Graham Lambert, Peter Davies, Tim Dowsley
<b>11 Sunday</b>	Mary Chalker, Marcus Hartstein, Nicola Young
<b><u>March 17 Saturday</u></b>	Matt & Vicki Chalker, Alan Robertson
<b>18 Sunday</b>	Maureen Long, Joan Scott, Margaret McIntosh, Helena Hopkins
<b><u>March 24 Saturday</u></b>	Mick Chalker, Tim Dowsley
<b>25 Sunday</b>	Bob Blay, Jim Dean, Judith Matthews
<b><u>March 31 Saturday</u></b>	Peter Davies, Tim Dowsley
<b>April 1 Sunday</b>	Mick Chalker, Graham Lambert ( <b>Easter Sunday</b> )
<b><u>April 7 Saturday</u></b>	Mick Chalker, Brian Corby
<b>8 Sunday</b>	Graham & Sue Lambert, Jason Voorwinden
<b><u>April 14 Saturday</u></b>	Bob Blay, Andrew Moore, Brian Moloney
<b>15 Sunday</b>	Maureen Long, Joan Scott,
<b><u>April 21 Saturday</u></b>	Peter & Margaret McAlister
<b>22 Sunday</b>	Mary Chalker, Ernie Stephenson, Geoff Sieler, Laurie Halpin
<b><u>April 28 Saturday</u></b>	Mick Chalker, Tim Dowsley, Ken Fleming
<b>29 Sunday</b>	Annette & Mick Chalker
<b><u>May 5 Saturday</u></b>	CLOSED - UNLESS SOMEONE CAN VOLUNTEER
<b>6 Sunday</b>	Matt & Vicki Chalker, Jim Dean, Brian Kelly
<b><u>May 12 Saturday</u></b>	Graham & Sue Lambert
<b>13 Sunday</b>	Jeff & Judy Chalker, Brian Corby
<b><u>May 19 Saturday</u></b>	Mick Chalker & Tim Dowsley
<b>20 Sunday</b>	Maureen Long, Joan Scott, Pat Murray
<b><u>May 26 Saturday</u></b>	Graham Lambert, Marcus Hartstein, Nicola Young
<b>27 Sunday</b>	Annette Chalker, Peter & Margaret McAlister
<b><u>June 2 Saturday</u></b>	Mick Chalker, Tim Dowsley, Brian Corby
<b>3 Sunday</b>	Bob Blay, Brian Moloney, Mick Chalker

*Editor: Maureen Long*

**Gunning Shire Hall and Showground Advisory Committee**

Meeting of 5 March 2018, 4.30pm - Upper Lachlan Council Chamber, Gunning

**Minutes****1. Attendance and apologies**

Present: Kelly Dowling (Chair), Michael Coley (Secretary), Sue Hope, Belinda Cosgrove, Roslyn McLoughlin, Karen Chapple, Kay Walmsley, Kathy Johnson, Councillor John Searl (ULSC)

Apologies: Mursaleen Shah (ULSC), Tina Dodson (ULSC), Ross Hickey

**2. Confirmation of the minutes of the meeting of 4 December 2017**

Minutes confirmed (Kay Walmsley/Ros McLoughlin - carried)

**3. Matters arising from the minutes**

- Outdoor gym

The estimated cost is \$90,000.

It was noted that there was a current round of infrastructure grants but if it was a Council project there would be a need for matching funding. If there is a need for the project to be more than \$100,000 there are other related projects such as toilets that could be included.

Peta emphasised the need for the community to show that it backed the project. John emphasised that it was, and should be seen as, a heath project.

Peta is to discuss the project with Linus Nesbitt-Hawes, Council's grants officer.

- Map of the Showground

The map was circulated with various facilities and proposals identified. Mike is to send it to Tina for information.

- Advertising banners: need for a policy

Belinda is to obtain the policy used by Yass Showground.

- Use of the Showground as an overflow for caravans and camper vans

Asked that Tina consider improvement in signage to restrict the location of caravans, etc.

- Claude Dunn memorial: finalised - no further action

- Financial contributions to campdraft area maintenance - still under consideration by Council.

- Kitchen fridge - report from Kelly Dowling

Agreed that we should aim for the highest quality fridge at a cost of \$5000.

Several community groups agreed to contribute funds to support an application for grant funding. Kelly will prepare a submission and will call for letters of support.

#### **4. Correspondence**

- Acknowledgement from Council of receipt of submission for 2018-19 Operational Plan
- Emails from Kelly Dowling and Ross Hickey (see items 3 and 6)
- Regular grant opportunity notifications from Linus Nesbitt-Hawes, ULSC (distributed)
- David Findlay re Armistice Day

Correspondence noted

#### **5. Report from ULSC**

No report as Council staff were unavailable.

#### **6. New items**

- Dishwasher issues

Kelly advised that she had been able to repair the dishwasher. She said that the use of vinegar as a cleanser was in the instructions but that this was often not being followed.

- Dressage area (weeding, fencing, and naming for Bruce Hillier)

Correspondence from Ross Hickey making recommendations in regard to the dressage area had been noted.

Agreed that the late Bruce Hillier was not a proponent of dressage so his name being attached to that area would not be appropriate. Suggested that his name be attached to a rodeo or similar event or location.

Agreed that the dressage area should remain as it is and in situ.

- Stables

Belinda thanked Council for the excellent job in finishing the stables. She suggested that there needed to be sand over the gravel in the stables. Agreed that relevant members would keep this issue under review.

- Windows in the Hall

Ros drew attention to the fact that following the Hall painting the windows could no longer be opened. This was a significant issue on hot days.

Kelly said she had drawn up a list of Hall issues after the Show and had sent them to Tina.

- Possible yard dog trials in Gunning

The meeting noted that the relevant organisers were considering bringing the national yard dog trials to Gunning in 2019. This information was received with great enthusiasm.

## **7. Standing items**

- Suggestions for new facilities at the Showground
  - Outdoor gym (exercise equipment - see item 3)
  - Fenced kids' playground
  - Bike path (including for kids)
  - Fenced dog exercise area

## **8. Next meeting - 4 June 2018**

**PRESENT:** Cllr Searl, Karin Schaeffer, Graham Croker, Grant Kitchen, Marlene Lannan, Mursaleen Shah, Susan Ducksbury,

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**THE CHAIRPERSON DECLARED THE MEETING OPEN AT  
3:08 PM**

**SECTION 1: APOLOGIES & LEAVE OF ABSENCE**

Apologies were received for the absence of Elizabeth Egan and Jo Boyce.

**ITEM 1.1 RESOLVED by Cllr Searl and Graham Croker**

That apologies be noted and accepted.

- CARRIED

**SECTION 2: DECLARATIONS OF INTEREST**

Nil.

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1 RESOLVED by Cllr Searl and Karin Schaefer**

That the minutes of the Access Committee Meeting held on 31 January 2018 be adopted.

- CARRIED

**SECTION 4: REPORTS**

**CORRESPONDENCE ITEMS AS BELOW**

- Letters sent to the Grabben Gullen, Laggan, Taralga, Bigga, Golspie and Crookwell Progress Associations (enclosed copy of Missed Business - How to attract more business through better access);
- Letters sent to following medical providers with Country Doctors and the Health Care Centre with MLAK key information and application forms;
- Council Letter to Commissioner for Open Space & Parklands Nomination of contact for everyone can play

program. Council has received a response that the NSW Government is considering funding the audit and works.

- NDIS Come and meet coordinator - distributed for information.

## SECTION 5: ITEMS FOR DISCUSSION

- Internal Hospital Parking - discussion on this with no resolution.
- Access issues at Health Care Building
- Development Application Fee Waiver Policy - discussion relevant only to Development application fees.
- Current subdivision – any requirement to install footpaths.
- MLAK toilet signage
- MLAK key feedback, issues and complaints.
- Disabled Parking Roberts Street end of Goulburn Street Crookwell.

### ITEM 5.1 **RESOLVED** by Karin Schaefer and Graham Croker

That a record be kept of feedback, issues and complaints received in relation to the MLAK keyed toilet.

- CARRIED

### ITEM 5.2 **RESOLVED** by Graham Croker and Karin Schaefer

That the Access committee agree with the relocation of the proposed existing disabled parking spot across the road adjacent to the side of JD's as recommended by the Traffic Committee.

- CARRIED

## SECTION 6: QUESTIONS FOR NEXT MEETING

### **ACTION ITEMS**

The following action items to be progressed or updated for next meeting

Date	Action	Responsible Officer	Due
28 /3/ 2018	MLAK details to be updated on toilet map.	ULSC	Next Meeting



28 /3/2018	Is Health Care site/ Building Council owned?	ULSC	Next Meeting
31/1/2018	MLAK toilet sign to be finalised and installed.	ULSC	Next Meeting

Next Meetings is scheduled for 30 May 2018 at 3.00pm.

**THE MEETING CLOSED AT 5.00pm**

Minutes confirmed 30 MAY 2018

.....  
Chairperson

## **17       NOTICES OF MOTION**

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



## **18        QUESTIONS WITH NOTICE**

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



# **General Manager's Statement**

## **Confidentiality**

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.





## **CONFIDENTIAL SESSION**

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

### **RECOMMENDATION**

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 19.2 19.3 in confidential session for the reasons indicated:

#### **Item 19.1 Question with Notice - Staffing Matter**

*This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.*

#### **Item 19.2 Question with Notice - General Managers Performance Review**

*This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.*

#### **Item 19.3 Temporary Appointment - Acting General Manager**

*This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.*



## **19        CONFIDENTIAL SESSION**

The following items are submitted for consideration -

- 19.1        Question with Notice - Staffing Matter
- 19.2        Question with Notice - General Managers Performance Review
- 19.3        Temporary Appointment - Acting General Manager