



BUSINESS PAPER

ORDINARY MEETING

Thursday 19 December 2019

6:00PM

Council Chambers

TABLELANDS REGIONAL COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

11 December 2019

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 19 December 2019** in the **Council Chambers** commencing at **6:00PM**.

NOTICE:

Australia Day Awards Workshop will commence immediately after the Ordinary meeting in Closed Session.

Your presence is requested.

Yours faithfully



Andrew Croke
Acting General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

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

1	NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING	
2	APOLOGIES AND LEAVE OF ABSENCE	
3	CITIZENSHIP CEREMONY	
	Nil	
4	DECLARATIONS OF INTEREST	
5	CONFIRMATION OF MINUTES.....	11
5.1	Minutes of the Ordinary Meeting of Council of 21 November 2019	12
6	MAYORAL MINUTES.....	91
6.1	Mayoral Minute	92
7	PRESENTATIONS TO COUNCIL/PUBLIC	
	Nil	
8	CORRESPONDENCE	93
8.1	Correspondence items for the month of December 2019	94
9	LATE CORRESPONDENCE	
10	INFORMATION ONLY.....	121
10.1	Development Statistics for the Month of November 2019	122
10.2	Monthly Weeds Activities Report	128
10.3	Update on Council Waste Transfer Stations	132
10.4	Investments for the month of November 2019	136
10.5	Bank Balance and Reconciliation - 30 November 2019	140
10.6	Rates and Charges Outstanding for the month of November 2019	141
10.7	Grants Report	144
10.8	Commentary on Audit, Risk and Improvement Committee Chairperson Report	150
10.9	Code of Conduct Complaints Report to the Office of Local Government	155
10.10	Work, Health and Safety Committee Meeting Minutes	163
10.11	Action Summary - Council Decisions	170

REPORTS FROM STAFF AND STANDING COMMITTEES

11	ENVIRONMENT AND PLANNING	183
11.1	Development Application DA 61/2019 light industrial warehouse section 8.2 review	184
11.2	101 Golspie Road Taralga zone modification Lot A DP 413644	188
11.3	Sustainable Communities Upper Lachlan Shire Council Energy Masterplan	190
12	INFRASTRUCTURE DEPARTMENT	241
	Nil	
13	FINANCE AND ADMINISTRATION	243
13.1	Delivery Program bi-annual review 2019/2020	244
13.2	Application for waiver of multiple Rural Waste Charges	264
13.3	RV Friendly Park Proposal - Park Street Crookwell	267
14	GENERAL MANAGER	271
14.1	Review of the New Employees Pre Placement Health Assessment Policy and Procedure	272
14.2	Review of the Secondary Employment Policy	286
14.3	Review of the Separation and Termination Policy	294
15	LATE REPORTS	
16	REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES	309
16.1	Reports for the month of December 2019	310
17	NOTICES OF MOTION.....	347
17.1	Notice of Rescission Motion - 341/19	348
18	QUESTIONS WITH NOTICE	351
18.1	Draft Local Strategic Planning Statement	352
18.2	Crookwell 200 Community Committee	353
18.3	Building Better Regions and Drought Communities Programme Funding	354
18.4	Development Contribution Planning Policy	355
18.5	Developer Contributions revenue	356
19	CONFIDENTIAL SESSION	361
19.1	Tender for General Waste Transfer Service Provider	

UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

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

Date:

I will be absent for the following reason/s:

.....
.....
.....

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

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

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

Name of Meeting: Ordinary Meeting of Council

Date of Meeting:

Page Number:

Item Number:

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

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

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

to be held on the _____ day of _____ 20 .

Pecuniary interest

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

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

- ☐ The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).
- ☐ An associated person of the councillor has an interest in the land.
- ☐ An associated company or body of the councillor has an interest in the land.

Matter giving rise to pecuniary interest¹

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

[Tick or cross one box]

- ☐ The identified land.
- ☐ Land that adjoins or is adjacent to or is in proximity to the identified land.

Current zone/planning control

Proposed change of zone/planning control

Effect of proposed change of zone/planning control on councillor or associated person
(tick box that applies)

☐ Appreciable financial gain

☐ Appreciable financial loss

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the General Manager

I, _____

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

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

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

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

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

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

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

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

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

Signature

Date

5 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

5.1 Minutes of the Ordinary Meeting of Council of 21 November 2019..... 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

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

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM.

SECTION 1: NOTICE OF AUDIO RECORDING OF MEETING

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

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Clr O'Brien.

308/19 **RESOLVED** by Clr Searl and Clr Kensit that the apology be received and a leave of absence granted.

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

Councillors who voted against:- Nil

SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

SECTION 5: CONFIRMATION OF MINUTES

309/19 **RESOLVED** by Clr Searl and Clr Wheelwright

That the minutes of the Ordinary Council Meeting held on 17 October 2019 be adopted.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1 MAYORAL MINUTE

310/19 **RESOLVED** by Mayor Stafford and Clr Searl

That Council receive and note the activities attended by the Mayor for October 2019 and November 2019.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 6.2 MAYORAL MINUTE

311/19 **RESOLVED** by Clr Stafford and Clr Searl

That Council investigate the cost associated with implementing facilities for webcasting and audio recording of council meetings at both Gunning and Taralga.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, P
Kensit, R Opie, B McCormack, J

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Searl, J Stafford and J
Wheelwright

Councillors who voted against:- Nil

SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

1. Gavin Douglas - Gunning District Association – Gunning Showground Playground Proposal.

312/19 **RESOLVED** by Clr Searl and Clr Kensit

1. That Council provide in principle support for placement of a BBQ area in Endeavour Park, Gunning Showground.

- CARRIED

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

Councillors who voted against:- Nil

2. Sanket Raje and Monique Grundling - Deloitte Touche Tohmatsu – Auditor's report on 2018/2019 Financial Statements.
3. Don Southwell - Crookwell Men's Shed – Establish a Crookwell Walk of Fame.
4. Barry Murphy - Kiamma Creek Landcare Group – Naming of Footbridge Dame Mary Gilmore in Pat Cullen Reserve.

313/19 **RESOLVED** by Clr Cummins and Clr Kensit

1. Council bring forward items of business 17.1 and 17.2.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF RESCISSION MOTION - 237/19

MOVED by Clr Kensit and Clr Opie

“We, Clr Kensit, Clr Opie and Clr Cummins move that

Resolution 237/19 is rescinded:

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

If Resolution 237/19 – naming of the Pat Cullen Reserve Footbridge is rescinded, then it is proposed that:

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

- LOST

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

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

ITEM 17.2 NOTICE OF RESCISSION MOTION - 286/19

314/19

RESOLVED by Clr Cummins and Clr Opie

“We, Clr Cummins, Clr Opie and Clr Kensit move that

Council Resolution 286/19 is rescinded:

1. The Draft ULSC Infrastructure Naming Policy be withdrawn and the Council refer to the Geographical Names Board of NSW Policy on Place Naming for procedural guidance on the naming of Council infrastructure assets.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Councillors who voted for:- Clrs P Culhane, R Cummins, P Kensit, R Opie and J Stafford

Councillors who voted against:- Crs B McCormack, J Searl and J Wheelwright

As Resolution 286/19 is rescinded then a new motion was put forward.

Moved by Clr Cummins and Clr Opie that

1. Council revise the draft Infrastructure Assets Naming Policy and when amended that a report be presented to Council prior to being placed on public exhibition for 28 days."

On being put to the meeting the motion was carried and became the resolution

315/19

RESOLVED by Clr Cummins and Clr Opie

1. Council revise the draft Infrastructure Assets Naming Policy and when amended that a report be presented to Council prior to being placed on public exhibition for 28 days."

- CARRIED

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

Councillors who voted against:- Nil

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF NOVEMBER 2019

316/19

RESOLVED by Clr Searl and Clr Wheelwright

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

1. Hon. Scott Morrison, Prime Minister – Media Release – Drought budget support.
2. NSW Government – Local Government Ministerial Advisory Group.
3. Shelley Hancock – Local Government Expenditure Caps – Committee Accepted Recommendation.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

4. NSW Government – Response to impact of expenditure caps on Local Government election campaigns.
5. Shelley Hancock – Minister for Local Government – New Intergovernmental Agreement – 15 October 2019.
6. NSW Government – Local Government Remuneration Tribunal 2020 Annual Determination.
7. Wendy Tuckerman – Fixing Local Roads Program Media Release.
8. Roads and Maritime Services – Fixing Local Roads – Applications now open.
9. NSW Transport – Fixing Local Road Program Fact Sheet.
10. NSW Government – National Redress Scheme.
11. Essential Energy – Bushfire and Electrical Safety Risk Management.
12. Stonequarry Cemetery Committee – Letter request for funding and maintenance.

317/19

RESOLVED by Clr McCormack and Clr Searl

1. Council congratulate the Stonequarry Cemetery Committee on the work they have achieved at the cemetery and Council will consider a submission in the 2020/2021 Operational Plan.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, R Cummins, P
Kensit, R Opie, B McCormack, J
Searl, J Stafford and J
Wheelwright

Councillors who voted against:- Nil

13. Upper Lachlan Small Business Association – Letter of Thanks Council support.

RESOLVED by Clr Opie and Clr Cummins

318/19

1. Council send a letter of congratulations to the Upper Lachlan Small Business Association and vendors at the Business Expo.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, R Cummins, P
Kensit, R Opie, B McCormack, J
Searl, J Stafford and J
Wheelwright

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

14. Bruce Barraclough – Congratulations to Council Staff.
15. Lynne Van Veen – Letter of Thanks – Mulch Donation to Crookwell Hospital.
16. Col and Anne Picker – Letter of Thanks – Greenmantle Road works.
17. Norelle Williams – Letter of Thanks – Julong Bridge Works.
18. Bob Love – Letter of Thanks - Julong Bridge Works.
19. John Culley – Letter of Recommendation – Bridge Load Limits.
20. Kathy Staples – Letter of Thanks – Sporting Donation.
21. Collector Road Action Group – Request to investigate safety and sealing of Collector Road.
22. Crookwell Neighbourhood Centre – Proposal for Relocation of Off Leash Dog Park.

319/19

RESOLVED by Clr Cummins and Clr Opie

1. That Council works in conjunction with Crookwell Neighbourhood Centre and provide a report to Council for a concept plan for an off leash dog park at Gordon Park in Crookwell to enable community consultation.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, R Cummins, P Kensit, R Opie, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

23. Yvonne Hatch – Objection to Proposal for Short Term RV Park at Railway Park.
24. Dianne Layden – Objection to Council process taken in naming footbridge.
25. Kiamma Landcare Group – Petition regarding implementing naming of footbridge.
26. Yvonne Hatch – Letter of Objection naming of Kiamma Creek Footbridge.
27. Don Southwell on behalf of Crookwell Community Men's Shed – Proposal for Walk of Fame in Crookwell.

320/19

RESOLVED by Clr Cummins and Clr Kensit

1. That Council form a Committee to work in conjunction with the community to investigate the possibilities to develop a community walk in Crookwell.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

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

Councillors who voted against:- Nil

- 28. Marion Jordon – Objection to proposed Walk of Fame in Pat Cullen Reserve Crookwell.
- 29. Yvonne Hatch – Objection to dismissal of Walk of Fame proposal in Crookwell.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

**ITEM 10.1, 10.6 – INFORMATION ONLY ITEMS
10.9**

321/19 **RESOLVED** by Clr Searl and Clr McCormack

- 1. Items 10.1, 10.6 – 10.9 be received and noted as information.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

ITEM 10.2 DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2019

322/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.3 REGIONAL DIGITAL CONNECTIVITY PROGRAM

323/19 RESOLVED by Clr Searl and Clr Wheelwright

1. The report be received and noted as information.

- CARRIED

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

Councillors who voted against:- Nil

**ITEM 10.4 RMS ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) -
CONTRACTOR PERFORMANCE REPORT QUARTER 3**

324/19 RESOLVED by Clr Searl and Clr Opie

1. Council receive and note the report as information.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Councillors who voted for:- Crs P Culhane, R Cummins, P
Kensit, R Opie, B McCormack, J
Searl, J Stafford and J
Wheelwright

Councillors who voted against:- Nil

**ITEM 10.5 COMPLETION OF ABERCROMBIE RIVER BRIDGE
REPLACEMENT PROJECT**

325/19 RESOLVED by Clr McCormack and Clr Opie

1. Council receive and note the report as information.
2. Council forwards a letter of congratulations to the Director of Infrastructure and his team and Oberon Council for taking over a very difficult project and under his management being able to achieve such a positive outcome.

- CARRIED

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

Councillors who voted against:- Nil

**ITEM 10.10 COMPLETION OF CROOKWELL MEMORIAL OVAL COMMUNITY
SPORTS CENTRE**

326/19 RESOLVED by Clr Culhane and Clr Opie

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

327/19 **RESOLVED** by Clr Opie and Clr Kensit

1. Council bring forward item of business 11.2.

- CARRIED

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

Councillors who voted against:- Nil

**ITEM 11.2 DRAFT PLAN OF MANAGEMENT - CROOKWELL MEMORIAL
OVAL COMPLEX**

1. The Draft Plan of Management – Crookwell Memorial Oval Complex be placed on public exhibition for a minimum period of 28 days.

An Amendment was moved by Clr Opie and Clr Kensit

1. That Council defer the adoption of the Plan of Management for Crookwell Memorial Oval Complex and hold a Councillor workshop.

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

328/19 **RESOLVED** by Clr Opie and Clr Kensit

1. That Council defer the adoption of the Plan of Management for Crookwell Memorial Oval Complex and hold a Councillor workshop.

- CARRIED

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

Councillors who voted against:- Nil

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Clr McCormack left the meeting the time being 7.48pm

ITEM 10.11 GRANTS REPORT

329/19 RESOLVED by Clr Searl and Clr Cummins

1. Council receive and note the report as information.

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, P
Kensit, R Opie, J Searl, J
Stafford and J Wheelwright

Councillors who voted against:- Nil

Clr McCormack returned to the meeting the time being 7.50pm

ITEM 10.12 ACTION SUMMARY - COUNCIL DECISIONS

330/19 RESOLVED by Clr Searl and Clr Culhane

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

The meeting adjourned for a short break the time being 8.00pm.

The meeting resumed the time being 8.11pm

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 COMMUNITY PARTICIPATION PLAN

331/19 RESOLVED by Clr Searl and Clr McCormack

1. The draft Council Community Participation Plan be placed on public exhibition for a minimum period of 28 days.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

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

Councillors who voted against:- Nil

ITEM 11.2 DRAFT PLAN OF MANAGEMENT - CROOKWELL MEMORIAL OVAL COMPLEX

Item moved forward in the agenda and dealt with earlier in meeting.

SECTION 12: INFRASTRUCTURE DEPARTMENT

ITEM 12.1 APPOINTMENT OF COUNCIL NATIVE TITLE MANAGER

332/19 RESOLVED by Clr Searl and Clr Kensit

1. The Design Engineer is appointed as the Native Title Manager for Upper Lachlan Shire Council.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

ITEM 12.2 PROPOSED ROAD CLOSURE AT 7272 OBERON ROAD - TARALGA

333/19 RESOLVED by Clr Searl and Clr McCormack

1. Council approve the closure of the disused section of Oberon Road in Taralga as a public road pursuant to Division 3 – Closing of Council Public Roads by Council under the Roads Act 1993 and noting the road identified highlighted yellow on a map prepared by CPC Land Development Consultants Pty Ltd dated 20 December 2017.
2. All costs associated with this road closure are at no cost to Council.
3. Council lodge an application with NSW State Government requesting closure of the road reserve highlighted in Attachment 1.
4. Council General Manager be authorised to sign the Agreement for Road Closure.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 12.3 PRIVATE SEWER PUMP STATION POLICY

334/19 RESOLVED by Clr Searl and Clr Culhane

1. Council place the Private Sewer Pump Station Policy on public exhibition for 28 days.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Private Sewer Pump Station Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	21 November 2019
Resolution Number:	XX/19
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	NA
Procedure/guideline reference number:	NA

RESPONSIBILITY:-	
Draft Policy Developed by:	Coordinator Assets Planning & Programming
Committee/s (if any) consulted in the development of this policy::	NA
Responsibility for implementation:	Director of Infrastructure
Responsibility for review of Policy:	Manager Assets & Design

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

1. OBJECTIVES:

This policy provides a framework for the provision of private sewer pumping systems within Upper Lachlan Shire where the use of such a system is justified. It details the circumstances where the Council may approve private sewers pump station. It also describes the responsibilities of Council, developers and individual property owners and the associated processes and procedures for planning, designs, construction, maintenance, operation and ownership of associated infrastructure.

2. POLICY STATEMENT:

A private sewer pump station is a sewerage pump system located on private land that discharges to a nominated discharge point into Council's sewerage system. The following is the Council's policy regarding private sewer pump stations:

- 2.1 Council will only permit private sewer pump stations to be installed and to discharge into Council sewerage system where:
 - a. All other opportunities to connect to Council sewer by gravity have been exhausted, and
 - b. A qualified designer demonstrates that a gravity connection is not possible, or
 - c. Where the pump station will have environmental or social benefits.
- 2.2 This Policy covers sewer pump stations, including all pipes and components required to operate the pump station and contained wholly within the premises that it serves up to the connection to the Council's public sewerage system. The connection point must be on the property or a council reserve immediately adjacent, and not on other private lands. Council may vary this clause where an easement favouring Council is created to service the system.
- 2.3 Where a Private Sewage Pump Station is required, the proponent or property owner shall bear the full cost of all works and administration of the Property Title and ongoing maintenance of the system.
- 2.4 An application shall be submitted before carrying out any work for approval under Section 68 of the Local Government Act and any other applicable legislation when the Council determines a pump station is required.

REQUIREMENTS AND STANDARDS

DESIGN:

- 3.1 The system must be designed compliant with the latest version of the (WSAA04 & WSAA07) Pressure Sewerage Code of Australia.
- 3.2 Council will only approve designs submitted by a qualified 'Designer' who is endorsed by the System/Technology Supplier.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- 3.3 Pressure Sewerage System shall be designed to be consistent with the optimum design for the entire catchment area with any future extension of the system to be accommodated.
- 3.4 A Private sewer pump must contain a grinder to minimise blockages in the pipe systems.

CONSTRUCTION:

- 3.5 Developers or property owners are responsible for all costs and charges associated with the construction, installation, operation and maintenance of pumping station.
- 3.6 All cost related to the connection of a private sewer pump station to the Council's existing sewerage system shall be met by the property owner or developer.
- 3.7 The developer shall submit Survey accurate 'As Constructed' details specifying the location of the pressure to the Council.

TESTING & COMMISSIONING:

- 3.8 The final connection to the sewer main will only be made after the pumping unit has been tested as per the latest edition of the WSAA Pressure Sewer Code of Australia (WSAA 07 & WSAA 04) and found to be suitable for formal commissioning.

OPERATION AND MAINTENANCE:

- 3.9 The owner is solely responsible for the service, maintenance and repair of a private sewer pump station.
- 3.10 The pumping units operate automatically and do not require any specific input from the resident. The collection tank is to be sized to provide sufficient storage to cater for power outages as part of regular operation. The size of the pump could be stipulated to ensure overflows do not occur during a power outage. It is recommended to have 600 to 800 litre storage for onsite detention of sewer during a power outage to decrease the likelihood of overflow
- 3.11 Owners/occupiers are not permitted to interfere with the electricals of the pump station. Council requires the pump station to be wired into the domestic switchboard in such a manner so as not to interfere with the standard electrical operation of the property, nor be accessible by the residents.
- 3.12 The developer/landowner will supply a Home Owner's Manual to all owners of properties. The Manual will outline the operation and maintenance requirements of the pumping units. The Manual will include:
 - a) Details on the operation of private sewer pump stations including appropriate contact
 - b) Details for further enquires.
 - c) Emergency contact phone number of the service agent.
 - d) What to do if the alarm sounds or flashes.
 - e) What to do in the case of a power failure.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- f) What to do if going on holidays.
- g) How to minimise wastewater production in the case of emergencies.
- h) What can be safely discharged into the sewerage system?

Maintaining the overflow relief gully:

- 3.13 The property sanitary drain shall be connected to a controlled overflow mechanism such as an overflow relief gully trap identified on the property plan.
- 3.14 Properties are not permitted, under any circumstances, to block any overflow relief gullies such that they are unable to perform their required operation.
- 3.15 In flood-prone areas special arrangements may be necessary for overflow relief gully traps to prevent the intrusion of floodwater and damage to the system.

RELATED LEGISLATION AND GUIDELINES:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Water Management Act 2000
- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operations Act 2005
- Work Health and Safety Act 2011
- Sewage Pumping Station Code of Practice (WSSA04)
- Pressure Sewerage Code of Australia (WSAA07)
- Building Code of Australia
- AS/NZ 3500.2- Plumbing and Drainage Code of Australia

ITEM 12.4
335/19

ROADS AND MARITIME SERVICES RMCC CONTRACT RENEWAL

RESOLVED by Cllr McCormack and Cllr Searl

1. Council request an extension of time from Roads and Maritime Services to respond to the contract execution date.
2. Council accept the revised contract subject to favourable legal and professional assessment of the contract terms, prior to 29 February 2020.
3. Council delegate authority for the General Manager and Director of Infrastructure to negotiate contractual terms on Council's behalf in order to establish a viable Routine Maintenance Council Contract for Council's endorsement based on social, economic and community benefits prior to the contract termination date 29 February 2020.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

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

Councillors who voted against:- Nil

ITEM 12.5
336/19

SWIMMING POOL REVIEW COMMITTEE

RESOLVED by Clr Culhane and Clr Kensit

1. Council approve in principle the proposed concept for the unheated outdoor Crookwell swimming pool (25 metre x 10 metre) upgrade of the existing swimming pool;
2. Council approve in principle the proposed concept of a (15 metre by 6 metre) new heated indoor pool in Crookwell with the preferred location to be based on technical consideration;
3. Council endorse the demolition of the existing unused Crookwell swimming pool change rooms and minor refunctioning of used changed rooms;
4. Council allocate \$40,000 from unrestricted cash reserves to fund architectural plans, engineering plans and associated costing for the potential Crookwell upgrade of the existing outdoor swimming pool, costings for a proposed heated indoor pool and change rooms and a design that is sympathetic to the possible future inclusion of a hydrotherapy pool.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 PRESENTATION OF THE 2018/2019 FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT

337/19 **RESOLVED** by Clr Searl and Clr McCormack

1. Council endorses the Audit Office of NSW external Independent Auditor's Reports for the 2018/2019 Financial Statements.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 13.2 PRESENTATION OF THE 2018/2019 ANNUAL REPORT

338/19 **RESOLVED** by Clr Searl and Clr McCormack

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2018/2019 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005 and other applicable legislation.
2. Council notify the Office of Local Government by providing a URL link to Council website.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

ITEM 13.3 QUARTERLY BUDGET REVIEW STATEMENTS - 1ST QUARTER 2019/2020

339/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council adopts the 1st Quarter Budget Review Statements for 2019/2020 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 14: GENERAL MANAGER

ITEM 14.1 RENEW OUR LIBRARIES PHASE 2 - NSW PUBLIC LIBRARIES ASSOCIATION

340/19 RESOLVED by Clr Searl and Clr Culhane

1. Council make written representation to Wendy Tuckerman MP, Member for Goulburn, in relation to the need for a sustainable state funding model for the ongoing provision of public library services.
2. Council make written representation to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 2019/2020 to 2022/2023 NSW state funding model.
3. Council endorse the distribution of the NSW Public Libraries Association NSW library sustainable funding advocacy information in Council libraries.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

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

Councillors who voted against:- Nil

ITEM 14.2 SOUTHERN PHONE COMPANY - PROPOSED ACQUISITION BY AGL ENERGY OF ALL SHARES

341/19 RESOLVED by Clr Searl and Clr Wheelwright

1. The report be received and noted as information.
2. Council notifies Southern Phone Company that it supports their Director's recommendation for the sale of shares held by Upper Lachlan Shire Council of Southern Phone Company with acquisition by AGL Energy Limited.
3. Council delegates the Mayor and General Manager the authority to execute the Share Sale Agreement contract and supporting legal documentation and affix the Common Seal of Council.
4. Council appoints Southern Phone Company Chairperson, Bill Hilzinger and Mr Deputy Chairperson, Andrew Riley as agent and representative for Upper Lachlan Shire Council to sign and lodge a proxy vote in favour of the sale of shares held in Southern Phone Company to AGL Energy limited.
5. Council authorise the proceeds from the sale of the Southern Phone Company to be held as unrestricted cash.

- CARRIED

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

Councillors who voted against:- Clrs R Cummins, P Kensit and R Opie

An Amendment was moved by Clr Cummins and Clr Opie

1. Council authorise the proceeds from the sale of the Southern Phone Company to be placed in the Council internally

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

restricted reserve fund for the Crookwell Swimming Pool project.

On being put to the meeting the Amendment was lost.

1. Council authorise the proceeds from the sale of the Southern Phone Company to be placed in the Council internally restricted reserve fund for the Crookwell Swimming Pool project.

- L

OST

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

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

ITEM 14.3
342/19

WORK, HEALTH AND SAFETY COMMITTEE MEETING MINUTES

RESOLVED by Cllr Searl and Cllr McCormack

1. Council adopt the recommendations 4.1 to 4.9 of the Work Health and Safety Committee Meeting Minutes from 28 October 2019.

- CARRIED

Councillors who voted for:- Cllrs P Culhane, R Cummins, P Kensit, R Opie, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Chain of Responsibility
File reference:	
Date Policy was adopted by Council initially:	
Resolution Number:	
Other Review Dates:	
Resolution Number:	
Current Policy adopted by Council:	2019
Resolution Number:	
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Aim

The aim of Chain of Responsibility (CoR) is to make sure everyone in the supply chain share equal responsibility for ensuring breaches of the Heavy Vehicle National Law (HVNL) do not occur. Under COR laws if you exercise (or have the capability of exercising) control or influence over any transport task, you are part of the supply chain and therefore have a responsibility to ensure the HVNL is complied with.

Note: Under the Heavy Vehicle Law (HVNL) a heavy vehicle is a vehicle that has a gross Vehicle Mass (GVM) or Aggregate Trailer Mass (ATM) of more than 4.5 tonnes and a combination that includes a vehicle with a GVM or ATM of more than 4.5 tonnes

Introduction and Purpose

The CoR is a nationally legislated program of compliance and enforcement that aims to improve safety and reduce accidents across the road transport industry. CoR aims to ensure that any off-road party in a position to control, influence or encourage particular on-road behaviour is identified and held appropriately accountable.

The Chain of Responsibility extends legal liability for certain road law offences to all parties who by their actions, inactions or demands exercise control or influence over the entire transport chain. All persons involved in consigning, packing, loading, driving, operating and receiving are covered by this legislation.

Scope

This policy applies to all premise owners, employees, contractors and visitors within Council that have responsibility for or involvement in activities that fall within the scope of the road transport laws.

This may include (but not be limited to) roles within logistics, supply chain and support roles. This includes, full time, part time and casual employees as well as contractors or subcontractors working for or on the behalf of Council. It also extends to suppliers and visitors where appropriate

Policy

Chain of Responsibility is relevant for all areas of Council, that deal with heavy vehicles, i.e., gravel trucks, water tankers, low loaders, and intermediate plant trailers and the receipt of goods from external agencies and companies.

The main elements of the CoR are mass and dimension, load restraint, driver fatigue, speed and maintenance.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- **Mass and dimension** – ensuring trucks leave sites within the mass carrying constraints and that the mass is distributed across the truck axles, and ensuring dimension limits are adhered to.
- **Load Restraint** – ensuring that when trucks are loaded that the load is adequately secured to the vehicle.
- **Driver Fatigue** – ensuring that drivers are well rested and are given adequate time to take their scheduled rest breaks, and taking into consideration the amount of hours worked.
- **Speed** – ensuring that the driver's routes are realistic and safe and that demands are not imposed on the driver that may result in a driver putting themselves or others at risk. Schedules need to take into account the distance that needs to be covered, traffic conditions and delays at receiving sites.
- **Maintenance** – ensuring that trucks are free of defects, mechanically safe and in proper working order before a vehicle enters the road network.

The CoR extends legal liability to all parties who by their actions, inactions or demands exercise control or influence over the transport chain. All persons involved in consigning, packing, loading, driving, operating and receiving are covered by this legislation.

Breaching the policy

Breaches of this Policy may result in disciplinary action being taken in accordance with council's disciplinary policy.

Related Policies, Procedures and Additional Information

- Chain of Responsibility Procedure
- Work Health and Safety Policy
- Drug and Alcohol Policy
- RMS Heavy Vehicle Drivers Handbook
- Heavy Vehicle National Law
<https://www.rms.nsw.gov.au/documents/roads/licence/heavy-vehicle-driver-handbook.pdf>
- National Heavy Vehicle Regulator Load restraint Guide
[https://www.ntc.gov.au/Media/Reports/\(9E12B22A-6156-41B0-F382-136A34520AF8\).pdf](https://www.ntc.gov.au/Media/Reports/(9E12B22A-6156-41B0-F382-136A34520AF8).pdf)
- National Heavy Vehicle Regulator <https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility/about> &
- National Heavy Vehicle Regulator Local Government and Heavy Vehicle National Law
<https://www.nhvr.gov.au/files/201802-0767-cor-local-government.pdf>

Variation

Council reserves the right to vary or revoke this policy

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Smoking in the Workplace
File reference:	F10/618-06
Date Policy was adopted by Council initially:	28 July 2005
Resolution Number:	212/05
Other Review Dates:	24 August 2006, 16 April 2009 and 20 May 2010
Resolution Number:	238/06, 138/09, 199/10
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

SCOPE

This policy covers all elected representative of the public, council staff, council committees, contractors working for or on behalf of council and members of public using or visiting council sites.

OBJECTIVES:

1. Upper Lachlan Shire Council is committed to ensuring staff are provided with a safe and healthy environment that is free from the potential effect of tobacco smoke. This includes environmental tobacco smoke (passive smoking).
2. To encourage the reduction of active smoking.
3. To promote a safe and healthy working environment for all Upper Lachlan Shire Council employees.

POLICY:

1. Smoking is prohibited in all Council buildings, structures and vehicles; this includes:
 - All enclosed areas in general use;
 - All lobbies, foyers and corridors;
 - All offices (including office carpark at Crookwell), depot buildings and workshops;
 - Common rooms, tea rooms, site caravans and staff rooms;
 - All vehicles, plant etc;
 - Amenities buildings and toilets;
 - Both the Crookwell and Gunning swimming pool buildings and enclosures;
 - Within 10m of air intakes, external doors in regular use and windows regularly opened;
 - Within 10 metres of Council buildings, places of work and areas adjacent to buildings where cigarette smoke will accumulate or drift back into the building);
 - Areas that may be frequented by members of the general public;
 - Staff working in areas where they are likely to affect others who come into the area;
 - At all grounds within and around Council depots and administration buildings. (With the exception of sites that have designated smoking areas)
2. Upper Lachlan Shire Council is under no legal requirements to provide smoking breaks during work hours for its staff members. Staff members wishing to have smoke breaks must make arrangements with their supervisors. Smoking arrangements can be revoked at any time by supervisors, appropriate managers and / or the appropriate director.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

When granting approval for employee smoke breaks supervisors will keep in mind how these regular smoke breaks will affect the moral of the non smoking staff not receiving the regular breaks.

- 3 Recruitment processes for all staff will include reference to the policy on smoking. However, the smoking behaviour of applicants for employment or promotion is not a factor in selection processes.
4. Where possible, Council will provide designated Smoking areas for its Depots and Buildings that meet the above mentioned criteria. All new staff will be shown the location of designated smoking areas.
5. Where ever possible, workers when smoking should do so out of the view of the public

Note: (Smokers are not entitled to smoke in unapproved areas even if all staff in that particular area wish to smoke.)

Quit Smoking Awareness Programme

Council supports a quit smoking awareness programme designed to inform employees of the dangers and consequences of smoking in the workplace.

Council will support staff who seek assistance with counselling in relation to quit smoking.

Council will provide staff with four (4) hours special leave to be taken as determined to arrange/attend counselling during normal working hours on a one off basis. Additional time off will necessitate the employee utilising accrued leave entitlements.

For information about giving up smoking:

The QUIT Line

Telephone: 137 848

NSW Cancer Institute NSW
(I Can Quit)

www.icanquit.com.au

Cancer Council New South Wales
www.cancercouncil.com.au

Members of Public

This policy is to be extended to the general public entering any Council property that meets the definition of this policy. Council staff can refuse service to any member of the public whilst they are smoking. Members of public who wish to smoke in areas other than

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

designated smoking areas outlined in this policy will be asked politely to leave or to put the cigarette out.

Council may revoke any usage arrangements or terminate lease agreements if committees and public groups refuse to follow this policy

Breaches of Policy

Staff

It is unacceptable behaviour to smoke in any of the areas other than designated smoking areas outlined in this policy and any complaints arising from staff smoking in non-smoking areas will be directed to Supervisor, Managers and/or the appropriate Director.

Staff members who fail to comply with the policy will be counselled and warned appropriately and disciplinary action will be implemented in accordance with Award provisions.

Upper Lachlan Shire Council staff cannot be disciplined whilst they are smoking away from the workplace during their own time.

Variation

Council reserves the right to vary or revoke this policy.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- WHS Act 2011
- WHS Regulation 2017
- WHS Policy
- Smoke Free – Playgrounds, Playing Fields and Sporting Grounds Policy

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Work Health and Safety Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	22 September 2005
Resolution Number:	30/05
Other Review Dates:	22 September 2005, 24 August 2006, 28 June 2007, 28 August 2008, 20 May 2010, 16 February 2012, 17 December 2015
Resolution Number:	288/05, 237/06, 194/07, 262/08, 199/10, 44/12, 375/15
Current Policy adopted by Council:	17 August 2017
Resolution Number:	257/17
Next Policy Review Date:	2020

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	WHS Committee
Committee/s (if any) consulted in the development of this policy::	WHS Committee
Responsibility for implementation:	General Manager and WHS Coordinator
Responsibility for review of Policy:	General Manager and WHS Coordinator

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Objective:

Upper Lachlan Shire Council is committed to providing and maintaining the best possible standard of workplace health and safety for everyone at Upper Lachlan Shire Council's places of work, including employees, contractors, volunteers, visitors and members of the public.

In realising its commitment, Upper Lachlan Shire Council will comply with all relevant Workplace Health and Safety legislation.

Policy

Upper Lachlan Shire Council recognises that the best way to manage workplace health and safety is through management and workers consulting to identify and solve workplace health and safety issues. Upper Lachlan Shire Council is committed to regular consultation with staff, contractors and suppliers of equipment and services to make sure workplace health and safety is being effectively managed.

RESPONSIBILITIES

Councillors have;

- An obligation to properly assess and consider funding applications for health, safety issues, where the health, safety or welfare of Council employees or volunteers working on behalf of Council has been identified by Council officers as being at risk.
- An obligation to comply with all reasonable direction given to them by the General manager including the wearing of any personal protective equipment (PPE) deemed necessary to protect them from harm while in attendance at a designated Council work site.
- An obligation to wear any personal protective equipment (PPE) deemed necessary to protect them from harm whilst undertaking inspections or following up issues with members of the public on non-designated Council worksites.

Management

Senior management within Upper Lachlan Shire Council acknowledges that all those in management and supervisory positions have a primary legal responsibility to for the health and safety of the people who work under their direction. Senior management will make sure that workplace health and safety responsibilities are appropriately defined and delegated, and that Directors, Managers and Supervisors receive necessary training and resources to carry out their workplace health and safety responsibilities.

All Directors, Managers and Supervisors have a duty to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to health.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

To carry out this responsibility Directors, Managers and Supervisors must:

- Make sure that Upper Lachlan Shire Council's workplace health and safety policy and procedures are effectively implemented.
- Make sure workplace health and safety duties are identified and assigned to appropriate workers.
- Make sure that regular discussion takes place on workplace health and safety between management and workers.
- Make sure that all procedures that relate to workplace health and safety, such as purchasing, training, hazard management, first aid, emergency action and evacuation, are regularly revised and continue to meet Upper Lachlan Shire Council's workplace health and safety needs and responsibilities.
- Provide necessary information, training and appropriate supervision to all Upper Lachlan Shire Council workers to enable them to understand and follow safe working procedures.
- Investigate and report on all workplace health and safety incidents, accidents and near misses so that weaknesses in the Council's workplace health and safety system can be identified and corrected.
- Keep up to date with developments in workplace health and safety legislation and standards that impact on their work area.
- Make sure that all workers who carry out work for Council understand the safety standards expected of them and that the equipment meets appropriate standards and legislative requirements.
- Monitor current workplace health and safety performance and try to achieve a steadily improving standard of workplace health and safety performance.

Employees

Workers of the Upper Lachlan Shire Council have a legal responsibility to actively contribute towards maintaining a healthy and safe workplace.

To do this workers must:

- Work safely at all times to protect their own health and safety, and the health and safety of everyone with whom they work, and any other person who is at the worksite.
- Report to their supervisor any hazards they encounter in their working day.
- Cooperate with all safety programs being implemented by the Upper Lachlan Shire Council and follow specified safe systems of work.
- Participate in workplace health and safety consultation and training initiatives,
- Use personal protective equipment and clothing that is specified for their work and supplied by the Upper Lachlan Shire Council.
- Workers are required to comply fully with management on any reasonable workplace health and safety matter.
- A worker must not to interfere with or misuse anything provided in the interest of Workplace Health and Safety.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- A worker must cooperate with any reasonable policy and procedure.

Upper Lachlan Shire Council seeks the cooperation of all its workers in realising our workplace health and safety objectives and in creating a healthy and safe working environment.

This Workplace Health and Safety Policy will be reviewed annually.

LEGISLATION

Variation

Council reserves the right to vary or revoke this policy

ITEM 14.4 343/19

CONSULTATIVE COMMITTEE MEETING MINUTES

RESOLVED by Clr Searl and Clr McCormack

1. Council adopt the recommendations 4.1 to 4.10 of the Consultative Committee Meeting Minutes held on 28 October 2019.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, R Cummins, P Kensit, R Opie, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Leave Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	16 June 2011
Resolution Number:	230/11
Other Review Dates:	16 June 2011; 19 June 2014, 16 June 2016
Resolution Number:	230/11; 180/14, 170/16
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY

Council will comply with leave provisions of the Upper Lachlan Shire Council preserving the Local Government (State) Award 2017.

Except in special circumstances, all leave is to be applied for and approved by the relevant staff supervisor, manager or director prior to the leave being taken.

PRO RATA ENTITLEMENT FOR PART TIME EMPLOYEES

Part time employees shall receive all conditions prescribed by the Local Government (State) Award 2017 on a pro rata basis of the regular hours worked.

GENERAL PROVISIONS RELATING TO APPLICATIONS FOR LEAVE

All leave applications must be in writing on the appropriate form. Leave cannot be paid until the Human Resource Section receives an authorised leave request.

Where possible, a minimum of four weeks' notice is requested for all leave excluding sick leave, carer's leave and bereavement leave.

Council is required to submit an acknowledgement of outcome within two weeks of receiving the employees leave application, when leave has been applied for within four weeks. When an application is received more than two months in advance Council is required to reply within four weeks of receiving the application.

SALARY IMPLICATION – LEAVE WITHOUT PAY AND LEAVE ON HALF PAY

All staff should be aware that absences on leave without pay and leave on half pay will have impact on accruing hours entitlement, superannuation contributions, authorised deductions and authorised allowances. The leave without payment shall not be regarded as service for the purpose of computing long service leave, sick leave or annual leave. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service. An employee shall not be entitled to any payment for public holidays during an absence on approved leave without pay.

ANNUAL LEAVE

Annual leave of absence consisting of four (4) weeks at the ordinary rate of pay, exclusive of public holidays observed on working days shall be granted to an employee, after each 12 months service Annual Leave shall be taken on its due date or as soon as is mutually convenient thereafter to Council and the employee.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

An employee may use accrued pro rata annual leave if the employee does not have any yearly accrued annual leave hours available. Leave that is yet to be accrued either pro rata or annual leave balance, cannot be taken in advance as Council do not allow the net leave account to go into negative.

Leave in lieu hours shall be exhausted before Annual Leave is taken.

Subject to provisions detailed within Local Government (State) Award 2017, Council may direct an employee to take annual leave by giving at least four weeks prior notification in the following circumstances:

- Where the employee has accumulated in excess of eight weeks annual leave.
- A period of annual close-down of up to and including four weeks.

LONG SERVICE LEAVE

An employee of Council shall be entitled to Long Service Leave at the ordinary rate of pay as follows:

After 5 years service	6.5 weeks	
After 10 years service	(additional 6.5 weeks)	13 weeks
After 15 years service	(additional 6.5 weeks)	19.5 weeks
After 20 years service	(additional 11 weeks)	30.5 weeks

For every completed period of 5 years' service thereafter 11 weeks

Notwithstanding the above, employees with 5 years service have access to long service leave in accordance with Local Government (State) Award 2017 provisions and provisions of the NSW Long Service Leave Act.

Long service leave shall be taken at a time mutually convenient to Council and employee in a minimum periods of one week (leave in lieu hours shall be exhausted before any Long Service Leave is taken).

Payment to an employee proceeding on long service leave shall be made by Council at the employee's ordinary rate of pay at the time the employee enters upon the leave.

An employee who has become entitled to a period of leave and the employee's employment is terminated by resignation, death or dismissal for any cause shall be deemed to have entered upon leave at the date of termination of the employment and shall be entitled to payment accordingly.

For the purpose of calculating long service leave entitlement all prior continuous service with any other Council within NSW shall be deemed to be service with Council.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Continuity of service shall be deemed not to be broken by transfer or change of employment from one Council to another NSW Council provided the period between cessation of service with one NSW Council and appointment to the service of another NSW Council does not exceed three months and such period is covered by accrued annual and long service leave standing to the credit of the employee at the time of the transfer, provided further that the employee concerned does not engage in work of any kind during the period of paid leave between the cessation of service with one Council and appointment to the service of another Council.

For further information regarding long service leave refer to the relevant provisions of Local Government (State) Award 2017.

SICK LEAVE

Employees who are unable to attend work due to sickness during each year of service have access to sick leave of 3 weeks at the ordinary rate of pay subject to the following conditions:

- Council shall be satisfied that the sickness is such that it justifies the time off; and
- That the illness or injury does not arise from engaging in other employment; and
- That the proof of illness to justify payment shall be required after 2 days absence or after 3 separate periods in each service year; and
- When requested, proof of illness shall indicate the employee's inability to undertake their normal duties.
- Where a person is employed on a fixed-term or temporary basis of less than twelve (12) months duration the employee shall be entitled to one (1) weeks sick leave on commencement. The employee shall be entitled to a further one (1) weeks sick leave after each four (4) months of service.

Proof of illness may include certification from a qualified medical/health practitioner, registered with the appropriate government authority.

NOTE: Sick leave is provided to cover the time when you are sick. Any allegations of abuse of sick leave shall be investigated and may lead to disciplinary action.

Council may require employees to attend a doctor nominated by Council at Council's cost.

Sick leave shall accumulate from year to year so that any balance of leave not taken in any one year may be taken in a subsequent year or years.

Where an employee has had 10 years' service with Council and the sick leave as prescribed has been exhausted, Council may grant such additional sick leave as, in its opinion, the circumstances may warrant.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Accumulated sick leave shall be transferable on change of employment from Council to Council within NSW up to 13 weeks, provided that an employee shall only be entitled to transfer sick leave accumulated since the employee's last anniversary date on a pro-rata basis.

Such accumulated sick leave shall only be transferable if the period of cessation of service with the Council and appointment to the service of another Council does not exceed three months.

The sick leave entitlement transferred shall not exceed the maximum amount transferable as prescribed by the appropriate Local Government (State) Award 2017 at the time of transfer.

Section 50 of the Workers Compensation Act 1987 dealing with the relationship between sick leave and workers compensation applies.

Where an employee had an entitlement under awards rescinded and replaced by this award for the payment of unused sick leave arising out of the termination of employment due to ill-health or death and where such entitlement existed as at 15 February 1993 the following provisions shall apply:-

- (a) In the event of the termination of service of an employee on account of ill health and the Council is satisfied that such ill-health renders the employee unable in the future to perform the duties of such appointed classification, the termination shall not be effected earlier than the date on which the employee's credit of leave at full pay shall be exhausted unless the employee is paid any accrued sick leave at full pay to which such employee would be entitled under this clause.
- (b) When the service of an employee is terminated by death, the Council shall pay to the employee's estate, the monetary equivalent of any untaken sick leave standing to the employee's credit at the time of death.
- (c) Payment under this clause is limited to sick leave calculated to retirement age in accordance with relevant legislation and shall not be payable if the injury or illness arises out of or in the course of employment such that it is compensable under the Workers Compensation Act, 1987.
- (d) For the purposes of this subclause such entitlement to payment of untaken sick leave shall be paid in accordance with Clause 14 of Schedule 4 of the Industrial Relations Act (NSW) 1996.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

INABILITY TO REPORT FOR DUTY

Where an employee is unable to report for duty they are required to advise their immediate supervisor of that inability, and the reason, no later than 30 minutes after their usual starting time. Separate advice is required for each day of absence unless otherwise agreed.

CARER'S LEAVE

An employee, other than a casual employee, with responsibilities in relation to a class of person set out below, who needs the employee's care and support shall be entitled to use, in accordance with this policy, any current or accrued sick leave entitlement, provided for under provisions of Local Government (State) Award 2017, for absences to provide care and support for such persons when they are ill or who require care due to an unexpected emergency. Such leave may be taken for part of a single day.

Carer's leave is not intended to be used for long term, ongoing care. In such cases, the employee is obligated to investigate appropriate care arrangements where these are reasonably available.

Where more than ten days sick leave in any year is to be used for caring purposes the council and employee shall discuss appropriate arrangements which, as far as practicable, take account of the council's and employee's requirements as per the NSW Local Government (State) Award 2017.

Council may require the employee to provide proof of the need for carer's leave as follows:

- Less than 10 days – Where less than ten days' sick leave in any year of service is sought to be used for caring purposes Council may require the employee to establish either by production of a medical certificate or statutory declaration, the illness of the person concerned and that the illness is such as to require care by another person; or
- More than 10 days – Where more than ten days' sick leave in any year of service is sought to be used for caring purposes Council may require the employee to produce a medical certificate from a qualified medical/health practitioner showing the nature of illness of the person concerned and such other information as may be reasonably necessary to demonstrate that the illness is such as to require care by the employee and that no other appropriate care arrangements are reasonably available, or
- Establish by production of documentation acceptable to Council or a statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the employee.

In normal circumstances, an employee will not be approved to proceed on carer's leave where another person has taken leave to care for the same person.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

The entitlement to use sick leave in accordance with this policy is subject to:

- a) The employee being responsible for the care of the person concerned; and
- b) The person concerned being:
 - i. A spouse of the employee; or a defacto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person, or
 - ii. A child or an adult child (including an adopted child, a step child, foster child, or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee, or
 - iii. Same sex partner who lives with the employee as the de facto partner, or
 - iv. A relative of the employee who is a member of the same household.

For staff that are employed on a casual basis the Local Government (State) Award 2017 applies in relation to Carers' Leave.

Requirements for Taking Carers' Leave

An employee shall, wherever practicable, give Council notice prior to the absence of the intention to take leave, the name of the person requiring care and that person's relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify Council by telephone of such absence at the first opportunity on the day of absence.

Time Off in Lieu of Payment for Overtime - An employee may, with the consent of the General Manager, elect to take time in lieu of payment overtime accumulated in accordance with provisions of Local Government (State) Award 2017 for the purpose of providing care and support for a person in accordance with provisions of this policy.

Make-up - An employee may elect, with the consent of the General Manager, to work "make-up time", under which the employee takes time off during ordinary hours, and works those hours at a later time, within the spread of ordinary hours provided in Local Government (State) Award 2017, at the ordinary rate of pay for the purpose of providing care and support for a person in accordance with provisions of this policy.

Annual Leave and Leave Without Pay - An employee may elect with the consent of the General Manager, to take annual leave or leave without pay for the purpose of providing

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

care and support for a person in accordance with provisions of this policy. Such leave shall be taken in accordance with provisions of Local Government (State) Award 2017 and Council Policy.

BEREAVEMENT LEAVE

Where an employee other than a casual is absent from duty because of a death in the family or a member of the employee's household, and provides satisfactory evidence to Council of such, the employee shall be granted four days leave with pay upon application.

For staff that are employed on a casual basis the Local Government (State) Award 2017 applies in relation to Bereavement Leave.

For the purposes of this leave, family shall mean:

- a) A spouse of the employee; or
- b) A de facto spouse, who, in relation to a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
- c) A child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee, or
- d) A same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
- e) A relative of the employee who is a member of the same household, where for the purposes of this paragraph:
 - "relative" means a person related by blood, marriage or affinity;
 - "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and
 - "household" means a family group living in the same domestic dwelling.

PARENTAL LEAVE

Relationship with federal legislation – Clauses 20E, 20F, 20G and 20I of this Policy shall apply in addition to:

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- (i) Chapter 2, Part 2-2, Division 5 – ‘Parental leave and related entitlements’ of the National Employment Standard (**NES**) under the *Fair Work Act 2009* (Cth); and
- (ii) the *Paid Parental Leave Act 2010* (Cth).

Note: Division 5 of the *Fair Work Act 2009* (Cth) relates to:

- unpaid parental leave, including unpaid adoption leave
- unpaid special maternity leave
- transfer to a safe job and no safe job leave

REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS

Requests for flexible working arrangements

Chapter 2, Part 2-2, Division 4, Requests for Flexible Working Arrangements of the *Fair Work Act 2009*, shall apply in addition to the provision of the *NSW Local Government (State) Award 2017*.

PAID PARENTAL LEAVE

Definitions

PPL instalments shall mean instalments paid during the paid parental leave period under the *Paid Parental Leave Act 2010* (Cth).

Parental leave make-up pay shall mean the employee’s ordinary pay, inclusive of PPL instalments. A casual employee’s ordinary pay shall be calculated by averaging the employee’s ordinary time earnings in the 12 months immediately prior to the employee commencing paid parental leave.

Eligibility

This shall apply to an employee who is receiving PPL instalments as a primary or secondary claimant under the *Paid Parental Leave Act 2010* (Cth).

Entitlement to parental leave make-up pay

- An employee shall be entitled to parental leave make-up pay for the period that they are receiving PPL instalments, up to a maximum of 18 weeks.
- The period of parental leave make-up pay shall be counted as service for the purposes of long service, annual and sick leave accruals and superannuation.
- Requalification period – An employee shall not be entitled to a further period of parental leave make up pay unless the employee has returned to work for the council for at least 3 months since their previous period of parental leave.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Employee's right to choose

- An employee who satisfies the eligibility criteria for paid maternity leave or paid special maternity leave under Clause 19F, Paid Maternity Leave, of the *Local Government (State) Award 2017*, may elect to receive paid maternity leave and / or paid special maternity leave in accordance with the provisions of the *Local Government (State) Award 2017* in lieu of the entitlement to parental leave make-up pay under this State Award 2017, provided that the requalification period of three (3) months has been applied.
- This subclause shall not apply where another employee of council receives parental leave make-up pay in connection with the pregnancy or birth of the child.

CONCURRENT PARENTAL LEAVE

An employee, other than a casual, who is a supporting parent shall be entitled to up to 10 days paid concurrent parental leave from their accrued sick leave balance at the time their partner gives birth to a child or at the time the employee adopts a child provided that the employee has had 12 months continuous service with council immediately prior to the commencement of their concurrent parental leave.

Notice of intention to take paid parental leave the employee must:

- Provide Council with certification of the expected date of confinement at least 10 weeks before the child is due. This is known as the first notice.
- Advise Council in writing of her intention to take paid parental leave and the proposed start date at least 4 weeks prior to that date. This is known as the second notice.
- Provide a signed statutory declaration that the employee will be the primary care giver to the child and that the paid parental leave will not be taken in conjunction with any partner accessing paid parental leave entitlements.

TRANSFER TO A SAFER JOB

Council is required to transfer a pregnant employee to a safer job if a medical practitioner deems it inadvisable for the person to continue in their present position.

There must be no other change to the pregnant employee's terms and conditions of employment. If an employer does not think it reasonably practicable to transfer the employee to a safer job the employee may wish to consider taking paid leave immediately.

When utilising/accessing the leave under this section of the Act the employer must allow the employee paid leave until:

1. The end of the period stated in the medical certificate; or
2. The end of the day before the birth of the child.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

In the event that this leave is granted there is no deduction from any staff leave accruals and payment is as ordinary pay.

VARIATIONS TO THE LEAVE PERIOD

The employee is entitled, once only, to extend the period of parental leave by giving 14 days written notice to the General Manager. Further extensions to the leave period are subject to the General Manager's approval.

Shortening the period of parental leave is subject to the General Manager's approval. Applications to vary the period of parental leave are to be made in writing and give 14 days notice.

In unforeseen circumstances, such as miscarriage, still birth or infant death, Council shall adopt the provisions of the Industrial Relations Act and take into account the particular circumstances of each case.

RIGHT OF RETURN TO WORK

When parental leave ends, the employee will return to their former position. If it is no longer available, the employee will move to a position of comparable status and rate of pay.

Advice to replacement employees of early termination - The General Manager (or another appropriate officer with delegated authority) shall formally advise employees engaged or transferred to replace an employee on parental leave that their employment may be terminated or their transfer discontinued earlier than anticipated, if early return from parental leave is approved. Any letter of appointment issued to a replacement or transferred employee is to include a paragraph as follows:

"The employee of Council you have been engaged to replace on a temporary basis is currently on Parental Leave. Notwithstanding the period of the temporary employment state above, it may be necessary to terminate your temporary employment in accordance with provisions of the Local Government (State) Award 2017 should the employee return to work earlier than currently approved."

ADOPTION LEAVE

An employee, other than a casual, who has or will have primary responsibility for the care of an adopted child is entitled to up to 4 weeks paid adoption leave at ordinary pay from the date the child is placed with the employee for adoption.

Paid adoption leave must not extend beyond 4 weeks of the date of placement of the child.

This adoption leave shall not apply where an employee of council receives parental leave make-up pay in connection with the adoption of the child.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

JURY SERVICE & COURT ATTENDANCE LEAVE

An employee required to attend jury service during ordinary working hours shall be reimbursed by Council and the amount paid will be equal to the difference between the amount paid in respect of the attendance for duty and the employee's ordinary pay for the period of jury service.

Council will pay the employee their normal fortnightly wages as in most cases the employee will not receive payment for jury duty until after the jury duty has been completed, in these cases the employee is to return all monies received to Council for receipting. The employee is entitled to keep any travel expenses paid during this period of jury service.

An employee shall notify the Council as soon as possible of the date upon which the employee is required to attend for jury service and provide proof of attendance and the payment received in respect of jury service.

PUBLIC HOLIDAYS

The days on which holidays shall be observed are as follows: New Years' Day; Australia Day; Good Friday; Easter Saturday; Easter Monday; Anzac Day; Queen's Birthday; Labour Day; Christmas Day; Boxing Day and all locally proclaimed holidays within the Council's area, and all special days proclaimed as holidays to be observed throughout the whole State of NSW.

Where any of the holidays prescribed by Local Government (State) Award 2017 fall on a day ordinarily worked by the employee, the employee shall not have a reduction in ordinary pay.

Except as otherwise provided, where an employee is required to work on a holiday as prescribed by Local Government (State) Award 2017, the employee shall be paid at double time and a half inclusive of payment for the day with a minimum payment of four hours worked.

All employees classified in the operational band of Local Government (State) Award 2017 employed in garbage, sanitary and sewage (other than the supervisor) who are required to work on Good Friday or Christmas Day shall be paid as per the NSW Local Government (State) Award 2017 at triple time inclusive of payment for the day with a minimum payment of four hours work.

Where an employee is required to work ordinary hours on a holiday as prescribed by Local Government (State) Award 2017, the General Manager (or nominee) and the employee may agree that the employee be paid time and a half for the hours worked on a holiday and in addition, grant a day off in lieu to be paid at ordinary time for each holiday worked. Such leave shall be taken at a mutually convenient time.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

When a holiday occurs on a day that an employee is rostered off while employed on a seven day a week rotating roster system, the employee shall be paid a day's pay at ordinary rates in addition to the ordinary week's pay. The General Manager (or nominee) may in lieu of making such additional payment, grant a days leave for each such holiday which may be taken at such time as is mutually agreed to between the General Manager (or nominee) and the employee

Where a RDO falls on a public holiday the employee must take the next available working day as their RDO, unless otherwise agreed to by the immediate supervisor.

LEAVE WITHOUT PAY

- (i) Periods of leave without pay, shall be taken at a time mutually convenient to Council and the employee, and shall not be regarded as service for the purpose of computing long service leave, sick leave, annual leave or an employee's entitlement to parental leave make-up pay. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service.
- (ii) An employee shall not be entitled to any payment for public holidays during an **absence on approved leave without pay.**

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009; and
- Grievance Policy;
- Harassment Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2017
- Local Government (General) Regulations 2005;
- Loss of Drivers License Policy;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act 1955;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosure Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Workers Compensation Act 1987;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

VARIATION

Council reserves the right to vary or revoke this policy

***APPLICATION FOR MATERNITY LEAVE
CHECKLIST***

- ☐ To qualify for paid parental leave you must have completed 12 months continuous service at Council prior to your expected date of confinement.
- ☐ Provide Council with certification of the expected date of confinement at least 10 weeks before the child is due. This is known as the first notice.
- ☐ Obtain a certificate from your Doctor indicating your expected date of confinement.
- ☐ Submit your application for paid parental leave at least 4 weeks prior to the start of your leave.
- ☐ Draft your application for paid parental leave letter.
- ☐ The dates you wish to start and finish your leave.
- ☐ Outline any other leave you wish to take e.g. annual or long service leave.
- ☐ Outline whether this additional leave is at half or full pay.
- ☐ Complete a statutory declaration indicating you will be the primary carer.
- ☐ Complete a leave form including all leave information (ensure the dates match with all correspondence).
- ☐ Check your total leave period is no more than 52 weeks.
- ☐ Give your application letter; leave form, statutory declaration, and medical certificate with expected date of confinement to your supervisor.

UPPER LACHLAN SHIRE COUNCIL

APPLICATION FOR LEAVE

APPLICANT:

LEAVE TYPE – (tick box below relevant leave)

Annual Leave	Sick Leave	Carers' Leave	Long Service Leave	Leave In Lieu	Without Pay	Special Please state reason below (eg – maternity; supporting parent; jury service; bereavement)
					

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

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COMMENCING
 inclusive
 (Being the first Working Day you will
 not be at work)

FINISHING both dates
 (Being the last Working Day you will
 not be at work)

Total Number of Leave in Working Hours (Do not include Public Holidays or RDO's)

Please advise when your RDO falls during this period of leave
 (Eg. Monday 25/2/2008)

.....
Signed

.....
Date

OFFICE USE

Date Received Sickness Certificate Received:

Leave Balance:

Annual Leave	Sick Leave	Long Service Leave	Leave In Lieu
Hours	Hours	Hours	Hours

Authorised

.....
General Manager/Director/Supervisor

.....
Date

Return this section to employee

Name
Your application for leave has been approved with/without payment
Period from to Both dates inclusive
WORK RECOMMENCES ON Day Date

All leave balances are documented on each payslip received.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

UPPER LACHLAN SHIRE COUNCIL
APPLICATION FOR TIME IN LIEU OF OVERTIME

File - Personnel

DATE	START TIME	FINISH TIME	HOURS	REASON FOR WORKING UP TIME	ALLOCATION
			Total		

NAME

SIGNATURE

EMPLOYEE NO

DATE

APPROVED Yes

No

General Manager

Director of Finance & Administration

Director of Infrastructure

Director or Environment and
Planning

Supervisor

I:\2013-2014\Corro\Payroll Officer\Payroll\[Leave In Lieu Application.xls]Sheet1

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Trauma Management Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	26 June 2008
Resolution Number:	191/08
Other Review Dates:	18 October 2012, 16 June 2016
Resolution Number:	345/12, 168/16
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	xx
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	WHS Coordinator
Committee/s (if any) consulted in the development of this policy:	WHS Committee
Responsibility for implementation:	All staff
Responsibility for review of Policy:	Coordinator WHS and Environmental Compliance

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Objective

To ensure employees involved in traumatic incidents during the performance of their duties receive the appropriate support.

Policy

Whilst Council acknowledges its duty of care to both its employees and the general public there are none the less serious incidents which can occur at the workplace which are traumatic to all concerned.

These incidents could include:

1. Serious injury to an employee or member of the public;
2. Employee or member of the public suffering a heart attack or similar health emergency;
3. An act of violence, e.g. robbery, disaster etc.

This policy is concerned with lessening the impact of traumatic incidents minimising the duration and severity of any event and increasing the employee's capacity to cope.

Council's primary concern is the welfare of both its employees and the public.

Characteristics of Post-Trauma Stress Reaction

Supervisors are not expected to be medical practitioners nor hold a degree in psychology. However, the severity of incidents with which this policy is concerned is such that some degree of stress reaction would be a normal expectation.

Characteristics of post-trauma stress reaction include:

- ❖ Re-experiencing the event;
- ❖ Emotional numbing and withdrawal;
- ❖ Heightened reactions;
- ❖ Disturbed sleep;
- ❖ Impaired concentration; and/or
- ❖ Irrational guilt.

Who Should Have Trauma Debriefing

All victims of trauma need to be identified. The approach should be inclusive rather than exclusive and includes all those present at the event if not directly involved.

Post Incident Action Checklist

1. Attend to the injured. It is vital that available first aid is administered to those with physical injuries either at the scene or be sufficient to permit safe transport to the hospital

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

2. Concurrent with emergency medical care is intervention as is feasible and can be performed safely without further injury to any person. This would include turning off equipment in continuing operation, extinguishing fires, cleaning up toxic materials in a spill, isolating a contaminated area.
3. Contact appropriate Director, who will then have responsibility for ensuring the following occurs:
 - a) If appropriate, attend to the immediate needs of the injured person's family including notification, assistance with transportation, etc.
 - b) Control access of the media to the scene and to staff and relatives of staff.
 - c) Human Resource Section to organise professional counselling for those employees involved:
 - ◇ **during office hours:** Goulburn Community Health Centre on (02) 48273913;
 - ◇ **after hours:** Accident and Emergency at either Crookwell Hospital or Goulburn Hospital;
 - ◇ Mental Health Triage on 1800677114; or
 - ◇ via Council's Employee Assistance Program (EAP).
 - d) Provide employees with accurate information about the current situation and update this over subsequent days.
 - e) Organise assistance, such as transport home, for any employee who is traumatised. Try to ensure that employees are not alone on the evening after the incident.
 - f) Get an accurate account of what has happened before employees leave. Provide briefing to those involved. This would include discussing with them whether they will be back to work the next day. In most circumstance return to work should be encouraged, particularly as direct assistance will be provided.
 - g) Act quickly to dispel rumours.

Relevant Legislation and Council Policies

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

- Access to Information Policy;
- Anti Discrimination Act 1977;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2017;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

Variation

Council reserves the right to vary or revoke this policy.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Employee Probation Review
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 April 2012
Resolution Number:	122/12
Other Review Dates:	19 April 2012
Resolution Number:	122/12
Current Policy adopted by Council:	20 August 2015
Resolution Number:	229/15
Next Policy Review Date:	2018

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	Human Resources Coordinator
Responsibility for review of Policy:	Human Resource Coordinator

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY

Purpose

- Upper Lachlan Shire Council requires all new employees to complete a period of probationary employment and agents or contractors to complete a period of probationary engagement. The purpose of this policy is to allow Council to assess new employees and agents or contractors before ongoing employment or engagement is confirmed.

Commencement of Policy

- This Policy will commence on or after adoption. It replaces all other probationary policies.

Application of the Policy

- This Policy applies to all new employees, existing staff in new positions, agents or contractors of Council.
- This Policy does not form part of any employee's contract of employment or any agent's or contractor's contract of engagement. If a term of this policy is inconsistent with an employee's contract of employment or engagement or any relevant industrial instrument, the contract will prevail over this Policy to the extent of any inconsistency.

Probationary period

- Generally, new employees and existing staff in new positions will be employed or engaged for a Probationary Period of three (3) months. There may however be circumstances in which an employee's performance cannot effectively be assessed within three (3) months and therefore Council reserves the right to apply longer probationary periods to such employees.
- Council will undertake to assess an employee's performance throughout the Probationary Period and provide feedback about their performance and training if appropriate. Ongoing employment or engagement of employee is subject to the successful completion of the Probationary Period.
- Where the employee's performance is assessed as unsatisfactory, Council may elect to terminate the employee employment or engagement with the requisite period of notice or payment in lieu of notice (where applicable).

PROCEDURE AND CONDITIONS:

1. Preliminary Performance Review

- Following a new employee's commencement, the Human Resources Section will notify the employee's supervisor that a preliminary performance review is due. Human Resources will advise the dates that preliminary reviews should be conducted and provide all relevant procedures and documentation.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

- The supervisor will meet with the employee at the completion of the first six weeks of employment to complete and document a performance review
- The employee will be given the opportunity to raise any issues or concerns in relation to their work performance or their ability to undertake their duties.
- The supervisor will advise the employee of any issues or concerns in relation to the employee's work performance and suggest means of improvement.
- Documentation in relation to the preliminary review must be returned to the Human Resources Section within seven days of the review.
- Human Resources will provide written advice to the employee of any issues or concerns raised by the supervisor.

2. Performance Monitoring

- The supervisor will continue to monitor the employee's performance over the four to five weeks following the preliminary review to ensure satisfactory performance is achieved or maintained.
- Feedback will be provided to the employee and any continuing issues or concerns will be documented by the supervisor and recorded on the employee's personnel file.

3. Eighty Day - Determination

- At least one week before the expiry of the three month probationary period the supervisor will determine whether permanent appointment is to be confirmed or not and advise the Human Resources Section accordingly.
- The Human Resources Section will issue a letter to the employee before the expiry of the probationary period. The letter will either confirm permanent appointment or advise of termination of employment according to the supervisor's decision.

4. Exclusions

- The additional skills assessment does not form part of the probationary review process. However, a skills assessment may be conducted at any time after confirmation of permanent appointment or during the annual assessment process.
- Probationary reviews do not apply to employees under a registered Training Organisations e.g. Southern Tablelands Group Training STGT

5. Reference Documents

Relevant Legislation

The following Legislation affects the operation of this policy:-

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Local Government Act 1993;
Local Government (General) Regulations 2005;
Local Government (State) Award 2014;
Work Health and Safety Act 2011 (NSW);
Work Health and Safety Regulations 2011 (NSW);
Anti Discrimination Act 1977;
Industrial Relations Act 1996;
Independent Commission against Corruption Act 1988;
Workplace Relations Act 2008;
Fair Work Act 2009;
Equal Employment Opportunity Act 1987;
Government Information (Public Access) Act 2009
Privacy and Personal Information Protection Act 1998;
Civil Liabilities Act 2002;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;
Trade Practices Act 1974;
Public Interest Disclosures Act 1994; and
Crimes Act 1900.

Related Council Policies and Procedures

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

Code of Conduct for Councillors, staff, contractors and delegates of Council;
Council's Code of Meeting Practice;
Upper Lachlan Shire Council Community Strategic Plan;
Upper Lachlan Shire Council Resourcing Strategy documentation;
Upper Lachlan Shire Council Delivery Program and Operational Plan;
Human Resource Training Plan;
Staff Training Policy;
Human Resource Succession Plan;
Equal Employment Opportunity (EEO) Management Plan;
Public Interest Disclosures Policy;
Recruitment and Selection Policy;
Complaints Management Policy;
Grievance Policy;
Disciplinary Policy;
Harassment Policy;
Secondary Employment Policy;
Service Delivery Policy;
Interaction between Councillors and Staff Policy;
Bribes, Gifts and Benefits Policy;
Fraud and Corruption Prevention Policy;
Purchasing and Acquisition of Goods Policy and Procedures;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Drug and Alcohol Policy;
Rehabilitation Procedure and Practice Policy;
Time in Lieu of Overtime Policy;
Manual Handling Policy;
Child Protection Policy;
Delegations of Authority Policy;
Trauma Management Policy;
Employment and Retention Policy;
Higher Grade Pay Policy;
First Aid Policy;
Work Health and Safety Policy;
Injury Incident Management Procedures;
Protective Clothing and Equipment Policy;
Mobile Telephone Policy;
Smoking in the Workplace Policy;
Salary Sacrificing Policy;
Private Use of Council Motor Vehicles Policy;
Sun Protection - Council Employees Policy;
Volunteers Policy;

Variation:

Council reserves the right to vary or revoke this policy.

Attachment A



Employee Probation Review Document

CONFIDENTIAL

Section A:

Employee Name:	Employee No:.....
Department:	Date:.....
Reviewing Officer:	Position:.....
Review Period:	Probation:.....
Commencement Date:	

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Overall the Performance Review is aimed at assessing competence to undertake the role for which the employee is employed. Supporting comments should also be used to clarify a performance in specific areas. It is recommended that all sections be considered by the employee and the Reviewing Officer, then jointly discussed and finalised. All sections are to be completed in a constructive manner and be aimed at recognising and encouraging improvement in work performance and individual career prospects. On completion, both the Reviewing Officer and Employee must sign the form. The Department Director and General Manager must approve recommendations before the form is forwarded to HR

Work/Knowledge	Does the employee have the knowledge and skill necessary for their position?
Quality of Work	Does the employee complete tasks and duties to the standard required?
Interpersonal Skills	Does the employee effectively interact with peers, supervisor, other personnel and customers?
Attitude and Presentation	Does the employee present in a professional manner and do they have the desire to achieve objectives set out for their position.

Evaluation Criteria

Against the following performance dimensions assess the performance of the Employee. **Circle** the assessment rating that you consider is appropriate to the employee's performance (with 1 not performing and 5 performing to required standard). You should be able to present to the employee your reasons for your rating.

Performance Assessment Rating

Rating the *Level of Performance* of each unit of Competency which the person displays in his/her behaviour

Section B

Work / Knowledge

Demonstrates a preparedness to work within the values of ULSC	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Has the ability to learn and apply knowledge, policy, procedures and practice	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Has the aptitude and technical skills to do the job	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Can apply knowledge and skills to achieve outcomes	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Performs duties responsibly and conscientiously	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Demonstrates a commitment and quality customer service	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Able to analyse problem situation and suggest or take corrective action

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Maximize use of time

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Comments:

Summary of Discussion:

Quality of Work

Presents work in a neat, tidy and organized manner

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Takes pride in producing quality work

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Complete work accurately, with little or no checking required

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Able to perform a variety of tasks and meet agreed time frames

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Consistently meets agreed time frames

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Comments:

Summary of Discussion:

Interpersonal Skills

Able to clearly express ideas, views and opinions verbally

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Regularly and effectively communicates relevant information

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Uses appropriate communication to maintain professional relationships

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Interacts effectively with work associates

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Able to work within a team and help achieve their goals

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Completes necessary tasks as requested by supervisor

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Displays positive leadership and supervisory skills

N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Comments:

Summary of Discussion:

Attitude and Presentation

Presents in an appropriate manner	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Keen to do well and achieve above the minimum requirements	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Demonstrates initiative	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Actively takes on tasks or tries to achieve goals without close supervision	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Displays positive conduct and makes a good impression on others	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Treats others with dignity and respect	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Regularly attends work	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Works within ULSC policies and procedures	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:

Summary of Discussion:

Section C

Manager and Employee Overall Comments:

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Further Development Required

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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Training to Be Undertaken

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Section D

Manager/s Evaluation of Overall Performance

Against the following performance dimensions assess the overall performance of the Employee. Select the rating that you consider is appropriate to the employee's overall performance.

Days Absent: _____ (Nil etc)

Attendance: _____ (Good etc)

Behaviour: _____ (Good etc)

Application to work: _____ (Good etc)

Efficiency of work: _____ (Good etc)

Section E:

Further Review Required: Yes/No

Further review date: _____ Time: _____

Reviewer: _____ Signature: _____

Employee: _____ Signature: _____

Date: _____

Section F:

Termination of Employment

Where the employee's performance and/or conduct/behaviour is assessed as unsatisfactory, Council may elect to terminate the employee's employment or

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

engagement with the requisite period of notice or payment in lieu of notice (where applicable).

All recommendations to terminate employment must be approved by the General Manager with the decision communicated to the employee in writing.

Section G:

Appointment: _____ **Recommended for Salary Increase:** _____

I recommend an increase to: Step of Grade \$ to be paid from the review date

Reviewer Signature: _____ **Date:** _____

Section H:

Approval:

Director Signature: _____ **Date** _____

Comment:

General Managers Signature _____

Date _____

Comment:

Forward **original** to human resources section for processing

Letter Sent		On file		To Payroll	
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

POLICY:-	
Policy Title:	Market Forces allowance Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 February 2009
Resolution Number:	46/09
Other Review Dates:	16 August 2012, 20 August 2015
Resolution Number:	282/12, 229/15
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2021

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resource Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Aim

To provide a mechanism to assist in the attraction or retention of staff in key positions determined as critical for the operation of the Council.

Introduction

Council acknowledge that the nation's prevailing low unemployment rate coupled with an ever increasing skills shortage can make it progressively more difficult to attract and retain key staff in rural areas.

Upper Lachlan Shire Council's close proximity to Sydney, Goulburn, and the Australian Capital Territory gives it access to a large potential pool of labour resource not available to other rural areas.

Historically Council has been handicapped during the recruitment and retention process by having a rigid salary system. Vacant positions have gone unfilled.

Council's ability to provide services to the community and to deliver on Operational Plan objectives is compromised when it is unable to fill key positions or when staff members in similar positions leave Council's employment to take up roles offering a higher level of remuneration.

Policy

Allowance

To allow Council to recruit or retain staff in key positions a Recruitment/Retention allowance of up to 10% of the total remuneration (cash) applicable to the designated position may be provided where deemed appropriate.

Payment of the allowance shall be as an increase in salaries or wages on a fortnightly pro-rata basis and shall be paid for all purposes of the Local Government State Award. Staff receiving the Recruitment/ Retention allowance shall have the conditions confirmed in writing and signed by the General Manager.

Application

Where the payment of the Recruitment /Retention allowance is considered essential to recruit a particular individual or to prevent a key member of staff from leaving Council's employment, the relevant supervisor/manager will submit a report to Council's relevant Director for consideration.

Council's relevant Director will consider submissions, make a recommendation and in the decision process take into account such factors as budgetary restrictions, market conditions,

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

staff relativities, recruitment prospects, advertising costs, lost productivity and anticipated impacts on projects or programs.

The General Manager will have sole responsibility for approving the payment of Councils Market Forces allowance for all positions within the organisation.

Definitions:

Allowance - refers to additional or increased fortnightly salary or wage payment.

Key positions – Any position that is determined to be critical for the day to day operation of the Council through a formal process of assessment and includes the following positions:

- *Directors, Managers and Coordinators possessing uncommon industry specific skills/qualifications/experience*
- Professional or Technical Staff possessing uncommon industry specific skills/qualifications/experience.
- Positions where there are severe limitations on the number of potential qualified and experienced applicants as evidenced by previous attempts at recruitment.

Uncommon industry specific skills – refers to unique and special skills that are not frequently found outside of Local Government.

Reference Documents:

Relevant Legislation

The following Legislation affects the operation of this Plan:-

Local Government Act 1993;
Local Government (General) Regulations 2005;
Local Government (State) Award;
Work Health and Safety Act 2011 (NSW);
Work Health and Safety Regulations 2011 (NSW);
Anti-Discrimination Act 1977;
Industrial Relations Act 1996;
Independent Commission against Corruption Act 1988;
Workplace Relations Act 2008;
Fair Work Act 2009;
Equal Employment Opportunity Act 1987;
Government Information (Public Access) Act 2009
Privacy and Personal Information Protection Act 1998;
Civil Liabilities Act 2002;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;
Trade Practices Act 1974;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Public Interest Disclosures Act 1994; and
Crimes Act 1900.

Related Council Policies and Procedures

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

Code of Conduct for Councillors, staff, contractors and delegates of Council;
Council's Code of Meeting Practice;
Upper Lachlan Shire Council Community Strategic Plan;
Upper Lachlan Shire Council Delivery Program and Operational Plan;
Human Resource Training Plan;
Staff Training Policy;
Human Resource Succession Plan;
Equal Employment Opportunity (EEO) Management Plan;
Public Interest Disclosures Policy;
Recruitment and Selection Policy;
Grievance Policy;
Disciplinary Policy;
Harassment Policy;
Secondary Employment Policy;
Service Delivery Policy;
Interaction between Councillors and Staff Policy;
Bribes, Gifts and Benefits Policy;
Fraud and Corruption Prevention Policy;
Drug and Alcohol Policy;
Rehabilitation Procedure and Practice Policy;
Child Protection Policy;
Delegations of Authority Policy;
Employee Assistance Program (EAP) Policy;
Trauma Management Policy;
Employment and Retention Policy;
Higher Grade Pay Policy;
Time in Lieu of Overtime Policy;
Work Health and Safety Policy;
Protective Clothing and Equipment Policy;
Salary Sacrificing Policy;
Private Use of Council Motor Vehicles Policy;
Sun Protection - Council Employees Policy;
Volunteers Policy; and
Payment of Expenses and Provision of Facilities Policy.

Variation:

Council reserves the right to vary or revoke this policy.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

SECTION 15: LATE REPORTS

Nil

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

ITEM 16.1 REPORTS FOR THE MONTH OF NOVEMBER 2019

344/19 **RESOLVED** by Clr Searl and Clr McCormack

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

1. Collector Pumpkin Festival – Minutes from Meeting 9 September 2019.
2. Collector Oval Committee – Annual General Meeting 11 October 2019.
3. Collector Oval Committee – Meeting 25 July 2019.
4. Collector Oval Committee – Meeting 7 November 2019
5. Country Mayors Association – Annual General Meeting Minutes 1 November 2019.
6. Country Mayors Association – 1 November 2019 Meeting Minutes.
7. Traffic Committee – Minutes 7 November 2019.

345/19 **RESOLVED** by Clr Searl and Clr Cummins

That recommendations item 3.1, 4.1 to 4.9 excluding item 4.5 of the Traffic Committee Minutes from meeting held 7 November 2019 be adopted:

3.1 MATTERS ARISING FROM THE MINUTES

The committee decided to bring a special item forward about the regulatory signage on Inglewood Bridge, Grabben Gullen Road

1. Council implement option 2 – Install Narrow bridge signs, either figure 4.10 and including item 1.

**ITEM 4.1 JERRAWA ROAD & COOLALIE ROAD INTERSECTION
CHANGES**

1. Council to implement Option 1 for this intersection by installing additional warning signs and pavement markings for the three approaches as provided in Diagram 2;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

2. Council include Option 2 for consideration in the 10 years works program as provided in Diagram 3;

ITEM 4.2 OLD SCHOOLYARD DRIVEWAY ON COOLALIE ROAD, JERRAWA

1. The Committee recommends to Council to install concealed driveway signs at Old Schoolyard Driveway, Jerrawa NSW 2582.

ITEM 4.3 LOADING AND PARKING AREAS FOR COLLECTOR PRIMARY SCHOOL ON LORN STREET, COLLECTOR, NSW 2581

1. The Committee recommends to Council the establishment of a pickup/drop off zone (on the school side) including associated signs during school hours in accordance with the relevant standards required
2. Council consider the construction of a parking area on the opposite side of Lorn Street as a part of the future works program.

ITEM 4.4 INTERSECTION OF HUME STREET (YASS STREET) WITH YASS STREET, GUNNING

1. Committee recommends subject to consultation with affected residents of Yass Street, to Council to implement the modification of the west leg of Yass Street to be a One-Way traffic from the eastern approach.

ITEM 4.5 TRAFFIC REPORT AT THE INTERSECTION OF WOODHOUSELEE ROAD, PEELWOOD ROAD AND LAGGAN ROAD, LAGGAN

1. Council remove the Stop sign on Woodhouselee approach.
2. Council re-paint pavement markings at this intersection.
3. Install No Stopping signs to the nearest residence at the intersection.

An Amendment was moved by Cllr Cummins and Cllr McCormack that:

1. Council remove the Stop sign on Woodhouselee approach.
2. Council re-paint pavement markings at this intersection.
3. Install No Stopping signs on the eastern side of Peelwood Road northwards to the nearest residence.
4. Additional warning signs of the intersection be installed on the northern side of Laggan Road along the approach to Crookwell.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

5. Council improve the sight distance from Woodhouselee road to Laggan road by removing conflicting vegetation.

On being put to the meeting the motion was carried and became the resolution.

346/19

RESOLVED by Clr Cummins and Clr McCormack that:

1. Council remove the Stop sign on Woodhouselee approach.
2. Council re-paint pavement markings at this intersection
3. Install No Stopping signs on the eastern side of Peelwood Road from the intersection northwards to the nearest residence.
4. Additional warning signs of the intersection be installed on the northern side of Laggan Road along the approach to Crookwell.
5. Council improve the sight distance from Woodhouselee road to Laggan road by removing conflicting vegetation.

- CARRIED

Councillors who voted for:- Cllrs P Culhane, R Cummins, P
Kensit, R Opie, B McCormack, J
Searl and J Stafford

Councillors who voted against:- Cr J Wheelwright

**ITEM 4.6 TRAFFIC REPORT ON DALTON ROAD AT RAILWAY,
BRIDGE, GUNNING**

1. The Committee recommends to Council to install a Stop sign pending further review on the location of the sign.

**ITEM 4.7 REPORT ON POTENTIAL TRUCK UN-COUPLING
SITES IN CROOKWELL, NSW**

1. Council investigate McDonald Street as the option for B-Double un-coupling in Crookwell subject to a suitable turn around to be provided after consultation with Industry.
2. Roads and Maritime Services provide feedback on heavy vehicle rest areas along MR54 between Crookwell and Bathurst.
3. A report to be submitted to the next Traffic Committee meeting.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

ITEM 4.8 SAFETY CONCERNS AT THE INTERSECTION OF CARRABUNGLA ROAD AND MT RAE ROAD, ROSLYN, NSW 2580

1. Council consider Carrabungla Road for its future re-sheeting program, along with the intersection re-alignment.
2. Council install the signs noted in this report as a temporary measure to alert drivers of this intersection (refer to diagrams 4, 5, 6, and 7).
3. Council cut/mow the overgrown vegetation as marked in photos 4 and 7.

ITEM 4.9 ST. MARYS PRIMARY SCHOOL, CROOKWELL - PROPOSAL OF PEDESTRIAN CROSSING IN WADE STREET.

1. Committee to defer this matter to consult with Roads and Maritime, St Mary's Church, St Marys School with a report to be provided to the next Traffic Committee meeting.

- CARRIED

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

Councillors who voted against:- Cr J Wheelwright

8. Pool Review Committee – Minutes 8 November 2019.
9. Upper Lachlan Tourist Association – Minutes from meeting held 4 October 2019.
10. Breadalbane Hall Committee – Minutes from meeting held 25 August 2019.
11. Breadalbane Hall Committee – Minutes from meeting held 27 October 2019.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF RESCISSION MOTION - 237/19

Item moved forward in the agenda and dealt with earlier in meeting.

ITEM 17.2 NOTICE OF RESCISSION MOTION - 286/19

Item moved forward in the agenda and dealt with earlier in meeting.

SECTION 8: QUESTIONS WITH NOTICE

ITEM 18.1 OLD BANK BUILDING IN CROOKWELL

Moved by Clr Opie and Clr Kensit

1. That a report be provided to Council on cost of works that are required to make the old bank building in Crookwell operational. On being put to the meeting the motion was carried.

347/19 RESOLVED by Clr Opie and Clr Kensit

1. That a report be provided to Council on cost of works that are required to make the old bank building in Crookwell operational.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, R Cummins, P
Kensit, R Opie, B McCormack, J
Searl, J Stafford and J
Wheelwright

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

348/19 **RESOLVED** by Clr McCormack and Clr Cummins that

1. Council extend the meeting to 9.15pm.

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

Councillors who voted against:- Nil

ITEM 18.2 ECONOMIC DEVELOPMENT TASK FORCE RESOLUTIONS

Refer to the Business Paper for 21 November 2019 Council Meeting for the General Managers comments.

ITEM 18.3 FIRE SAFETY STATEMENTS

Moved by Clr Cummins and Clr Opie

1. That a report be provided back to Council on the resources required to provide the Director of Environment and Planning to complete an investigation into the number of buildings in the towns and villages of the Upper Lachlan Shire that requires fire safety statements.

On being put to the meeting the motion was carried

349/19 **RESOLVED** by Clr Cummins and Clr Opie

1. That a report be provided to Council on the resources required to provide the Director of Environment and Planning to complete an investigation into the number of buildings in the towns and villages of the Upper Lachlan Shire that requires fire safety statements.

Councillors who voted for:- Clrs P Culhane, R Cummins, P Kensit, R Opie, J Searl and J Stafford

Councillors who voted against:- Clrs B McCormack and J Wheelwright

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

ITEM 18.4 CROOKWELL MEMORIAL OVAL SPORTING COMPLEX

Refer to the Business Paper for 21 November 2019 Council Meeting for the General Managers comments.

CLOSED COUNCIL ITEMS

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

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in 10A (2)(b) of the Act and should be dealt with in a part of the meeting closed to the public and the media.

Note: Pursuant to Clause 25(1) of the Local Government (Meetings) Regulation, Council invites verbal representation by members of the public about whether the items listed below should not be considered by Council in a Closed Meeting. The items are:

350/19 RESOLVED by Clr McCormack and Clr Kensit

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

- CARRIED

Council closed its meeting at 9.11pm and the public, staff and press left the chambers.

351/19 RESOLVED by Clr Searl and Clr Kensit

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

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS GUNNING
ON 21 NOVEMBER 2019

Open Council resumed at 9.14pm.

Resolutions from the Closed Council Meeting

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

SECTION 9: CONFIDENTIAL SESSION

ITEM 19.1 HARSHIP REBATE FOR UNDETECTED WATER USE LEAK

352/19 RESOLVED by Clr Wheelwright and Clr McCormack

1. Council approve a write-off of \$5,817 being 50% of the balance owing for water use charges on Assessment Number 1066 for Mr T Mitropoulos.

- CARRIED

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

Councillors who voted against:- Nil

THE MEETING CLOSED AT 9.15pm

Minutes confirmed 19 DECEMBER 2019

.....
Mayor

6 MAYORAL MINUTES

The following item is submitted for consideration -

6.1	Mayoral Minute	92
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Mayoral Minutes - 19 December 2019

ITEM 6.1 Mayoral Minute

FILE REFERENCE I19/833

November 2019

22 November	Half a million steps – Uniting Church
24 November	Breadalbane Hall Annual General Meeting
26 November	Councillor Workshop – grant funding programmes
28 November	2GN Interview
28 November	Australia Day Committee Meeting
29 November	General Manager Recruitment Panel Meeting

December 2019

4 December	Canberra Region Joint Organisation Waste Meeting
5 December	2GN Interview
10 December	Councillor Workshop – Crookwell Memorial Oval Draft Plan of Management
11 December	Taralga Public School Presentation
12 December	2GN Interview
13 December	Mayoral Christmas Party Dinner
14 December	Binda Community Carols
19 December	2GN Interview
19 December	Council Meeting and Australia Day Award Nominees ceremony
20 December	Council Staff Christmas Party and Awards

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence items for the month of December 2019	94
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Correspondence - 19 December 2019

ITEM 8.1

Correspondence items for the month of December 2019

RECOMMENDATION:

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

1. The Hon. John Barilaro MP, Deputy Premier – Increase Wyangala Dam wall height.
2. The Hon. David Littleproud MP, NSW Department of Infrastructure and Regional Development – Drought Communities Programme Extension.
3. The Hon. Shelley Hancock MP, Minister for Local Government – NSW Asbestos Waste Strategy 2019-21.
4. Office of Local Government – Complaint Statistics.
5. The Hon. Angus Taylor MP, Federal Member for Hume – Media Release Extra Roads to Recovery drought funding.
6. The Hon. Michael McCormack MP, Deputy Prime Minister – Building Better Regions Fund – Round 4.
7. New Dalton District and Community Association – Letter of Appreciation.
8. Ann Robertson – Hydrotherapy Pool Letter of Support.
9. Sharon Thearle – Hydrotherapy Pool Letter of Support.
10. Sharon Fahey – Hydrotherapy Pool Letter of Support.
11. Carolyn Hockley – Hydrotherapy Pool support letter.
12. Chloe Leonard – Hydrotherapy Pool support letter.
13. Angela Hockley - Hydrotherapy Pool support letter.
14. Chris Chudleigh - Hydrotherapy Pool support letter.
15. Denise Selwyn - Hydrotherapy Pool support letter.
16. Jodie Anderson - Hydrotherapy Pool support letter.
17. Julie Weatherspoon - Hydrotherapy Pool support letter.
18. Lisa Leonard - Hydrotherapy Pool support letter.
19. Machallie McCormack - Hydrotherapy Pool support letter.
20. Nathaniel Hockley - Hydrotherapy Pool support letter.
21. P Woodmore - Hydrotherapy Pool support letter.
22. Robyn Smart - Hydrotherapy Pool support letter.

ATTACHMENTS

1. ↓	Deputy Premier Hon John Barilaro MP - Wyangala Dam wall height	Attachment
2. ↓	Department of Infrastructure & Regional Development - Drought Communities Programme Extension - projects completed by 31 December 2020	Attachment
3. ↓	NSW Asbestos Waste Strategy 2019-21	Attachment
4. ↓	Office of Local Government - Complaint Statistics	Attachment
5. ↓	Angus Taylor - MEDIA RELEASE Angus Taylor - Extra Roads to Recovery drought funding for Upper Lachlan and Hilltops	Attachment
6. ↓	Department of Infrastructure - Hon Michael McCormack MP - Building Better Regions Fund (BBRF) - Round 4 - Closes 19 December 2019	Attachment

Correspondence**CORRESPONDENCE ITEMS FOR THE MONTH OF DECEMBER 2019** cont'd

7. <u>↓</u>	New Dalton District & Community Association - Letter of Appreciation - November 2019	Attachment
8. <u>↓</u>	Ann Robertson - Hydrotherapy Pool - Letter of Support	Attachment
9. <u>↓</u>	Sharon Thearle - Hydrotherapy Pool - Letter of Support	Attachment
10. <u>↓</u>	Sharon Fahey - Heated Pool Complex - Letter of Support	Attachment
11. <u>↓</u>	Carolyn Hockley - Proposed Heated Pool Complex - 29 November 2019	Attachment
12. <u>↓</u>	Chloe Leonard - Proposed Heated Pool Complex - 20 November 2019	Attachment
13. <u>↓</u>	Angela Hockley - Proposed Heated Pool Complex - 29 November 2019	Attachment
14. <u>↓</u>	Chris Chudleigh - Proposed Heated Pool Complex - 20 November 2019	Attachment
15. <u>↓</u>	Denise Selwyn - Proposed Heated Pool Complex - 29 November 2019	Attachment
16. <u>↓</u>	Jodie Anderson - Proposed Heated Pool Complex - 20 November 2019	Attachment
17. <u>↓</u>	Julie Weatherspoon - Proposed Heated Pool Complex - 20 November 2019	Attachment
18. <u>↓</u>	Lisa Leonard - Proposed Heated Pool Complex - 20 November 2019	Attachment
19. <u>↓</u>	Machallie McCormack - Proposed Heated Pool Complex - 20 November 2019	Attachment
20. <u>↓</u>	Nathaniel Hockley - Proposed Heated Pool Complex - 27 November 2019	Attachment
21. <u>↓</u>	P Woodmore - Proposed Heated Pool Complex - 29 November 2019	Attachment
22. <u>↓</u>	Robyn Smart - Proposed Heated Pool Complex - 20 November 2019	Attachment



The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

Ref: A3230111

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

Dear Mayor

Thank you for your correspondence of 31 October 2019 regarding the NSW Government's proposal to raise the Wyangala Dam wall height, and the status of the Grabine Road upgrade project through the Growing Local Economies Fund.

On 18 October 2019 I was pleased to announce a \$650 million investment to raise the wall of Wyangala Dam. This is a critical project for water security in the Lachlan Valley and will significantly increase the current water storage capacity and help to mitigate future flood risks.

We understand and respect the concerns of Council and landowners in the Lachlan Valley region. Detailed investigations and stakeholder engagement will soon commence for this project. Stakeholder engagement will involve proactive engagement with the community to better understand the potential impacts that this project may have on landowners, as well as the flow-on environmental, economic and social impacts. Upper Lachlan Shire Council will be a key stakeholder for the State Government when this engagement work is underway.

The NSW Government remains committed to the delivery of the \$3.3 million Grabine Road Upgrade project under the Growing Local Economies Fund. It is pleasing to hear that the planning designs and approvals for this road upgrade project are almost complete, with works expected to commence in early 2020. We believe that this upgrade will deliver significant benefits for local residents once complete.

Thank you for taking the time to bring this matter to my attention.

Yours sincerely



The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

CC: Mrs Wendy Tuckerman MP, Member for Goulburn
The Hon. Melinda Pavey MP, Minister for Housing, Property and Water

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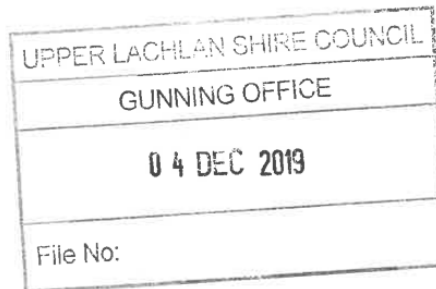
The Hon. David Littleproud MP

**Minister for Water Resources, Drought, Rural Finance,
Natural Disaster and Emergency Management
Federal Member for Maranoa**

MS19-002144

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

29 NOV 2019



Dear Mayor

I am writing today to inform you that Upper Lachlan Shire Council is eligible to apply for \$1 million in project funding under the Drought Communities Programme (DCP) Extension. This is in addition to any current or previous funding announced for your Council through the DCP Extension or other Australian Government programs.

The Government is taking action to meet the needs of drought-affected farmers, businesses and rural communities. On 7 November 2019, the Government announced an additional \$709 million to deliver an immediate cash injection to help keep stock fed and watered, locals employed, businesses open, and to keep money flowing through regional economies.

The expanded scope of drought assistance includes \$128 million under the Drought Communities Programme (DCP) Extension to provide immediate economic stimulus and employment through local infrastructure and drought-related projects.

Program guidelines for this new funding round are currently being updated and will be released towards the end of November 2019 via the Business Grants Hub at www.business.gov.au/dcp. In the meantime, you may wish to start consultation and planning for your DCP projects by viewing the previous guidelines, as well as previous DCP projects which can be found at www.grants.gov.au. The project completion date for projects funded will be 31 December 2020.

If you have any questions regarding this new funding announcement and your eligibility, you can contact the Business Grants Hub on 13 28 46 or via email at dcp@industry.gov.au.

I look forward to hearing about your DCP Extension projects in the coming months.

Yours sincerely

DAVID LITTLEPROUD MP

The Hon David Littleproud MP
Parliament House, Canberra ACT 2600 | 02 6277 7630 | minister.littleproud@infrastructure.gov.au

From: [NSW Gov No Reply](#)
To: [Upper Lachlan Shire Council](#)
Subject: NSW Asbestos Waste Strategy 2019-21
Date: Tuesday, 19 November 2019 4:36:10 PM
Attachments: [image001.png](#)
[image002.png](#)



Dear Cllr Stafford

I am writing to advise your council about the *NSW Asbestos Waste Strategy 2019-21*.

Managing asbestos waste is an important priority because of the threat it presents to public health and the environment. The NSW Government is committed to reducing the risk of harm by reducing exposure to asbestos associated with poor waste management practices, including improper disposal and illegal dumping.

On 5 November 2019, the Minister for Energy and the Environment, Hon. Matt Kean MP, released the *NSW Asbestos Waste Strategy 2019-21* (the Strategy). The Strategy aims to reduce risk of harm by improving asbestos waste management practices and complements the *NSW Illegal Dumping Strategy 2017-21*.

The Strategy is built on key approaches with supporting actions, drawing on social research, stakeholder feedback, pilot programs and past evaluations. These approaches are - making it easier and cheaper to dispose of bonded asbestos, improving asbestos regulation, increasing awareness of asbestos handling and disposal, improving 'upfront' controls and increasing the chance of illegal dumpers getting caught. Importantly for councils, this means:

- investigating removal of the waste levy on separated, bonded and wrapped asbestos (for amounts of up to 250 kilograms);
- increasing the number of facilities which can lawfully receive asbestos waste; and
- monitoring repeat offenders with GPS trackers to deter illegal dumping and cancel vehicle registration for people caught doing the wrong thing.

As local government plays an important role in managing waste, Minister Kean and I would like to draw your attention to the Strategy and ask you to consider their relevance for your council. Making these approaches a success will depend in large part on all agencies, councils and industry partners working constructively together for community benefit.

The Strategy is available on the Environment Protection Authority's website [here](#). If you require further information, please email info@epa.nsw.gov.au or contact your Office of Local Government Engagement Manager.

Yours sincerely



The Hon. Shelley Hancock MP
Minister for Local Government

Cc: Mr Andrew Croke, Acting General Manager

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Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference:
Contact:
Phone:

A675804
Owen Cox
02 4428 4100

6 December 2019

Mr Andrew Croke
Acting General Manager
Upper Lachlan Shire Council

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

Dear Mr Croke

A complaint statistics page is available on the Office of Local Government's (OLG's) website that provides general information about the way that OLG manages complaints about councils, as well as relevant complaints data about individual councils in NSW.

The information that councils can access on the website for each individual council includes:

- total number of complaints
- number of complaints by category
- number of complaints by type of complaint (i.e. pecuniary interest, decline, preliminary enquiry).

I would like to advise that complaints statistics for 2018-19 will be made available on OLG's website at www.olg.nsw.gov.au/strengthening-local-government/conduct-and-governance/council-complaint-statistics on 9 December 2019.

Complaint statistics are an important source of information to assist councils in identifying areas that may need action or improvement.

I trust that the information on OLG's website is of use to Council.

Yours sincerely

Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046





5 December 2019

EXTRA ROADS TO RECOVERY DROUGHT FUNDING FOR UPPER LACHLAN AND HILLTOPS

Upper Lachlan Shire Council and Hilltops Council will receive extra funding to develop safer roads in the region under the Australian Government's *Roads to Recovery Program (R2R)*.

Federal Member for Hume Angus Taylor welcomed the additional funding for both councils.

"The extra funding announced will be on top of the *Roads to Recovery* funding allocated in the May Federal Budget for 2019/20-2023/24," Mr Taylor said.

"Upper Lachlan Shire Council will receive an additional \$1,203,048 and Hilltops an additional \$1,770,968 to put towards *Roads to Recovery* projects next year.

"This will take the total *Roads to Recovery* investment over the next four years to just over \$7 million for Upper Lachlan and \$10.6 million for Hilltops.

"This program is designed to allow road spending decisions to be based on local needs; both Hilltops and Upper Lachlan councils will nominate projects to make use of the additional funds.

"The extra roads funding will improve local infrastructure, improve safety and stimulate local economic activity, which is what regional communities need in times of drought."

The original *Roads to Recovery* allocation announced in the Federal Budget for Upper Lachlan Shire Council was \$6,015,241 and \$8,854,838 for Hilltops Council.

The extra funding is part of the additional \$138.9 million that has been allocated to drought-affected communities through the R2R program, and forms part of the Federal Government's recently announced drought response package.

Media Contact: Claire Medway – 0437 111 530 / Claire.medway@aph.gov.au

Authorised by Angus Taylor MP, Liberal Party of Australia, Ground Floor, 189 Auburn Street, Goulburn NSW 2580.



The Hon Michael McCormack MP

**Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development
Leader of The Nationals
Federal Member for Riverina**

Ref: MS19-002328

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

Dear Mayor

With under three weeks to go, I am writing to advise you that Round 4 of the Building Better Regions Fund (BBRF) is open for applications.

The BBRF is the Australian Government's flagship program supporting regional and remote Australia.

As in previous rounds, the BBRF aims to create jobs, drive economic growth and build stronger regional and remote communities into the future.

BBRF projects must take place in regional and remote locations outside the major capital cities.

This round is a key round of the Australian Government's drought response and the entire \$200 million is available for "shovel-ready" projects supporting communities and regions affected by drought.

As this round is targeting projects in drought-affected regions, applicants will need to provide evidence their project is located in an area impacted by drought.

To see if eligible organisations in your local government area may be able to apply for funding under this round of the BBRF, please visit www.business.gov.au/bbrf and review the Guidelines, Factsheets, and Frequently Asked Questions documents you will find there.

Should you believe that you are eligible to apply, I would encourage you to consider doing so, as well as informing other eligible organisations in your locality about the program.

The Hon Michael McCormack MP
Parliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 |
michael.mccormack.mp@aph.gov.au

Applicants can also contact the AusIndustry Business Grants Hub on 13 28 46 for any other assistance.

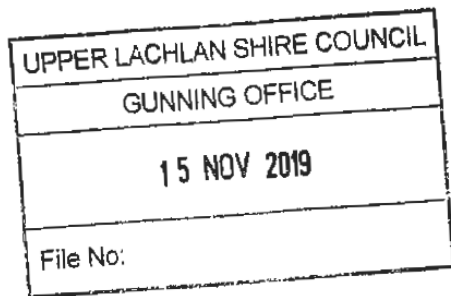
Applications close on 19 December 2019 and successful applicants are expected to be announced in mid-2020.

I look forward to seeing BBRF making a difference in drought-affected communities throughout regional and remote Australia.

Yours sincerely

A handwritten signature in blue ink that reads "Michael McCormack". The signature is written in a cursive style with a large 'M' and 'C'.

Michael McCormack



New Dalton District & Community
Association Inc.
Gunning Street
DALTON NSW 2581

7 November 2019

General Manager
Upper Lachlan Shire Council
PO BOX 42
GUNNING NSW 2581

Dear Sir,

Re: Dalton Town Maintenance/Groundsperson

I am writing to express our appreciation of the work being undertaken by Bruce Giles, our current town ULSC Maintenance/Groundsperson.

Our community has been very impressed by his diligence and attention to detail in maintaining the verges and parks around Dalton. His efforts help to bolster town pride within our community and to present Dalton as a tidy destination for any visitors.

Yours Sincerely,

M. Dowling

Maree Dowling
Chairman
New Dalton District & Community Association Inc.

20th November 2019

Mr. Andrew Croke,
Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

Dear Councillors and Andrew,

Re: PROPOSED HEATED POOL COMPLEX

It is our understanding that the 355 Pool Committee has proposed a 15M heated lap pool to be installed at the existing pool site, following partial demolition of the pool building currently housing the old change rooms at the Goulburn end.

We would like to acknowledge and thank the Committee for their efforts. However, an important omission must be addressed.

A small hydrotherapy pool would be supported by approximately 35% of our community. The hydrotherapy pool offers therapeutic benefits that would relieve pain and discomfort from sports strain or arthritis, increase flexibility and mobility, provide social support and for some, offers a level of freedom from their wheelchairs that is not possible in any other form.

With our long cold winters, the hydrotherapy pool will be used by children to exercise and gain water confidence. The temperature would be much warmer than a tepid lap pool offering a higher level of comfort.

We would also like to point out that the existing entry to the proposed pool is a considerable distance from parking on the main road or adjacent street parking. In cold, inclement or windy weather that is common and predictable in Crookwell during Autumn, Winter and Spring, one would need to walk well over 150 metres to enter shelter and the reverse when departing.

We implore Council and the Pool 355 Committee to include a hydrotherapy pool, to allow all our community to experience choice, to be inclusive and not discriminate.

Sincerely,
Ann Robertson

20th November 2019

Mr. Andrew Croke,
Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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The benefits for a hydrotherapy pool far out way a heated lap pool. People with chronic pain and injuries are attending Goulburn for their therapy up to 3 times per week. A small hydrotherapy pool would be supported by approximately 35% of our community. The hydrotherapy pool offers therapeutic benefits that would relieve pain and discomfort from sports strain or arthritis, increase flexibility and mobility, provide social support and for some, offers a level of freedom from their wheelchairs that is not possible in any other form.

This facility would also be used all year, with reasonable opening times for all members of our shire to benefit. With our long cold winters, the hydrotherapy pool will be used by children to exercise and gain water confidence. The temperature would be much warmer than a tepid lap pool offering a higher level of comfort.

We implore Council and the Pool 355 Committee to include a hydrotherapy pool, to allow all our community to experience choice, to be inclusive and not discriminate.

A lap pool is not enough, the whole complex needs a facelift.

Hoping you consider the Hydrotherapy pool
Sharon Thearle.

20th November 2019

Mr. Andrew Croke,
Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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Sincerely,

S Fahey

Sharon Fahey

27th November 2019

Mr. Andrew Croke,
Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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Sincerely,



CAROLYN HOCKLEY

20th November 2019

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Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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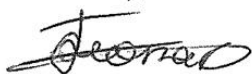
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Sincerely,



Chloe Leonard

27th November 2019

Mr. Andrew Croke,
Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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ANGELA HOCKLEY

20th November 2019

Mr. Andrew Croke,
Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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Councillor Pam Kensit
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Sincerely,



Jodie Anderson

20th November 2019

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Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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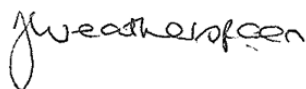
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Sincerely,


Julie Weatherspoon.

20th November 2019

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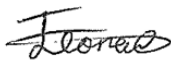
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Lisa Leonard

20th November 2019

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Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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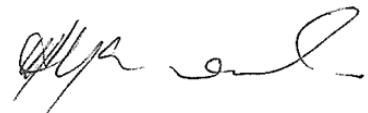
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Sincerely,

Machallie McCormack



27th November 2019

Mr. Andrew Croke,
Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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Sincerely,

N Hockley
Nathaniel Hockley

27th November 2019

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Acting General Manager
Councillor Paul Culhane
Councillor Pam Kensit
Upper Lachlan Shire Council

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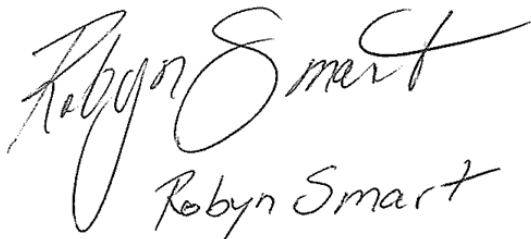
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Sincerely,



Robyn Smart

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics for the Month of November 2019	122
10.2	Monthly Weeds Activities Report	128
10.3	Update on Council Waste Transfer Stations	132
10.4	Investments for the month of November 2019	136
10.5	Bank Balance and Reconciliation - 30 November 2019	140
10.6	Rates and Charges Outstanding for the month of November 2019	141
10.7	Grants Report	144
10.8	Commentary on Audit, Risk and Improvement Committee Chairperson Report	150
10.9	Code of Conduct Complaints Report to the Office of Local Government	155
10.10	Work, Health and Safety Committee Meeting Minutes	163
10.11	Action Summary - Council Decisions	170

Information Only - 19 December 2019

ITEM 10.1 **Development Statistics for the Month of November 2019**

FILE REFERENCE I19/858

AUTHOR **Economic Development Officer**

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

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

REPORT

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

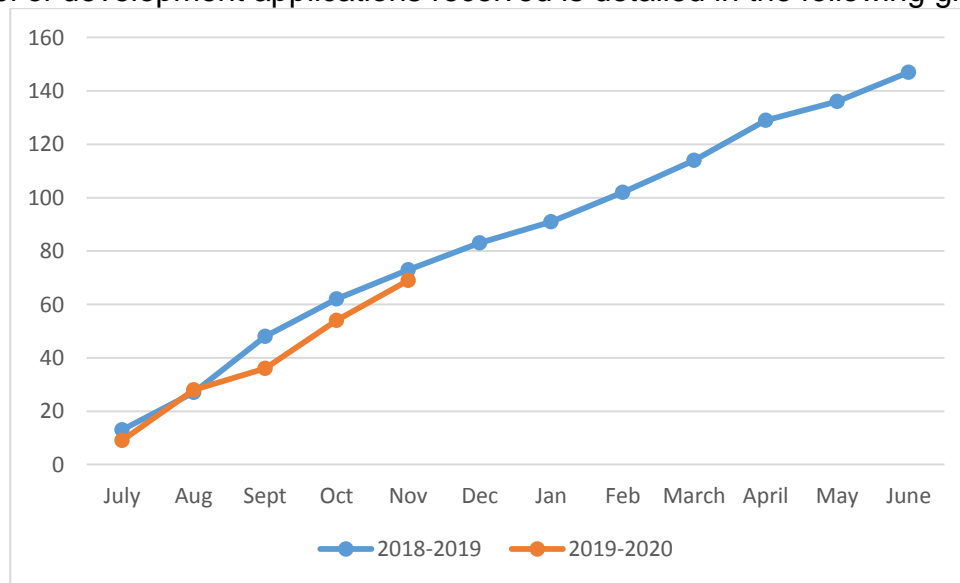
Statistics by Development Type								
Current Year					Last year			
DA Type	November 2019		Year to Date 1/7/19 to 30/11/19		November 2018		Year to date 1/7/18 to 30/11/18	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	2	\$50,000	0	\$0	6	\$3,276,000
Residential	12	\$2,117,663	39	\$11,092,404	9	\$1,753,815	48	\$9,273,027
Industrial	0	\$0	1	\$795,000	0	\$0	0	\$0
Other	2	\$0	7	\$1,515,000	0	\$0	9	\$535,000
Total	14	\$2,117,663	49	\$13,452,404	9	\$1,753,815	63	\$13,084,027
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	1	2	2	5	0	0	2	51
Rural Residential	0	0	3	7	0	0	0	0
Commercial	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF NOVEMBER 2019 cont'd**

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	0	0	1	2	7	17
Modification/Other	0	0	0	0	1	0	1	0
Total	1	2	5	12	2	4	10	68

1. Development Applications

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



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

DAs under assessment	DA modifications under assessment	DAs received Nov 2019	DA modifications received Nov 2019	DAs determined Nov 2019	DA modifications determined Nov 2019
19	2	15	0	11	1

The average determination processing time is for the month of November was 29 days.

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

Determinations Issued between 1 November to 30 November 2019		
DA No.	Proposal	Property
95/2018 (Mod)	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538
32/2019	Alterations & Additions	1093 Breadalbane Rd, Breadalbane Lot 230 DP 750031

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF NOVEMBER 2019 cont'd**

Determinations Issued between 1 November to 30 November 2019		
DA No.	Proposal	Property
90/2019	Dwelling	Bishop St, Binda Lot 146 DP 753012
94/2019	Temporary Structure	3 George St, Collector Lot 17 DP 727525
95/2019	Alterations & Additions	120 Salisbury Rd, Bigga Lot 237 DP 753041
96/2019	Garage/Shed	26 Gordon St, Crookwell Lot 23 Sec 3 DP 1809
97/2019	Garage/Shed	3 Graham Cres, Crookwell Lot 15 DP 1253454
99/2019	Dwelling	74 Flacknell Creek Rd, Broadway Lot 1 DP 1230371
101/2019	Dwelling	Reservoir Rd, Crookwell Lot 1 DP 835647
103/2019	Garage/Shed	89 Brooklands St, Crookwell Lot 4 Sec 1 DP 2383
105/2019	Dwelling	122 Collector Rd, Gunning Lot 3 DP 1185667
106/2019	Swimming Pool/Spa	58 Povey Place, Breadalbane Lot 11 DP 1205245

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

Development Applications Outstanding on 30 November 2019 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant
66/2019	8/8/2019	Transportable Dwelling	Yass St, Gunning Lot 2 DP 1160954	Awaiting Additional Information
69/2019	13/8/2019	Community Event	1A Walsh St, Taralga Lot 251 DP 750017	Awaiting Additional Information
85/2019	13/9/2019	Change of Use - Nursery	163 Goulburn St, Crookwell Lot A DP 33097	Deferred to Engineering
187/2004 (Mod)	1/10/2019	Subdivision	233 Holloways Rd, Tarlo Lot 1 DP 1152061	Under Assessment
91/2019	9/10/2019	Commercial Use	6 Anderson Lane, Crookwell Lot 2 DP 504589	Awaiting Additional Information
93/2019	15/10/2019	Intensive Agriculture Use	595 Wangalo Rd, Peelwood Lot 93 & 94 DP 753021	Under Assessment

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF NOVEMBER 2019 cont'd**

		Development Applications Outstanding on 30 November 2019 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
126/2017 (Mod)	15/10/2019	Alterations & Additions	19 Roberts St, Crookwell Lot 1 DP 800629	Under Assessment	
98/2019	24/10/2019	Subdivision	Wheeo Rd, Grabben Gullen Lot 2 DP 203470	Deferred to Engineering	
100/2019	25/10/2019	Subdivision	689 Woodhouselee Rd, Woodhouselee Lot 2 DP 803179	Awaiting Additional Information	
102/2019	28/10/2019	Dwelling	52 Dalton Rd, Gunning	Under Assessment	
104/2019	6/11/2019	Garage & Carport	Goulburn St, Collector Lot 4 Sec 15 DP 758263	Awaiting Additional Information	
107/2019	20/11/2019	Collector Pumpkin Festival	1 Brennan St, Collector Lot 11 DP 1046757	Under Assessment	
108/2019	20/11/2019	Garage/Shed	121 Boureong Dve, Gunning Lot 10 DP 1219071	Under Assessment	
109/2019	26/11/2019	Dwelling	2 O'Sullivan St, Collector Lot 4 DP 1066071	Neighbour Notification	
110/2019	27/11/2019	Subdivision	63 Cooper St, Taralga Lot 1 DP 1146520	Under Assessment	
111/2019	27/11/2019	Dwelling	Grabben Gullen Rd, Grabben Gullen Lot 403 & 406 DP 754115	Under Assessment	
112/2019	27/11/2019	Crookwell AP&H Show	30 East St, Crookwell Lot 4 DP 524712	Under Assessment	
113/2019	27/11/2019	Transportable Dwelling	4 Rose St, Grabben Gullen Lot 7 Sec 6 DP 758469	Under Assessment	
114/2019	29/11/2019	Garage/Shed	9 Kialla Rd, Crookwell Lot 18 DP 858022	Under Assessment	
115/2019	29/11/2019	Garage/Shed	35 Croker Place, Crookwell Lot 6 DP 1048691	Under Assessment	

2. Construction Certificates

Construction Certificates Issued between 1 November to 30 November 2019		
CC No.	Proposal	Property
62/2019	Alterations & Additions	29 Denison St, Crookwell Lot 1 DP 1047009
86/2019	Garage/Shed	89 Brooklands St, Crookwell Lot 4 Sec 1 DP 2383
87/2019	Refurbishment & New COLA	Wade St, Crookwell - Lot 2 DP 531828, Lot 2 & 3 Sec 22 DP 758308
88/2019	Dwelling	13 Bray St, Crookwell Lot 2 DP 1231222
90/2019	Dwelling	Reservoir Rd, Crookwell

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF NOVEMBER 2019 cont'd**

Construction Certificates Issued between 1 November to 30 November 2019		
CC No.	Proposal	Property
		Lot 1 DP 835647
93/2019	Dwelling	35 Redground Heights Rd, Laggan Lot 1 DP 1085367
94/2019	Alterations & Additions	1093 Breadalbane Rd, Breadalbane Lot 230 DP 750031
95/2019	Garage/Shed	3 Graham Cres, Crookwell Lot 15 DP 1253454

Approved by Council	
November 2019	Year to date
8	42

3. Occupation Certificates

Occupation Certificates Issued between 1 November to 30 November 2019		
OC No.	Proposal	Property
68/2019	Garage/Shed	128 Collector Rd, Gunning Lot 4 DP 1185667
71/2019	Dwelling	1707 Jerrawa Rd, Dalton Lot 2 DP 1209732
72/2019	Garage/Shed	1264 Mares Forest Rd, Taralga Lot 104 DP 872300
73/2019	Alterations & Additions	2500 Golspie Rd, Golspie Lot 281 DP 720154

Approved by Council	
November 2019	Year to date
4	23

4. Subdivision Certificates

Subdivision Certificates Issued between 1 November to 30 November 2019		
SC No.	Proposal	Property
15/2019	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538
16/2019	Subdivision	294 Bigga Rd, Crooked Corner Lot 9, 10 & 11 DP 46360 - Lot 1 DP 119665 – Lot 1, 2 & 3 DP 132213 – Lot 2, 29, 33, 108 & 269 DP 753038

Approved by Council	
November 2019	Year to date
2	10

5. Planning Certificates

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	347
1 July 2019 to 30 June 2020	231

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 19 December 2019

ITEM 10.2 Monthly Weeds Activities Report

FILE REFERENCE I19/856

AUTHOR Manager of Regulatory and Biosecurity Services

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

REPORT

Biosecurity staff undertook seventy five property inspections, with a focus on education throughout the reporting period. No Biosecurity Directions were issued during the reporting period. It is intended that the Biosecurity team will continue to provide ongoing educational support to land owners regarding their obligations under the Biosecurity Act.

Roadside spraying operations were again hindered over the reporting period, due to the dry and windy weather conditions. It is the intention of the Biosecurity team to continue focusing on education and where possible commence spraying operations as the weather conditions permit.

Inspections:

Weed	Parish	Road or Street	Date	Action	Degree
ST	Dixon	Lade Vale Rd	07.11.19	Routine	1
-	Dixon	Lade Vale Rd	07.11.19	Routine	-
ST	Dixon	Gundaroo Rd	11.11.19	Routine	1
ST	Dixon	Gundaroo Rd	12.11.19	Routine	1
BB,ALG,S	Dixon	Gundaroo Rd	12.11.19	Notified	1,2,2
SJW,ST	Dixon	Gundaroo Rd	12.11.19	Notified	2,1
ST	Dixon	Lade Vale Rd	12.11.19	Notified	2
ST	Lerida	Collector Rd	21.11.19	Routine	1
ST	Lerida	Gundaroo Rd	21.11.19	Routine	1
ST	Lerida	Gundaroo Rd	21.11.19	Notified	2
ST	Lerida	Mullers Lane	25.11.19	Routine	1
ST	Nelanglo	Gundaroo Rd	25.11.19	Routine	1
ST	Lerida	Gundaroo Rd	25.11.19	Routine	1
ST	Lerida	Gundaroo Rd	25.11.19	Routine	1
ST	Dixon	Gundaroo Rd	25.11.19	Routine	1

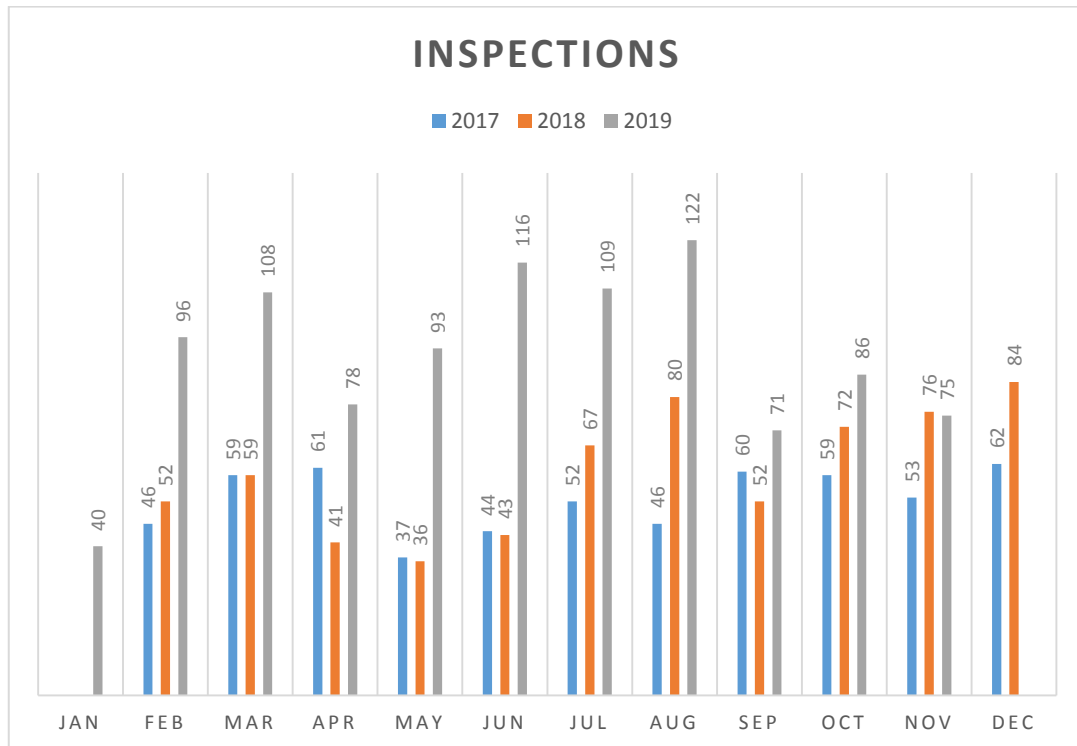
Information Only**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

-	Lerida	Collector Rd	2611.19	Routine	-
ST	Lerida	Mullers Lane	28.11.19	Routine	1
ST	Lerida	Mullers Lane	27.11.19	Routine	1-2
ST	Lerida	Mullers Lane	27.11.19		1
-	Lerida	Mullers Lane	27.11.19	Routine	-
ST	Lerida	Mullers Lane	28.11.19	Routine	1
ST	Lerida	Mullers Lane	28.11.19	Routine	1
ST	Dixon	Gundaroo Rd	28.11.19	Routine	1
-	Dixon	Gundaroo Rd	28.11.19	Routine	-
ST	Dixon	Tyrone Rd	28.11.19	Routine	1
ST	Lerida	Mullers Lane	28.11.19	Notified	2
ST	Pejar	Woodhouselee	29/10/19	Reinsp	3
ST	Turrallo	Cowpers Ln	30/10/19	Routine	1
ST	Turrallo	Cowpers Ln	30/10/19	Routine	1
ST	Turrallo	Taralga Rd	31/10/19	Routine	1
ST	Turrallo	Taralga	31/10/19	Routine	1
ST	Turrallo	Taralga	31/10/19	Routine	1
ST	Turrallo	Taralga	31/10/19	Routine	1
ST	Pejar	Range	4/11/19	Reinsp	2
ST	Strathaird	Taralga	6/11/19	Routine	1
ST	Strathaird	Taralga	6/11/19	Notified	2
PC	Strathaird	Taralga	6/11/19	Routine	2
ST	Strathaird	Taralga	6/11/19	Notified	2
ST	Strathaird	Strathaird Ln	7/11/19	Routine	1
ST BB	Strathaird	Strathaird	7/11/19	Routine	1 2
ST BB	Strathaird	Strathaird	7/11/19	Routine	1 2
ST	Strathaird	Strathaird	11/11/19	Routine	1
ST BB	Strathaird	Strathaird	11/11/19	Routine	1 2
ST BB	Turrallo	Rhyanna	11/11/19	Routine	2 2
ST	Strathaird	Kildare Ln	12/11/19	Routine	1
ST	Strathaird	Taralga	12/11/19	Routine	1
ST	Strathaird	Taralga	12/11/19	Routine	1
ST	Guinecor	Strathaird	12/11/19	Notified	2
ST BB	Strathaird	Kildare Ln	13/11/19	Routine	1 2
ST BB	Strathaird	Kildare	13/11/19	Notified	2 1
ST	Strathaird	Kildare	13/11/19	Routine	1
ST BB	Cuddyong	Bridge Ck	19/11/19	Reinsp	2 2
ST	Upper Tarlo	Middle Arm	19/11/19	Reinsp	2
ST	Upper Tarlo	Middle Arm	19/11/19	Reinsp	3
ST BB	Sherwood	Fullerton	20/11/19	Notified	2 3
ST	Turrallo	Robbs Ln	20/11/19	Reinsp	3
ST	Turrallo	Robbs Ln	20/11/19	Reinsp	3
ST BB	Turrallo	Robbs Ln	20/11/19	Reinsp	2 3
ST	Turrallo	Rhyanna	20/11/19	Reinsp	1
ST BB	Bigga	Greenmantle	28/11/19	Reinsp	2 2
ST	Bigga	Greenmantle	28/11/19	Reinsp	1
ST BB	Grabine	Decca	28/11/19	Notified	2 2
S/T	Tarlo	Rhyanna Rd	31/10/19	Notified	3
S/T	Tarlo	Rhyanna Rd	31/10/19	Routine	2
S/T	Cuddyong	Kangaloolah Rd	11/11/19	Reinspect	2

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

S/T BB	Yewrangara	Grabine	11/11/19	Notified	2
S/T BB	Yewrangara	Grabine	11/11/19	Notified	1, 2
BB CG	Yewrangara	Grabine	11/11/19	Notified	1, 2
S/T BB	Yewrangara	Grabine	11/11/19	Notified	1
S/T BB	Yewrangara	Grabine	11/11/19	Notified	1, 2
S/T BB CG	Yewrangara	Grabine	11/11/19	Notified	3,2,2
S/T	Yewrangara	Grabine	11/11/19	Notified	3, 2
S/T BB	Pomeroy	Prices Ln	27/11/19	Notified	1,2



Key for Weed Abbreviations

Weed ID Weed Identification

S/T Serrated Tussock

PC Paterson's Curse

EB English Broom

Go Gorse

BB Blackberry

Nth Nodding Thistle

FW Fireweed

CG Coolatai Grass

SJW St John's Wort

CNG Chilean Needle Grass

ALG African Lovegrass

Key for Degree of Infestations

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

Key for Actions of Inspections

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

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

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

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

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

I

Information Only - 19 December 2019

ITEM 10.3 **Update on Council Waste Transfer Stations**

FILE REFERENCE **I19/874**

AUTHOR **Operations Engineering Assistant**

ISSUE

This report provides an update on the waste management services within Upper Lachlan Shire Council.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Council at 20 June 2019 Ordinary Council Meeting (Council Resolution No. 158/19) resolved to convert the landfill located at Crookwell into a transfer station. Council converted the former landfills of Collector, Gunning, Bigga, Taralga and Tuena in February 2018 after Council endorsed the Waste Management Strategy for Upper Lachlan Shire Council. Some sites were already operating as transfer stations at the time.

All former landfills require capping plans, and environmental compliance works in addition to arrangements for the disposal of waste at the Crookwell transfer station.

This report provides a brief summary of actions taken to date to implement the Council resolutions.

REPORT

All former landfills are now operating as transfer stations and there is no landfill operating within Upper Lachlan Shire Council. The Crookwell transfer station is operating as a temporary facility. All waste collected from the satellite transfer stations are collected at Crookwell and ultimately disposed-off at Veolia at the Woodlawn facility outside the Upper Lachlan Shire Council.

These facilities while operating as transfer stations must remain compliant with environmental requirements from the Environment Protection Authority (EPA). Therefore, Council has undertaken works at satellite transfer stations to improve compliance. A similar compliance works are underway at the Crookwell transfer station which is yet to be complete and this report further discusses these works.

Council has engaged the services of Public Works Advisory to help project manage the capping plans for former landfills and design transfer stations.

Recent Works at Crookwell Transfer Station

Council is working closely with the EPA to ensure the Crookwell Waste facility remains compliant with licencing conditions.

Council's contractors applied a spray cover to the raised cell to the north of the facility. This temporary cover has provided additional time for staff to apply a more permanent intermediate cover, prior to final capping. During the current dry weather, drainage works continue to be carried out and the stabilisation of the leachate dam wall will be undertaken in early 2020.

The above works will help reduce the incidence of windblown litter as well leachate leaving the site and ensure environmental compliance with license conditions.

Updates on Transfer Stations

A temporary transfer station was constructed at the Crookwell Waste Facility after the Council resolution of 20 June 2019. The transfer station was constructed to dispose general waste off-site. The construction also provides for the loading of trucks with waste and transferring to Woodlawn Bioreactor at Tarago. In the 4 months, since the trial commenced, 850 tonnes has been removed from the Crookwell waste site. As it is not intended to use landfill at the Crookwell facility into the future, Council intends to change NSW Environment Protection Authority Licence No. 6054 to effect the proposed changes permanently as per the Council resolution. Public Works Advisory is assisting Council staff to initiate a contract for the transfer and disposal of all Upper Lachlan Shire waste to a licenced waste facility.

Due to illegal dumping of asbestos, generally in builders waste, Council has restricted this waste to be only accepted at the Crookwell facility. Clean up of asbestos, even in small amounts, has proven quite costly for the community and can cost up to \$10,000 per clean up event. Transfer Station users are encouraged to sort builder's waste, to enable recycling. Concrete, bricks & rubble are stockpiled and will be crushed and used onsite for roads and drainage. Metal is stockpiled and offloaded once a year. At this stage, timber is not recycled, due to the lack of available services to process. Timber is not mulched with the trees and large garden waste, due to the unknown treatments of the timber.

The outlying transfer stations at Taralga, Collector, Gunning, Tuena and Bigga continue to service the community. The illegal dumping has reduced, due to the sites being secured through CCTV Cameras and fencing upgrades. Council does not accept builders waste at the satellites transfer stations and this decision has helped reduce waste. CCTV has been installed at the Bigga and Crookwell facilities and the rollout will continue in the New Year, within the remaining transfer station sites. Gunning and Taralga facilities are open for an additional day during the week. This additional day has proved to be quite popular with the local community. Public Works Advisory will be assisting Council in preparing final capping plans as well as transfer station infrastructure for all the outlying transfer stations.

Public Works are currently assisting Council in calling tenders for the transfer of waste from the outlying transfer stations to Crookwell. Establishing a contract for the transfer of waste, provides Council and the community, certainty of the service and also value

Information Only

UPDATE ON COUNCIL WASTE TRANSFER STATIONS cont'd

for money. The successful tenderer will be announced after Council makes a decision on the tender included in the agenda for the Council meeting dated 19 December 2019.

Design plans are underway for the engagement of a Principal Design Consultant for the design and approval phase of a “state of the art” transfer station at Crookwell, to replace the current temporary transfer facility. It is anticipated that a decision about the appointment of a successful consultancy will be made by mid-2020.

Resources to run the Waste Centres

Recently, additional staff resources were recruited in the waste area to carry out regular mowing, cleaning and general maintenance, at all the waste facilities in addition to meeting WHS and Environmental compliance. These resources also assist with compliance issues such as windblown litter and hazard reduction. A loader and water truck are permanently on site at the Crookwell facility, to assist staff in the day to day management of the site and improve environmental compliance including dust suppression and firefighting.

The purchase of a new waste collection truck was approved by Council and is expected to arrive in the first half of 2020 after an unexpected delay with this delivery. Council's collection plant is quite reliable, due to the regular changeover and reliable staff.

Garden waste

In 2018, Council resolved to introduce garden waste service. The garden waste collection commenced in September 2018. During the first 9 months, approximately 300m³ of garden waste was diverted from landfill. The township of Crookwell had an average of 47% utilising the service, followed by the Gunning, Dalton, Collector & Breadalbane villages, averaging 27%. Taralga, Binda, Grabben Gullen and Laggan had an average of 18% of the entire collection area, taking up the service. Very few rural properties, between the villages, utilise this service. Unfortunately, contamination is occurring in the green bins. This consists of plastic bags, food scraps, cardboard and general household waste.

Bulk garden waste remains stockpiled at most of Council's facilities. The smaller sites waste will be transferred to Crookwell. Council is planning to mulch garden waste in 2020.

Recycling within Upper Lachlan Shire Council

Recycle collections continue to be well utilised but still have issues with contamination. Council transferred 368 tonnes of recycling to ReGroup's plant at Hume, in Canberra, during the 2018/2019 financial year. This has decreased from 411 tonnes from the previous year and has been attributed to the “Return & Earn” program commencing in December 2017. After much campaigning, in November 2018 Crookwell received a reverse vending machine, which accepts around 25,000 eligible containers per week.

Mattress recycling continues to be popular. Last financial year, approximately 200 mattresses were recycled throughout the Shire's facilities. Unfortunately, the Shire does experience illegal dumping of mattresses, which staff endeavour to reduce, by way of signage and surveillance. Up to 75% of each mattress is recycled into roof sheeting, carpet underlay, mulch, kindling and acoustic panelling.

Information Only

UPDATE ON COUNCIL WASTE TRANSFER STATIONS cont'd

Early 2019, over 750 tonnes of scrap metal was removed from all Council's waste facilities. This provides valuable income to Council, rather than landfilling unnecessarily.

Council continues to work diligently to protect the environment, provide an essential service and ensure the safety for the community into the future.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 19 December 2019

ITEM 10.4 **Investments for the month of November 2019**

FILE REFERENCE **I19/847**

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 30 November 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The investment portfolio register as at 30 November 2019 is provided for the information of Council.

REPORT

Investments to 30 November 2019

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$1,150,000	0.70%	N/A	30-11-19	\$354.79
Bank of Qld	TD	\$800,000	1.65%	90	03-12-19	\$3,254.79
Bank of Qld	TD	\$500,000	2.00%	189	08-01-20	\$5,178.08
Bank of Qld	TD	\$1,000,000	2.10%	215	29-01-20	\$12,369.86
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$700,000	1.55%	363	14-10-20	\$10,790.55
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,000,000	1.85%	161	18-12-19	\$8,160.27
Bankwest	TD	\$1,500,000	1.60%	141	05-02-20	\$9,271.23
Bankwest	TD	\$1,000,000	1.29%	96	04-03-20	\$3,392.88
Bankwest	TD	\$1,000,000	1.25%	168	13-05-20	\$5,753.42
Bankwest	TD	\$500,000	1.50%	364	16-09-20	\$7,479.45
Bendigo Bank	TD	\$1,000,000	1.60%	146	15-01-20	\$6,400.00
Bendigo Bank	TD	\$1,200,000	1.60%	210	18-03-20	\$11,046.58

Information Only**INVESTMENTS FOR THE MONTH OF NOVEMBER 2019 cont'd**

Bendigo Bank	TD	\$800,000	1.55%	180	01-04-20	\$6,115.07
Bendigo Bank	TD	\$700,000	1.50%	182	22-04-20	\$5,235.62
Bendigo Bank	TD	\$1,000,000	1.55%	266	17-06-20	\$11,295.89
CBA	TD	\$1,000,000	1.69%	119	04-12-19	\$5,509.86
CBA	TD	\$1,000,000	1.53%	141	12-02-20	\$5,910.41
CBA	TD	\$1,000,000	1.35%	91	26-02-20	\$3,365.75
CBA	TD	\$1,000,000	1.40%	330	16-09-20	\$12,657.53
CBA	TD	\$1,000,000	1.40%	363	11-11-20	\$13,923.29
IMB	TD	\$500,000	1.65%	99	11-12-19	\$2,237.67
IMB	TD	\$900,000	1.65%	92	11-12-19	\$3,743.01
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
IMB	TD	\$1,300,000	1.45%	364	28-10-20	\$18,798.36
NAB	TD	\$1,000,000	1.70%	153	22-01-20	\$7,126.03
NAB	TD	\$1,100,000	1.56%	210	06-05-20	\$9,872.88
NAB	TD	\$1,000,000	1.75%	365	05-08-20	\$17,500.00
NAB	TD	\$700,000	1.67%	335	11-08-20	\$10,729.18
		\$28,550,000				\$411,564.24

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 30 November 2019**

Interest on Investments Received YTD	\$232,225
Annual budgeted amount for all funds	\$666,600
Percentage of Interest Received YTD	34.84%
Percentage of Year Elapsed	41.92%

BBSW COMPARISON TO 30 November 2019

Average market interest rate (90 day BBSW)	1.09%
Average return on all investments	2.03%

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

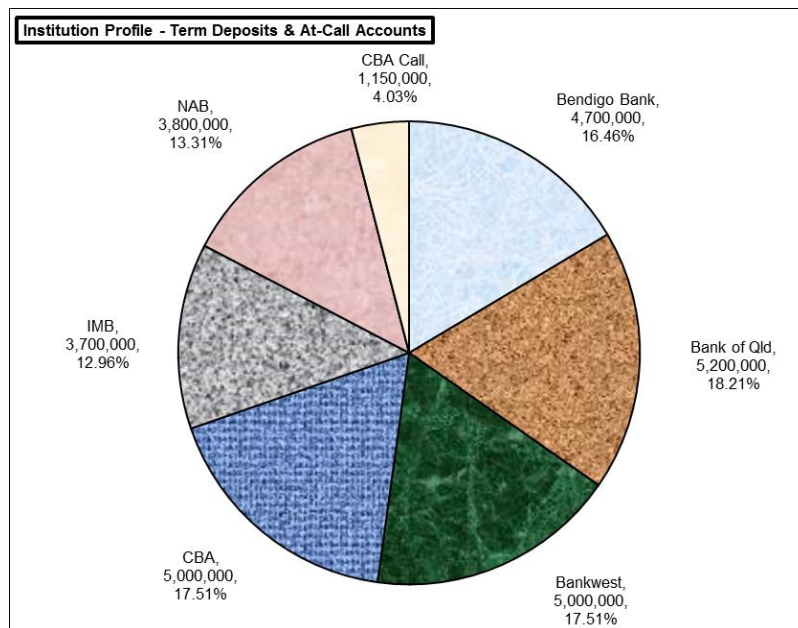
Information Only

INVESTMENTS FOR THE MONTH OF NOVEMBER 2019 cont'd

FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 30 NOVEMBER 2019

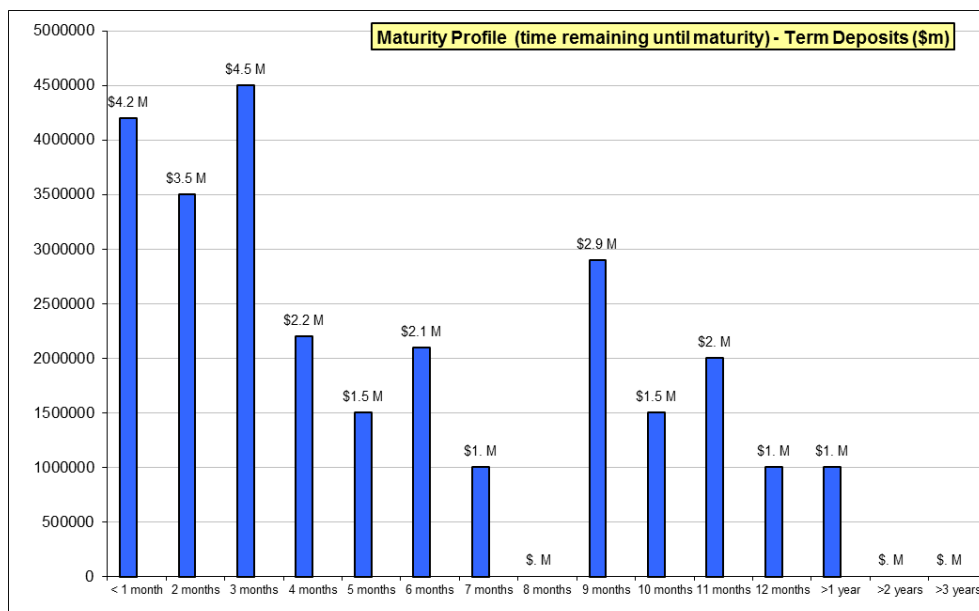
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 30 NOVEMBER 2019

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



Information Only

INVESTMENTS FOR THE MONTH OF NOVEMBER 2019 cont'd

SUMMARY OF AVAILABLE CASH AT 30 November 2019

TOTAL INVESTMENTS: - **\$ 28,550,000.00**

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

General Fund Reserves	\$ 18,102,828.04
Water Supply Fund Reserves	\$ 3,008,219.75
Sewerage Fund Reserves	\$ 5,419,437.79
Domestic Waste Management Fund Reserves	\$ 2,013,883.03
Trust Fund Reserves	\$ 5,631.39

POLICY IMPACT

Investments are in accordance with Council's Investment Policy and Strategy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 19 December 2019

ITEM 10.5 **Bank Balance and Reconciliation - 30 November 2019**

FILE REFERENCE I19/849

AUTHOR **Acting General Manager**

ISSUE

Statement of Bank Balance and Reconciliation as at 30 November 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

General Ledger balance brought forward 31 October 2019	(114,491.18)
Add: Receipts for November 2019	5,492,691.52
	<u>5,378,200.34</u>
Deduct: Payments for November 2019	5,369,323.99
Balance as at 30th November 2019	<u>8,876.35</u>
Balance as per Bank Statement 30th November 2019	490,264.20
Add: Outstanding Deposits	27,348.40
	<u>517,612.60</u>
Deduct: Unpresented Cheques / EFTs	508,736.25
Balance as at 30th November 2019	<u>8,876.35</u>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 19 December 2019

ITEM 10.6 **Rates and Charges Outstanding for the month of November 2019**

FILE REFERENCE I19/862

AUTHOR **Acting General Manager**

ISSUE

Rates and Charges Outstanding Report to 30 November 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 30 November 2019 is detailed.

REPORT

There is an attached report titled "Rate Collection Year 2020" for the 2019/2020 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

Description	30/11/2019	30/11/2018	30/11/2017
Total % Rates and Charges Outstanding	41.99%	44.56%	44.79%
Total \$ Amount Rates and Charges Outstanding	\$5.111million	\$5.131million	\$5.154million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection 2020	Attachment
2. ↓	Arrears of Rates by Category	Attachment

Rate Collection 2020 Year

Rating Categories	Levy Raised to date	Rates Received to 4 December 2019	Rates Outstanding to 4 December 2019	% Rates Outstanding 4 December 2019
Farmland	5,071,769.00	2,894,101.28	2,177,667.72	42.94%
Residential	1,278,500.58	708,802.85	569,697.73	44.56%
Rural Residential	696,499.76	412,523.68	283,976.08	40.77%
Business	287,023.35	194,722.64	92,300.71	32.16%
Mining	1,944.11	1,944.11	-	0.00%
Water	932,494.52	526,442.25	406,052.27	43.54%
Sewerage	1,522,625.34	857,389.38	665,235.96	43.69%
Domestic & Comm Waste	1,212,803.33	679,162.42	533,640.91	44.00%
Rural Waste	661,518.55	382,904.62	278,613.93	42.12%
Storm Water	46,843.63	25,188.34	21,655.29	46.23%
**Arrears	460,396.84	378,164.51	82,232.33	17.86%
Overall Total Rates	12,172,419.01	7,061,346.08	5,111,072.93	41.99%

Prepared by M. C. M. M. M.Date 4/12/19.Authorised by Andrew G. CookeDate 4/12/2019

I:\2019-2020\Rates\Recs\%outst_November 30 -2019

ARREARS OF RATES BY CATEGORY**4 December 2019**

Category	Amount Outstanding		% of rates outstanding
Farmland	\$17,847.96		22%
Residential	\$4,465.90		5%
Residential Non Urban	\$1,187.70		1%
Business	\$839.96		1%
Mining	\$0.00		0%
Water	\$12,054.59		15%
Sewerage	\$20,465.75		25%
Domestic & Commercial Waste	\$14,929.21		18%
Storm Water	\$678.87		1%
Rural Waste	\$9,762.39		12%
Total Amount of Arrears	\$82,232.33		100%

Prepared by M ClementsDate 4/12/19Authorised by Andrew G. GohDate 4/12/2019

I:\2019-2020\Rates\Recs\Arrears of rates by category November 30 - 2019

Information Only - 19 December 2019

ITEM 10.7 **Grants Report**

FILE REFERENCE I19/850

AUTHOR **Grants/Projects Officer**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is an attachment to this report for Councillors information.

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

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

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Grants and Projects Report for Manex - December 2019	Attachment
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Grants and Projects Report to Council - 19 December 2019

Grant Applications in progress								
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress
Fixing Country Roads	19.12.19	Peelwood Road Upgrade	\$ 100,000	\$ -	\$ 2,131,837	\$ 2,842,450	\$ 2,842,450	Working on Application
Heavy Vehicle Safety Initiative	21.02.19	Peelwood Road Upgrade			\$ 610,613			Application in new year
Fixing Country Roads	19.12.19	Wheeo Road Upgrade	\$ 100,000	\$ -	\$ 2,949,375	\$ 3,932,500	\$ 3,932,500	Working on Application
Heavy Vehicle Safety Initiative	21.02.19	Wheeo Road Upgrade			\$ 883,125			Application in new year
Fixing Local Roads	02.12.19	Collector Road Upgrade	\$ 495,300	\$ -	\$ 1,485,900	\$ 1,981,200	\$ 1,981,200	Lodged
Building Better Regions Fund - Round 4	19.12.19	Wombeyan Caves Road Upgrade (2)	\$ 1,263,925	\$ -	\$ 1,263,925	\$ 2,527,850	\$ 2,527,850	Working on application - Application to GLEF envisaged if available.
Drought Communities Programme	19.12.19	Peelwood Bridge Replacement	TBA	\$ -	TBA	\$	\$	Working on application - \$1M total funding over both applications
Drought Communities Programme	19.12.19	PAMP	TBA	\$ -	TBA	\$	\$	Working on Application
State Library Infrastructure Grant	8.11.19	Gunning roof and repairs and Crookwell/Gunning furniture	\$ 15,000	\$ -	\$ 151,161.52	\$ 166,161.52	\$ 166,162.52	Lodged
Fixing Country Roads	10.10.19	Kangaroo Creek Bridge - Bigga	\$ 965,000	\$ -	\$ 965,000	\$ 1,930,000	\$ 1,930,000	Awaiting news on success

Grant Applications in progress									
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress	
Country Passenger Transport Infrastructure Grant	27.8.19	Gunning and Dalton Bus Stops	\$ 20,000	\$ -	\$ 22,000	\$ 42,000	\$ 42,000	Awaiting news of success	
Stronger Country Communities Fund Round 3	18.9.19	Gunning Showground Amenities	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	Awaiting news on success	
Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Building Better Regions Fund - Round 3	15.11.18	Wombeyan Caves Road Upgrade	\$ 100,000	\$ -	\$ 2,500,000	\$ 2,500,000		Infrastructure	
				\$ 5,028,000					
Growing Local Economies Fund	05.07.18			\$ -	\$ 2,428,000	\$2,428,000		Infrastructure	
Bridges to Renewal (Round 1)	28.08.14	Replacement of Abercrombie River Bridge	\$ 75,000	\$ -	\$ 775,000	\$ 850,000	\$ 1,525,000	Project completed. Opening ceremony TBA.	
Fixing Country Roads 2014	01.11.14		\$ -	\$ -	\$ 675,000	\$ 675,000			
Bridges Renewal (Round 4)	05.02.19	Crookwell River Bridge - Woodville Road	\$ 294,861	\$ -	\$ 294,860	\$ 589,721	\$ 589,721	Infrastructure	
		Diamond Creek Bridge - Kangaloolah Road	\$ 561,007	\$ -	\$ 560,000	\$ 1,121,007	\$ 1,121,007		

Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	Final report due	
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$ 425,113	\$ 11,500	\$ 600,000	\$1,036,613	\$ 1,036,613	Project completed. Completion report lodged and accepted. Opening ceremony TBA.	
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP Priorities	\$ -	\$ -	\$ 344,487	\$ 344,487	\$ 344,487	Gunning Pathways completed. Laggan to be completed by 20 December.	
		Re-energising the Collector Community	\$ -	\$ -	\$ 220,000	\$ 220,000	\$ 220,000	Boardwalk and pathway on Bourke Street and oval completed. Lorn Street and sheltered benches to do.	
		Pat Cullen Community Recreation area	\$ 81,000	\$ -	\$ 223,564	\$ 304,564	\$ 304,564	Project Completed. Completion report lodged. Opening ceremony 16 November.	
		Clifton Park Community Connection & Pathway	\$ -	\$ -	\$ 112,189	\$ 112,189	\$ 112,189	Project Completed. Ribbon cutting ceremony took place 4 November 2019.	
		Crookwell Showground Upgrade	\$ -	\$ -	\$ 275,141	\$ 275,141	\$ 275,141	Toilet/shower block being constructed.	
Growing Local Economies Fund	05.07.18	Grabine Road Upgrade	\$ 200,000	\$ -	\$ 3,300,000	\$3,500,000	\$3,500,000	Infrastructure	

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$ -	\$ -	\$ 315,000	\$ 315,000	\$ 315,000	Project Completed. Awaiting approval on report. Opening ceremony being discussed with stakeholders.
		Active Villages Project	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	Gunning preparation completed. Taralga , Collector and Dalton preparation early January.
		Lights Football Action	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Trenching and preparation for light installation occurred in November. Installation lights late December, handover mid January.
		PAMP – 1 st priorities	\$ -	\$ -	\$ 356,772	\$ 356,772	\$ 356,772	Design of Taralga shared path completed. Bigga to be designed. Variation for Binda lodged.
		Breadalbane Hall Pergola	\$ -	\$ -	\$ 67,000	\$ 67,000	\$ 67,000	Pergola due to be finished in December due to winds stopping the installation of the roof. Opening Ceremony 14 March 2019.
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$ 81,260	\$ -	\$ 450,000	\$ 531,260	\$ 1,062,460	Infrastructure
Fixing Country Roads 2015	02.05.16		\$ -	\$ -	\$ 531,230	\$ 531,230		

Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	Infrastructure	

Crookwell Showground Upgrade - SCCF1



Gunning Pathways - PAMP Priorities - SCCF1



Showground to left

Nelanglo to right



Information Only - 19 December 2019

ITEM 10.8 **Commentary on Audit, Risk and Improvement Committee Chairperson Report**

FILE REFERENCE **I19/868**

AUTHOR **Acting General Manager**

ISSUE

This report is provided to Council in response to the issues raised in the Audit, Risk and Improvement Committee Chairperson's Report in October 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

At the 17 October 2019 Ordinary Council Meeting a presentation was made to Council by the Chairperson, Mr Malcolm Barlow, of the Council Audit, Risk and Improvement Committee.

Subsequently, at that meeting Council Resolution Number 300/19 stated that "The Acting General Manager prepares a report back to Council in response to the issues raised in the Audit, Risk and Improvement Committee Chairperson's report."

REPORT

This report directly addresses each matter put forward for Council consideration.

COMMITTEE CHAIRPERSON ADVICE TO COUNCIL

The Committee offers the following advice to Council about its financial affairs.

1. Because of the Shire's reliance upon its rural producers, priority should be given to the maintenance of its 1400km of gravel roads, as well removing the weight limitations in place on 12 of the Shires older bridges. The Committee sees this as an absolute must.

Management agrees with the Committee's advice, which is reflected in Council's long history of investment in road infrastructure, along with its current commitment to prioritising applications for grant funding for the reconstruction and sealing of a selection of local and regional roads.

In accordance with Council Resolution 435/17 on 21 December 2017 detailing 8 road priorities, Council is in the process of preparing funding applications for the Fixing Country Roads, Fixing Local Roads, Building Better Regions and Heavy Vehicle Safety and Productivity Program. The projects selected were based on the best fit of each

project for the funding type and the key requirement for a project to achieve a BCR necessary to attain funding.

In relation to bridges with temporary load limits imposed; at Council's Extraordinary Meeting on 29 August 2019 Resolution 232/19 endorsed a bridges strategy that incorporates the replacement/permanent repair of all timber bridges in a three year timeframe in addition to the provision of temporary relief by a combination of measures including road side track bypasses.

Council understood the adverse impact that bridge load limits were having on our local communities, and the necessity to act swiftly, as such Council has commenced the capital works undertaking the various bridge replacement, repair and relief projects, including completion of all bypass works.

On 5 December 2019, the Federal Member for Hume Angus Taylor announced the Upper Lachlan Shire Council will receive an extra \$1.203 million under the Australian Government's Roads to Recovery Program in 2020/2021 which will be utilised on Council road network.

2. Defer any expenditure on a new Council Offices facility unless a Grant Program specifically to provide for such projects becomes available – but even so limit any required co-contribution from Council to a minimal amount (preferably to the provision of existing Council-owned real estate rather than cash).

The proposed Community and Civic Centre includes new Council Chambers, which would double as a community performance space, a new reception area for ratepayers and Service NSW customers, room for the Crookwell Historical Society and Crookwell Art Gallery, and a much needed revamp to office facilities for Council staff.

Council has not yet allocated any funding for construction purposes on any new Council Offices facility, with the project currently in its planning stages. Council has prepared and presented architectural designs and project budget and undertaken initial community consultation. The next step is a staged development application submission and approval process.

Despite the lack of a clear funding strategy at present, it remains important that Council continues to work towards being 'shovel ready' in order to commence the new centre without delay once grant funding becomes available.

3. Spend less of ratepayers' money on hiring expensive consultants for proposed projects (e.g. town gas for Crookwell) and instead use the expertise and advice of Council staff on such matters – or else, defer the project.

Management does not agree with this assertion. Council utilises specialised consultancy services for a number of reasons as follows:-

a.) Detailed elements of many projects fall outside the scope of Council's own staff expertise and experience. It is not feasible for Council to attempt to recruit certain roles that require high calibre professionals in a permanent employment setting, due to high salary costs and in-frequent performance of duties required. For example; Council has

Information Only

COMMENTARY ON AUDIT, RISK AND IMPROVEMENT COMMITTEE CHAIRPERSON REPORT cont'd

utilised consultancy services for the Shire's bridge investigations, asbestos management plans, environmental compliance, Oosoft job evaluation implementation, waste management strategy and transfer station delivery.

b.) Staffing shortages in key departmental positions require a flexible consultancy based solution to ensure the proper timely continued operations of core Council functions. For example; Council has utilised Financial Services (Acting Director of Finance and Administration to cover General Manager's leave) Building Control and Town Planning services and Engineering services.

Prior to engaging consultancy services, Council's relevant Departmental Directors carefully evaluate the specialised nature of the requirements of each particular project in reference to internal resourcing capabilities and workload. Likewise any change to Council's consultancy/permanent workforce mix is considered on its merits.

3.4 For the time being do not introduce any new services for ratepayers unless they are funded by a new ratepayer contribution equal to the cost of the service.

Management does not necessarily disagree with the committee's advice, however each service must be assessed on its merits. Council's mission is to provide services and facilities to enhance the quality of life and economic viability within the Council area.

Approximately 7,800 people live in our Shire, with the agricultural industry having long been the dominant feature of the economic and social fabric of the Shire. However, Council's economic base is changing with tourism now the third major industry. Also, Council will continue to be an increasingly popular destination for retirees and people wishing to leave large cities for a lifestyle change.

These evolving demographics continue to drive demand for the modernisation of the area's social, cultural and community resources and amenities.

A current example of the evolving demands of ratepayers was presented at Council's Ordinary Meeting on 21 November 2019, where Resolution 336/19 set out the in-principle approval for proposed concepts for the upgrade of the outdoor Crookwell swimming pool and provision of a new indoor heated pool in Crookwell.

Council and management will continue to prudently evaluate and prioritise all elements of its Operational Plan, Delivery Program and Long Term Financial Plan.

3.5 Council has just increased its borrowings in order to finance some urgently needed works. Considering the urgency of the need our Committee accepts this move but warns against any further move into indebtedness as a means of addressing Council's operational needs.

Management agrees with the Committee's advice. Council has never, and will never, use borrowed funds as a means by which to fund its day-to-day operations.

The Council Borrowings/Loans Policy adopted by Council on 15 August 2019 (Resolution 209/19) clearly articulates both; the procedural guidelines, and circumstances where borrowing will be considered.

Information Only

COMMENTARY ON AUDIT, RISK AND IMPROVEMENT COMMITTEE CHAIRPERSON REPORT cont'd

Overall the policy seeks to ensure that funds are borrowed to provide a structured and disciplined approach to the supplementary financing of Council's capital infrastructure improvements and asset renewals program over time.

Procedural Guidelines (Point 6) of the policy states:-

"In no circumstances shall Council borrow funds for recurrent expenditure or to fund operating budget expenditure maintenance activities." As such, Council will give consideration to borrowing money for the acquisition or construction of an asset where:-

- "The asset to be acquired is a new addition to Council's asset base or replaces an existing asset with one that is significantly upgraded and has an Economic Life of greater than 20 years; or
- The income stream from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset."

3.6 Council should consider approaching our Local State Member, Wendy Tuckerman MP to ask the State Government to require the highly profitable and well subsidised Wind Farms to make a greater contribution (as a Condition of Consent) towards Councils Operational Budget. At present, these contributions (though appreciated) are voluntary, quite minimal, area restricted, and none goes into Council's Operational Budget.

Management believes that the consideration of such topics does not sit within the scope of the Audit, Risk and Improvement Committee.

The approval or consent for State Significant Developments like wind farms does not fall within Council's control. Whilst Council does have input into decision making, as a key stakeholder, Council is not the consent authority and has no authority to impose relevant financial contributions upon the wind farm developers.

Council has negotiated various Community Enhancement Programs which provide great benefits to the local communities. Council has unsuccessfully lobbied the State Government in regards to rating the wind farm development footprint.

3.7 As a Shire with an aging population and with Crookwell/Taralga/Gunning as satellites of Goulburn and its Hospital, Council should vigorously pursue grants in the Aged Care and general health areas from State and Federal sources to further develop our Hospital and Aged Care facilities that provide significant local employment and local medical care and peace of mind.

Council fully appreciates the importance of health services for the Shire's population, and the promotion of health and well-being within the local communities, however Hospitals remain a State Government responsibility. Council should carefully consider their future role in provision of health related services.

The broadening health demands of our local community are well serviced by local agencies, such as the Taralga and Crookwell medical practices. In addition, aided by the continued support of the Council the Gunning District Health Service and the Crookwell Health Care Centre operate from a Council owned facility.

Information Only

**COMMENTARY ON AUDIT, RISK AND IMPROVEMENT COMMITTEE
CHAIRPERSON REPORT cont'd**

As a clear recognition of our area's aging population Council has provided support for the expansion of Crookwell/Taralga Aged Care in its provision of high quality aged care and disability services across the Upper Lachlan Local Government Area.

COUNCIL IS IN A SITUATION OF RARE BUT VERY REAL CRISIS. QUITE LARGE BORROWINGS IS A QUICK WAY TO OVERCOME THIS CRISIS, BUT THE COST WILL BE A LONG-TERM BURDEN ON COUNCIL'S BUDGET SO KEEP SPENDING WELL UNDER CONTROL IN THE NEAR FUTURE, AS SUGGESTED ABOVE, UNTILL FINANCES RETURN TO MORE NORMAL LEVELS.

Management are quite clear in stating that Council is not in crisis. The emergency short term situation of bridge load limit restrictions has been challenging but is now well advanced to providing both short and long term solutions. This situation precipitated the re-prioritisation of incremental infrastructure spending, it remains more broadly a bringing-forward of future capital works from Council's Delivery Program.

In all likelihood many of the bridges will be 50% grant funded. More specifically, Council already has grant funding for bridges within its current 2019/2020 Operational Plan specifically MR248E Laggan Road (Kiamma Creek), Woodville Road (Crookwell River), Kangaloolah Road (Diamond Creek).

Council's Long Term Financial Plan details Council's capacity to borrow funds to supplement grant funding. Funding for the additional bridge replacement and upgrade strategy is in accordance with Council Resolution 232/19 on 29 August 2019.

Council is proud to have achieved a net operating result surplus for the past 11 years. This validation of Council's ability to maintain close control of expenditure in the cost-efficient provision of services, is in spite of limited income streams and State Government imposed rate capping.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 19 December 2019

ITEM 10.9 **Code of Conduct Complaints Report to the Office of Local Government**

FILE REFERENCE **I19/835**

AUTHOR **Acting General Manager**

ISSUE

The Office of Local Government has a reporting requirement for each Council to provide a Code of Conduct Complaints Report each year.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Office of Local Government (OLG) has a reporting requirement for each Council to annually provide a Code of Conduct Complaints Report for the twelve month period of 1 September to 31 August. The report was lodged with OLG on 4 December 2019.

Attachment to this report includes the Office of Local Government Annual Code of Conduct Complaints Statistics Report by Upper Lachlan Shire Council from 1 September 2018 to 31 August 2019.

There were a total of two code of conduct complaints about Councillors during the stated reporting period. Three code of conduct complaints were finalised in the reporting period, one complaint remained un-finalised from the prior reporting period.

Note: information about code of conduct complaints is treated as confidential and is not available for public disclosure except where specifically permitted under the Code of Conduct Procedures.

POLICY IMPACT

This report is prepared in accordance Council's Procedures for the Administration of the Code of Conduct, Part 11 - Reporting Statistics on Code of Conduct Complaints about Councillors and the General Manager.

Information Only

CODE OF CONDUCT COMPLAINTS REPORT TO THE OFFICE OF LOCAL GOVERNMENT cont'd

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

There was a total expense for dealing with the code of conduct complaints during the twelve month period of \$12,467. \$10,000 was budgeted as part of the 2018/2019 Operational Plan and the balance unfunded was taken from unrestricted cash.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. 	Code of Conduct Statistic Report	Attachment
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Office of Local Government

Model Code of Conduct Complaints Statistics

Reporting Period: 1 September 2018 - 31 August 2019

Date Due: 31 December 2019

To assist with the compilation of the Time Series Data Publication it would be appreciated if councils could return this survey by 30 November 2019.

Survey return email address: codeofconduct@olg.nsw.gov.au

Council Name:	Upper Lachlan Shire Council
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Contact Name:	Andrew Croke
Contact Phone:	(02) 4830 1008
Contact Position:	Director of Finance and Administration
Contact Email:	council@upperlachlan.nsw.gov.au

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

Model Code of Conduct Complaints Statistics Upper Lachlan Shire Council		
Number of Complaints		
1 a	The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	2
b	The total number of complaints finalised in the period about councillors and the GM under the code of conduct	3
Overview of Complaints and Cost		
2 a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	1
b	The number of complaints referred to the Office of Local Government under a special complaints management arrangement	0
c	The number of code of conduct complaints referred to a conduct reviewer	1
d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
f	The number of finalised code of conduct complaints investigated by a conduct reviewer	1
g	The number of finalised code of conduct complaints investigated by a conduct review committee	0
h	The number of finalised complaints investigated where there was found to be no breach	2
i	The number of finalised complaints investigated where there was found to be a breach	1
j	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	1
k	The number of complaints being investigated that are not yet finalised	0
l	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	12,467

Preliminary Assessment Statistics

3 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:

a To take no action	0
b To resolve the complaint by alternative and appropriate strategies	0
c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	0
d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
e To investigate the matter	1
f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

Investigation Statistics

4 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:

a That the council revise its policies or procedures	0
b That a person or persons undertake training or other education	0

5 The number of investigated complaints resulting in a determination that there was **a breach** in which the following recommendations were made:

a That the council revise any of its policies or procedures	0
b That the subject person undertake any training or other education relevant to the conduct giving rise to the breach	0
c That the subject person be counselled for their conduct	1
d That the subject person apologise to any person or organisation affected by the breach	0
e That findings of inappropriate conduct be made public	0
f In the case of a breach by the GM, that action be taken under the GM's contract for the breach	0
g In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993	0
h In the case of a breach by a councillor, that the matter be referred to the Office for further action	0

6 Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures and clause 7.20 of the new Procedures	0
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Categories of misconduct	
7	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:
a	General conduct (Part 3) <input type="text" value="0"/>
b	Conflict of interest (FMCC Part 4) and Non-pecuniary conflict of interest (NMCC Part 5) <input type="text" value="1"/>
c	Personal benefit (FMCC Part 5 / NMCC Part 6) <input type="text" value="0"/>
d	Relationship between council officials (FMCC Part 6 / NMCC Part 7) <input type="text" value="0"/>
e	Access to information and resources (FMCC Part 7 / NMCC Part 8) <input type="text" value="0"/>
Outcome of determinations	
8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation <input type="text" value="0"/>
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office <input type="text" value="0"/>

Andrew Croke

From: OLG Office of Local Government Mailbox <olg@olg.nsw.gov.au>
Sent: Tuesday, 29 October 2019 10:33 AM
To: _OLG-All NSW Councils
Subject: Attention General Manager: Annual Code of Conduct complaint statistics
Attachments: Code of Conduct Complaints Report - Data Collection 2018-19 - Return.xlsx

**NSW OFFICE OF LOCAL GOVERNMENT
ANNUAL CODE OF CONDUCT COMPLAINT STATISTICS
RETURN ADDRESS: codeofconduct@olg.nsw.gov.au
RESPONSE DATE: Not later than 31 December 2019**

Dear General Manager

As you are aware, the Model Code of Conduct requires the complaints coordinator from each council to report on a range of complaints statistics to the council and to the Office of Local Government (OLG) within three months of the end of September each year (see clauses 11.1 and 11.2 of the *Procedures for the Administration of The Model Code of Conduct for Local Councils in NSW, 2018*).

To assist your council to meet its reporting obligations, a **Model Code of Conduct Complaint Statistics** collection form is included with this message as an attachment in Microsoft Excel format.

Report instructions:

- Please forward this email to your complaints coordinator.
- The reporting period is 1 September 2018 – 31 August 2019.
- Where applicable, references have been made to the Former (2015) Model Code of Conduct (**FMCC**) and the New (2018) iteration of the Model Code of Conduct (**NMCC**).
- To assist with the compilation of the Time Series Data Publication and the *Your Council* website, the complaints coordinator is asked to return the completed Report to the OLG by **30 November 2019**.
- If you have any questions please contact the Performance Team on 4428 4100.
- Completed reports are to be **emailed in Excel format** to the Office of Local Government at codeofconduct@olg.nsw.gov.au

Publication:

- OLG will publish this data in the Time Series Data publication and will include the data in the next iteration of the *Your Council* website.
- The Times Series Data publication and the *Your Council* website **will show a council as not submitting the data if a response is not received by the response date**.

Yours sincerely

Chris Allen
Director, Sector Performance and Intervention

Encl: Code of Conduct Complaints Report – Data Collection 2018-19 – Return.xls

Office of Local Government | Department of Planning, Industry and Environment
T 02 4428 4100 | E olg@olg.nsw.gov.au
5 O’Keeffe Ave, NOWRA NSW 2541
www.olg.nsw.gov.au



Office of
Local Government

The Department of Planning, Industry and Environment acknowledges that it stands on Aboriginal land. We acknowledge the traditional custodians of the land and we show our respect for elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of the Office of Local Government, unless otherwise stated.

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Information Only - 19 December 2019

ITEM 10.10 **Work, Health and Safety Committee Meeting Minutes**

FILE REFERENCE I19/853

AUTHOR **Acting General Manager**

ISSUE

Providing the minutes from the Work, Health and Safety Committee Meeting held on 2 December 2019.

RECOMMENDATION That –

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

Attached for Councillors information are the minutes from the Work, Health and Safety (WH&S) Committee Meeting that was held on 2 December 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Work Health and Safety Committee - 2019-12-02 - Minutes - Attachments	Attachment
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PRESENT: Mr P Cramp (Deputy Chair), Mr S Poidevin, Mrs S Hassett, Mr S Roberts, Mr S Bill, Mr B Churchill, Mr J Croke, Ms E McGeechan and Mrs K Anderson, Mr A Croke (Acting General Manager), Mr M Shah (Director of Infrastructure) and Mr K Kara (Human Resources Coordinator)

NON-VOTING: Ms S Pearman (Executive Assistant) Minute Secretary.

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 9.30AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apologies were received from Mr S Roberts and S Poidevin.

RESOLVED by A Croke and J Croke that the apologies be received and a leave of absence be granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 4.1 **RESOLVED** by Mr A Croke and Ms McGeechan

That the minutes of the Work Health and Safety Committee Meeting held on 28 October 2019 be adopted.

- CARRIED

ITEM 4.2 **RESOLVED** by Ms McGeechan and Mr J Croke

That the minutes of the Work Health and Safety Committee Extraordinary Meeting held on 25 November 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 HAZARD INSPECTION REPORTS WITH RMAP

RESOLVED by Mr Bill and Mrs Hassett

1. Completed Hazard Inspection Reports have the included Risk Management Action Plans (RMAP) implemented.
2. The supervisor Parks & Gardens and Coordinator Workshop report back to the Committee explaining the actions completed to date on the Hazards Inspection Reports.

- CARRIED

ITEM 4.2 INCIDENT REPORT

RESOLVED by Mr J Croke and Mr Bill

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

- CARRIED

ITEM 4.3 ACTION LIST

RESOLVED by Mrs Anderson and Mr Bill

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

2. The Committee to provide feedback on the Health Safety Representatives and further report to the February 2020 meeting on constituting a new Committee.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

1. Update of action list from SafeWork NSW

Notice No:	location	Description Brief	Action	Due date	Responsible Officer
7-365241	Crookwell Depot	Workers/Other persons are exposed to a serious risk to their health or safety as there is no system in place to prevent a person falling: <ul style="list-style-type: none"> - Approximately 1.2 metres into the outdoor pit - Approximately 1.2 metres over unprotected edge delineating the lower levels of the yard, located to the rear of the fuel bowser. 	Install barrier system, yellow marking completed, safety temporary barrier tape installed and replaced - seek extension from SafeWork NSW	29/11/2019	Coordinator Workshop Procurement Coordinator
7-365274	Crookwell Depot (Workshop)	Workers are exposed to a serious risk to their health or safety from slips, trips, heat exhaustion, being crushed between vehicles, contact with high pressure water, exposure to airborne contaminants and musculoskeletal injury due to: <ul style="list-style-type: none"> - workshop insufficient height to cope with some plant/vehicles worked on 	Consultant to be engaged to assist with the height and size issues to address the short and long term building risks, in the interim more lighting to be installed and roller door to be replaced or repaired	17/01/2020	Coordinator Workshop

		<ul style="list-style-type: none"> - workshop size insufficient to safely work on multiple vehicles - cleaning area size insufficient to safely clean larger plant such as excavators/ graders - lighting in cleaning area does not provide adequate visibility for workers - sliding & rollers doors show signs of damage from being impacted by plant and require a high level of physical force to open 			
7-365287	Crookwell Depot (Workshop)	<p>Workers may be exposed to a serious risk to their health or safety from slips, trips, falls, engulfment/hazardous atmosphere/explosion from the service pit in the workshop due to:</p> <ul style="list-style-type: none"> - stairs for entering and exiting the pit appear to exceed the maximum height for stairs contained in AS 1657- 2013: Fixed platforms, walkways, stairways and ladders - Design, construction and installation (225mm). 	Consultant to be engaged to assist with the issues to address in the service pit area short and long term building risks – temporary lighting to be installed and ventilation to be provided	20/12/2019	<p>Coordinator Workshop</p> <p>Director of Infrastructure</p>

		<ul style="list-style-type: none"> - airflow may be inadequate to prevent the build-up of hazardous vapours and gases. - inadequate lighting for workers to safely work in the service pit. 			
7-365238	Crookwell Depot	Workers/Other persons are exposed to a serious risk to their health or safety from being struck by moving plant / vehicles at the workplace due to inadequate traffic control systems	Traffic Management plan to be implemented – seek extension from SafeWork NSW to implement plan and pedestrian gate to be installed	13/12/2019	Procurement Coordinator Director of Infrastructure
7-365237	Gunning Depot	Workers/Other persons are exposed to a serious risk to their health or safety from being struck by moving plant / vehicles at the workplace due to inadequate traffic control systems.	Traffic Management plan to be implemented - seek extension from SafeWork NSW to implement plan and pedestrian gate to be installed and concrete flooring to be constructed in shed adjacent to Saxby Lane	13/12/2019	Procurement Coordinator Director of Infrastructure
7-365245	Gunning Depot	Workers/Other persons are exposed to a risk / serious risk to their health or safety as there is no system in	Extension is sought from SafeWork NSW until 31/01/2020 and handrail	22/11/2019	Procurement Coordinator

		place to prevent a person falling: - 1.2 metres to the ground from the ramp/landing outside the meal room.	is being sourced for installation		
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THE MEETING CLOSED AT 10.55AM

Minutes confirmed

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Chairperson

Information Only - 19 December 2019

ITEM 10.11 **Action Summary - Council Decisions**

FILE REFERENCE I19/826

AUTHOR **Acting General Manager**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Summary sheet from the:-

Council Meeting: 16 August 2018

243/18	Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas.	EDO/GO	As required when suitable grants or funding is made available.
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Council Meeting: 20 June 2019

137/19	Council request the Minister of Local Government and the Office of Local Government grant an exemption for all the Councillors in relation to Pecuniary Interests under the Code of Conduct to deal with amendments and all matters associated with the Upper Lachlan Local Environmental Plan (LEP).	DEP	Individual Councillors to make a decision in relation to Pecuniary Interest.
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

143/19	<p>Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee.</p> <p>Council ensure that the proper processes have been undertaken in compliance with the Local Government Act 1993 and the Environment and Planning Assessment Act 1979 to reclassify the Community Land to Operational Land.</p>	DOI	Report to be provided to a future Council Meeting after the compulsory acquisition of land.
149/19	<p>1. That the EDTF recommends with the objective of moving Council from a net energy user to a net energy exporter that the Department of Infrastructure and Environment and Planning prepare a report as to the path forward to prepare business cases for street lighting, all waste management and energy generation.</p> <p>3. That the EDTF recommends the Department of Infrastructure and Environment and Planning prepare a recommendation in the next year 2019/20, detailing urban sustainability initiatives for on-site sewer systems in small villages and provide alternatives to specific tank disposal.</p> <p>4. That the EDTF recommends the Department of Infrastructure and Environment and Planning investigate the opportunity for solar powered cabins at the existing caravan park or alternate locations in Crookwell in conjunction with the Housing Strategy.</p>	DOI/DEP	<p>Report items 1, 3 and 4 were reported to EDTF Committee Meeting on 5 August 2019.</p> <p>All 3 report items will be addressed in the future review of the LEP.</p>
153/19	<p>That the Streetscape Committee recommends to Council to purchase the models or types of seats (CPS18-TI-AR), bins (ABEH240-TI) and noticeboards (2PUN122-SM-NB) so that detailed engineering design can be completed and installation progress without further delay.</p>	DOI	<p>Procurement of equipment completed and awaiting delivery. Quotations being sought in relation to civil works for installation of equipment.</p>
161/19	<p>The potential land sale be deferred to allow further discussions with Crookwell Taralga Aged Care after a Councillor workshop with a presentation from the Director of Environment and Planning on how the expansion of Crookwell Taralga Aged Care facility in Crookwell fits into the proposed Strategic Housing Plan.</p>	GM/DEP	<p>Councillor workshop held on 29 October 2019. A further report to be provided to a future Council Meeting.</p>

Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd****Council Meeting: 19 September 2019**

241/19	Council receives and notes the report as information and a further report be provided to Council with respect to costings on the access ramp at the Health Care Centre, Crookwell.	DOI	Report to be provided 20 February 2020 Council Meeting.
243/19	Council submits a report to the Traffic Committee requesting consideration of the current parking in the main street of Crookwell and its impact on its feasibility of providing outdoor seating in the main street.	DOI	Report to be provided to a future Local Traffic Committee Meeting.
247/19	Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.	DEP	Planning proposal (Land Use) commenced and to be reported to a future Council Meeting.
248/19	<ol style="list-style-type: none"> 1. Council lodge a funding application for the sealing of the unsealed section of Wheeo Road from Boorowa Road to Grabben Gullen Road prioritising the section between Hawthorne Tree Road to Grabben Gullen. 2. Council lodge a funding application for the sealing of the unsealed section of Peelwood Road from Phil's River to Peelwood village prioritising the section from Phil's River to Flowerburn Road. 	DOI/GO	Grant applications under NSW Fixing Country Roads Program - Round 2 completed.
250/19	<ol style="list-style-type: none"> 1. Council make application and negotiate for the lease of land, Part Lot 4231 in DP 1217717, from Transport NSW for the site adjacent to the Crookwell Men's Shed, in Park Street Crookwell, to establish a RV Friendly Park. 2. Subject to negotiation of a lease with Transport NSW that have terms that are acceptable to Council; the expenditure estimate of \$130,000 be included in the Council 2020/2021 Operational Plan for the lease of Part Lot 4231 in DP 1217717, for the construction of the Crookwell RV Park. 	DFA	Report provided to 19 December 2019 Council meeting.
262/19	<p>The Minutes of the Economic Development Task Force Committee meeting held 2 September 2019 be received and noted.</p> <p>Item 6.2 Review of the EDTF Charter</p> <p>That Council change the meeting composition to accommodate six (6) community representatives and the</p>	DEP	Report to be prepared to a future EDTF Meeting.

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

	<p>Economic Development Officer be included as the secretariat.</p> <p>Item 6.5 How important is water in the Strategic Planning of our town and villages</p> <p>That Council research and develop a water sensitive design policy for the Shire.</p> <p>Item 6.6 Collector RV Site suggestion</p> <p>That the Strategic Planning section of Council consider this proposed site in the upcoming LEP review.</p>	<p>DEP</p> <p>DEP</p>	<p>Proposal to be included in draft housing strategy.</p> <p>Consideration of the proposal as part of the upcoming LEP review.</p>
270/19	<p>1. Council enter negotiations with the two providers seeking a commercial return;</p> <p>2. Council advertise an EOI based of the concept plan B7 if the commercial negotiations fail.</p>	DOI	An EOI will be advertised in February 2020.

Council Meeting: 17 October 2019

275/19	That Council proceed with the installation of pavement marking signage, as outlined in the map, at the location of the pedestrian crossing in Goulburn Street, Crookwell, subject to approval from the Roads and Maritime Services, if required.	DOI	Council have advised the RMS that Council is proceeding with the recommendation.
300/19	The Acting General Manager prepares a report back to Council in response to the issues raised in the Audit, Risk and Improvement Committee Chairperson's report.	GM	Report provided to 19 December 2019 Council Meeting.
301/19	Council upon the appointment of the new General Manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams.	Mayor	Report to be provided to a future Council Meeting.
303/19	That Council implements a workshop to review the relevance or purpose of all the existing committees as listed under schedule B of the Council agenda format and committee structure report presented to Council at the September 2019 Ordinary Council Meeting.	DFA	Workshop held on 29 October 2019 correspondence to be forwarded to Committees in February 2020.
307/19	1. Council receive and note the Upper Lachlan Shire Council Crookwell Works Depot report from Coffey Services Australia Pty Ltd as information.	DOI	Coffey Services has been re-engaged and a further report will be provided to the February 2020 Council Meeting.

	<p>2. Council implement the recommendations contained within the report subject to a further detailed Environmental Site Assessment from Coffey Services Australia Pty Ltd.</p> <ul style="list-style-type: none">• Further targeted soil sampling within the north western part of the depot site to better define the extent of TRH soil concentrations neat the emulsion storage area.• One or two additional groundwater wells should be installed around the emulsion and bitumen cutter storage area in the north western portion of the site, to monitor for the presence of non-aqueous phase liquids (NAPL) / dissolved hydrocarbons in this area of the site and whether they may be affecting off site area including the adjacent residential properties to the west to south west.• Review the results of groundwater sampling and laboratory results of the three onsite well. If groundwater analysis has not occurred recently (i.e. last 12 months) undertake a sampling and assessment of groundwater. Inclusion of metals analysis as well as hydrocarbon compounds should be considered.• If a full assessment of the depot has not been undertaken then undertake a thorough assessment of the site in line with the NSW EPA sampling guidelines. AS well as the depot potential sources further assessment of the metals concentration identified in this assessment in both onsite and offsite areas should be considered based on further land uses for the depot and off site areas. <p>3. Council authorises a revote of expenditure of \$18,000 (GST Exc.) for a further detailed Environmental Site Assessment report at the Crookwell Works Depot and adjacent Kiamma Creek.</p>		
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd**Council Meeting: 21 November 2019**

311/19	Council investigate the cost associated with implementing facilities for webcasting and audio recording of council meetings at both Gunning and Taralga.	DFA	Report to be provided to a future Council Meeting.
312/19	Council provide in principle support for placement of a BBQ area in Endeavour Park, Gunning Showground.	GM	Letter of support sent on 28 November 2019.
314/19	Council revise the draft Infrastructure Assets Naming Policy and when amended that a report be presented to Council prior to being placed on public exhibition for 28 days.	DOI	Report with draft policy to be provided to 20 February 2020 Council Meeting.
317/19	Council congratulate the Stonequarry Cemetery Committee on the work they have achieved at the cemetery and Council will consider a submission in the 2020/2021 Operational Plan.	GM	Letter forwarded on 28 November 2019.
318/19	Council send a letter of congratulations to the Upper Lachlan Small Business Association and vendors at the Business Expo.	GM	Letter forwarded on 28 November 2019.
319/19	That Council works in conjunction with Crookwell Neighbourhood Centre and provide a report to Council for a concept plan for an off leash dog park at Gordon Park in Crookwell to enable community consultation.	DOI	Correspondence forwarded on 10 December 2019. Report to be provided to a future Council Meeting.
320/19	That Council form a Committee to work in conjunction with the community to investigate the possibilities to develop a community walk in Crookwell.	DOI	Report to be provided to 20 February 2020 Council Meeting.
325/19	Council forwards a letter of congratulations to the Director of Infrastructure and his team and Oberon Council for taking over a very difficult project and under his management being able to achieve such a positive outcome.	GM	Letters forwarded on 6 December 2019.
328/19	Council defer the adoption of the Plan of Management for Crookwell Memorial Oval Complex and hold a Councillor workshop.	DEP	Councillor workshop was held on 10 December 2019.
331/19	The draft Council Community Participation Plan be placed on public exhibition for a minimum period of 28 days.	DEP	Plan will be placed on public exhibition by 12 December 2019.
332/19	The Design Engineer is appointed as the Native Title Manager for Upper Lachlan Shire Council.	DOI	Letter of appointment sent 3 December 2019.

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

333/19	<ol style="list-style-type: none"> 1. Council approve the closure of the disused section of Oberon Road in Taralga as a public road pursuant to Division 3 – Closing of Council Public Roads by Council under the Roads Act 1993 and noting the road identified highlighted yellow on a map prepared by CPC Land Development Consultants Pty Ltd dated 20 December 2017. 2. All costs associated with this road closure are at no cost to Council. 3. Council lodge an application with NSW State Government requesting closure of the road reserve highlighted in Attachment 1. 4. Council General Manager be authorised to sign the Agreement for Road Closure. 	DOI	Letter sent to the applicant on 13 December 2019.
334/19	Council place the Private Sewer Pump Station Policy on public exhibition for 28 days.	DOI/EA	Policy placed on public exhibition on 3 December 2019.
335/19	<ol style="list-style-type: none"> 1. Council request an extension of time from Roads and Maritime Services to respond to the contract execution date. 2. Council accept the revised contract subject to favourable legal and professional assessment of the contract terms, prior to 29 February 2020. 3. Council delegate authority for the General Manager and Director of Infrastructure to negotiate contractual terms on Council's behalf in order to establish a viable Routine Maintenance Council Contract for Council's endorsement based on social, economic and community benefits prior to the contract termination date 29 February 2020. 	DOI	<p>Letter of extension request forwarded on 8 November 2019.</p> <p>Council is awaiting a response from RMS to proceed further with contract negotiations.</p>
336/19	<ol style="list-style-type: none"> 1. Council approve in principle the proposed concept for the unheated outdoor Crookwell swimming pool (25 metre x 10 metre) upgrade of the existing swimming pool; 2. Council approve in principle the proposed concept of a (15 metre by 6 metre) new heated indoor pool in Crookwell with the preferred location to be based on technical consideration; 	DOI	<p>Pool Review Committee meeting held on 28 November 2019.</p> <p>Quotations for architectural design to be advertised in January 2020.</p> <p>Council revote of funds completed.</p>

	<ol style="list-style-type: none"> 3. Council endorse the demolition of the existing unused Crookwell swimming pool change rooms and minor refunctioning of used changed rooms; 4. Council allocate \$40,000 from unrestricted cash reserves to fund architectural plans, engineering plans and associated costing for the potential Crookwell upgrade of the existing outdoor swimming pool, costings for a proposed heated indoor pool and change rooms and a design that is sympathetic to the possible future inclusion of a hydrotherapy pool. 		
337/19	Council endorses the Audit Office of NSW external Independent Auditor's Reports for the 2018/2019 Financial Statements.	DFA	Completed and Auditor's Report placed on Council website on 27 November 2019.
338/19	<ol style="list-style-type: none"> 1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2018/2019 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005 and other applicable legislation. 2. Council notify the Office of Local Government by providing a URL link to Council website. 	DFA	OLG notified of URL link to Annual Report on Council website on 27 November 2019.
339/19	<ol style="list-style-type: none"> 1. Council adopts the 1st Quarter Budget Review Statements for 2019/2020 including revotes of income and expenditure to the Operational Plan; and 2. Council endorses the Operational Plan Performance Summary Report. 	DFA	Council updated budget revotes in Civica Authority system on 28 November 2019.
340/19	<ol style="list-style-type: none"> 1. Council make written representation to Wendy Tuckerman MP, Member for Goulburn, in relation to the need for a sustainable state funding model for the ongoing provision of public library services. 2. Council make written representation to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 	DFA	Letters forwarded on 5 December 2019.

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

	<p>2019/2020 to 2022/2023 NSW state funding model.</p> <p>3. Council endorse the distribution of the NSW Public Libraries Association NSW library sustainable funding advocacy information in Council libraries.</p>		
341/19	<p>1. The report be received and noted as information.</p> <p>2. Council notifies Southern Phone Company that it supports their Director's recommendation for the sale of shares held by Upper Lachlan Shire Council of Southern Phone Company with acquisition by AGL Energy Limited.</p> <p>3. Council delegates the Mayor and General Manager the authority to execute the Share Sale Agreement contract and supporting legal documentation and affix the Common Seal of Council.</p> <p>4. Council appoints Southern Phone Company Chairperson, Bill Hilzinger and Mr Deputy Chairperson, Andrew Riley as agent and representative for Upper Lachlan Shire Council to sign and lodge a proxy vote in favour of the sale of shares held in Southern Phone Company to AGL Energy limited.</p> <p>5. Council authorise the proceeds from the sale of the Southern Phone Company to be held as unrestricted cash.</p>	GM	Southern Phone notified and legal documentation executed under Council Seal on 26 November 2019.
342/19	Council adopt the recommendations 4.1 to 4.9 of the Work Health and Safety Committee Meeting Minutes from 28 October 2019.	EA	Policies placed in register and on website on 29 November 2019.
343/19	Council adopt the recommendations 4.1 to 4.10 of the Consultative Committee Meeting Minutes held on 28 October 2019.	EA	Policies placed in register and on website on 29 November 2019.
345/19	<p>That recommendations item 3.1, 4.1 to 4.9 excluding item 4.5 of the Traffic Committee Minutes from meeting held 7 November 2019 be adopted:</p> <p>3.1 MATTERS ARISING FROM THE MINUTES</p> <p>The committee decided to bring a special item forward about the regulatory signage on Inglewood Bridge, Grabben Gullen Road</p> <p>1. Council implement option 2 – Install Narrow bridge signs, either figure 4.10 and including item 1.</p>	DOI	Council to organise installation of signs.

	<p>ITEM 4.1 JERRAWA ROAD & COOLALIE ROAD INTERSECTION CHANGES</p> <ol style="list-style-type: none"> 1. Council to implement Option 1 for this intersection by installing additional warning signs and pavement markings for the three approaches as provided in Diagram 2; 2. Council include Option 2 for consideration in the 10 years works program as provided in Diagram 3; <p>ITEM 4.2 OLD SCHOOLYARD DRIVEWAY ON COOLALIE ROAD, JERRAWA</p> <ol style="list-style-type: none"> 1. The Committee recommends to Council to install concealed driveway signs at Old Schoolyard Driveway, Jerrawa NSW 2582. <p>ITEM 4.3 LOADING AND PARKING AREAS FOR COLLECTOR PRIMARY SCHOOL ON LORN STREET, COLLECTOR, NSW 2581</p> <ol style="list-style-type: none"> 1. The Committee recommends to Council the establishment of a pickup/drop off zone (on the school side) including associated signs during school hours in accordance with the relevant standards required 2. Council consider the construction of a parking area on the opposite side of Lorn Street as a part of the future works program. <p>ITEM 4.4 INTERSECTION OF HUME STREET (YASS STREET) WITH YASS STREET, GUNNING</p> <ol style="list-style-type: none"> 1. Committee recommends subject to consultation with affected residents of Yass Street, to Council to implement the modification of the west leg of Yass Street to be a One-Way traffic from the eastern approach. 		<p>Council to organise work to be carried out by maintenance crew.</p> <p>Council to organise installation of signage.</p> <p>Letter sent to Customer advising outcome on 10 December 2020.</p> <p>Council to consult with affected residents.</p>
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	<p>ITEM 4.6 TRAFFIC REPORT ON DALTON ROAD AT RAILWAY, BRIDGE, GUNNING</p> <p>1. The Committee recommends to Council to install a Stop sign pending further review on the location of the sign.</p> <p>ITEM 4.7 REPORT ON POTENTIAL TRUCK UN-COUPLING SITES IN CROOKWELL, NSW</p> <p>1. Council investigate McDonald Street as the option for B-Double un-coupling in Crookwell subject to a suitable turn around to be provided after consultation with Industry.</p> <p>2. Roads and Maritime Services provide feedback on heavy vehicle rest areas along MR54 between Crookwell and Bathurst.</p> <p>3. A report to be submitted to the next Traffic Committee meeting.</p> <p>ITEM 4.8 SAFETY CONCERNS AT THE INTERSECTION OF CARRABUNGLA ROAD AND MT RAE ROAD, ROSLYN, NSW 2580</p> <p>1. Council consider Carrabungla Road for its future re-sheeting program, along with the intersection re-alignment.</p> <p>2. Council install the signs noted in this report as a temporary measure to alert drivers of this intersection (refer to diagrams 4, 5, 6, and 7).</p> <p>3. Council cut/mow the overgrown vegetation as marked in photos 4 and 7.</p> <p>ITEM 4.9 ST. MARYS PRIMARY SCHOOL, CROOKWELL - PROPOSAL OF PEDESTRIAN CROSSING IN WADE STREET.</p> <p>1. Committee to defer this matter to consult with Roads and Maritime, St Mary's Church, St Marys School with a report to be provided to the next Traffic Committee meeting.</p>		<p>Letter sent to customer advising outcome on 10 December 2019.</p> <p>Council to consult with Livestock, Bulk and Rural Carriers Association.</p> <p>Letter sent to Customer advising outcome on 10 December 2019.</p> <p>Report will be prepared for the Local Traffic Committee Meeting in February 2020.</p>
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

346/19	ITEM 4.5 TRAFFIC REPORT AT THE INTERSECTION OF WOODHOUSELEE ROAD, PEELWOOD ROAD AND LAGGAN ROAD, LAGGAN <ol style="list-style-type: none"> 1. Council remove the Stop sign on Woodhouselee approach. 2. Council re-paint pavement markings at this intersection 3. Install No Stopping signs on the eastern side of Peelwood Road from the intersection northwards to the nearest residence. 4. Additional warning signs of the intersection be installed on the northern side of Laggan Road along the approach to Crookwell. 5. Council improve the sight distance from Woodhouselee road to Laggan road by removing conflicting vegetation. 		Council to organise work to be carried out by maintenance crew.
347/19	That a report be provided to Council on cost of works that are required to make the old bank building in Crookwell operational.	DEP	Report to be provided to 19 March 2020 Council Meeting.
349/19	That a report be provided to Council on the resources required to provide the Director of Environment and Planning to complete an investigation into the number of buildings in the towns and villages of the Upper Lachlan Shire that requires fire safety statements.	DEP	Report to be provided to a future Council Meeting.
352/19	Council approve a write-off of \$5,817 being 50% of the balance owing for water use charges on Assessment Number 1066 for Mr T Mitropoulos.	DFA	Ratepayer advised of decision and processed on 27 November 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

11.1	Development Application DA 61/2019 light industrial warehouse section 8.2 review	184
11.2	101 Golspie Road Taralga zone modification Lot A DP 413644	188
11.3	Sustainable Communities Upper Lachlan Shire Council Energy Masterplan	190

Environment and Planning - 19 December 2019

ITEM 11.1 **Development Application DA 61/2019 light industrial warehouse section 8.2 review**

FILE REFERENCE I19/861

AUTHOR **Manager of Environment and Planning**

ISSUE

Development Application (DA 61/2019) was determined on 25 October 2019 subject to conditions of consent. On 8 November 2019 the applicants requested Council review section 7.11 charges for the development under the *Environmental Planning and Assessment Act 1979* and section 64 charges for water and sewer under the *Local Government Act 1993*. The consent determination conditions meet Council's policy. The request is for a review of the payment amounts which will have an impact on the contributions policies.

RECOMMENDATION That -

1. Council advise the applicants that Condition 7 of DA 61/2019 not be amended.
2. Council advise the applicants that Condition 8 of DA 61/2019 not be amended.
3. Council advise the applicants that Condition 9 be amended to read as follows:-
Each lot shall connect to Council's water supply service. In this regard, a water supply service and meter shall be provided to each lot and comply with current water pressure guidelines. Council's Infrastructure Department can provide a fee quotation for the required service connection(s).
4. Council advise the applicants that Condition 13 of DA 61/2019 not be amended.
5. Council advise the applicants that Condition 33 of DA 61/2019 not be amended.

BACKGROUND

The Development Application (DA 61/2019) is for eight light industrial warehouse buildings at 36-38 McIntosh Road, Crookwell on Lot 11 and Lot 12 in DP 1031350. The applicants has lodged a request to review the development consent under section 8.2 of the *Environmental Planning and Assessment Act 1979*.

The matters that have been requested to review include: water supply and meters to each unit, stormwater treatment that included connection to the stormwater system, remove the consolidation of lots where they are building over two and the reduction and waiver of Section 7.11 contributions and Section 64 contributions.

REPORT

The section 8.2 application requests that Council formally review the determination for the following matters.

Condition 9 water supply and metres to each unit.

Council requires that each industrial unit shall connect to the Council's water supply service. The applicant requests one water metre per block and they will internally meter the units. Council agrees to the change reflected in Recommendation No 2.

Condition 13 Stormwater Plan - the condition of consent requires:-

Prior to the issue of a section 68 approval, details of proposed stormwater drainage, design and certified by a practising hydraulic engineer, shall be submitted to and approved by Council. In this regard:

- a) The stormwater design shall detail all stormwater diverted to a suitably sized on-site detention chamber and discharge to the existing curb and gutter on McIntosh Road.*
- b) The stormwater design is to include the impervious road and roof areas and is to comply with Australian standard AAS 3500.*

The applicants request that this item allow some flexibility, either resubmitting the stormwater plan with the final approved building plans or providing an alternative option yet to be discussed with the Director of Infrastructure.

The recommendation is that the applicant supplies an alternative engineering solution for Council to approve. Development consent conditions must be clear and actionable. A vague reference to some future agreement is not a condition and as such is not supported.

Condition 33 Consolidation – the condition of consent requires:-

Prior to the issue of an Occupation Certificate for Stage 2, the lots identified as Lot 11 and Lot 12 DP 1031350 shall be consolidated to form a single lot. Details of the consolidated lots, including the new lots and the deposited plan number registered with the Land and Property Management Authority, shall be submitted to Council.

The approved plans, the applicants provided ingress and egress as a U-shaped circulation system throughout the site. This creates an issue of access from Lot 11 to Lot 12 or from Lot 12 to Lot 11 by people visiting one site and exiting through another site. Legally, vehicles travelling from one lot to another lot need provision for freedom of access. A simple system would be to consolidate the two lots. The applicants contend that they may wish to sell one lot. An alternative may be to create rights of way on each lot in favour of the other lot. Alternatively, the land could be subdivided using the *Community Land Act* or the *Strata Titles Act*. The applicants should provide Council with the preferred option to be conditioned. As stated above, this cannot be resolved post consent. The condition stands unless the applicants identify the alternative that they want to condition.

The applicants have also requested that the Council reduce the section 94 charges and remove the section 64 fees – Condition Numbers 7 and 8.

Section 94 contributions (now Section 7.11)

The request is that the cost of the fees inhibits local development and that if the fees are not waived or discounted the development will not proceed. The fees are \$44,217.00 per lot. The applicants advise that in Queensland the fees are discounted for developments that generate employment. There are instances of this in NSW.

Options for Council include setting a discount rate for employment generating development, or charging the fees as set for other developers. Council has not adopted a section 7.12 contributions plan which would apportion contributions as a percent of the construction cost as calculated by an independent assessor, so this option is not available.

Discounting the fees would have a significant impact on the construction of infrastructure and set a precedent for other developments that would compound the impact. The fees have not been previously paid for this site. The development is a traffic generating development and will have an impact on infrastructure. The contributions should remain as set out in the adopted contributions plan and as such is not supported.

Section 64 contributions for water and sewer fees.

The applicants believe that because they have water meters and a sewer connection at the property they should not pay this fee. However, the fees are to go to the water and sewer headworks to cover the cost of the additional load to Council infrastructure. They are not connection fees. Therefore, the water and sewer section 64 contribution fees should remain and the removal of Condition 8 is not supported.

POLICY IMPACT

The Council's development policies have been in place for numerous years. They have been applied consistently. Changing the value of contributions that are paid by developments will have a significant impact on our ability to deliver services to the standard the community expects. Changing policy settings should not be done in an isolated manner or adhoc manner setting precedents that are difficult to reverse.

OPTIONS

Option 1 - the regulations to the *Environmental Planning and Assessment Act 1979* require that Council's conditions are precise and actionable. Council may wish to vary the contributions as set out in the submission, the impact of varying these conditions is that Council will set a precedent, significantly reducing income for infrastructure development.

Option 2 – is the staff recommendation that Council maintains the existing conditions as set out in the report, noting a change to condition 9 of DA 61/2019.

FINANCIAL IMPACT OF RECOMMENDATIONS

The anticipated contributions loss of income as outlined in the request totals \$88,936.

RECOMMENDATION That -

1. Council advise the applicants that Condition 7 of DA 61/2019 not be amended.
2. Council advise the applicants that Condition 8 of DA 61/2019 not be amended.
3. Council advise the applicants that Condition 9 be amended to read as follows:-
Each lot shall connect to Council's water supply service. In this regard, a water supply service and meter shall be provided to each lot and comply with current water pressure guidelines. Council's Infrastructure Department can provide a fee quotation for the required service connection(s).
4. Council advise the applicants that Condition 13 of DA 61/2019 not be amended.
5. Council advise the applicants that Condition 33 of DA 61/2019 not be amended.

ATTACHMENTS

1. ➡	Development Consent - DA 61/2019	Appendix
2. ➡	Three Serves Pty Limited - DA 61/2019 - Review Request Application	Appendix
3. ➡	DA 61/2019 - 4.15 Evaluation Report	Appendix

Environment and Planning - 19 December 2019

ITEM 11.2 **101 Golspie Road Taralga zone modification Lot A DP 413644**

FILE REFERENCE **I19/871**

AUTHOR **Manager of Environment and Planning**

ISSUE

The site is a rural lot on the edge of a zone and lot size boundary and the application is to change the lot size map to facilitate a subdivision and dwelling entitlement. The property is 2.02 ha with two dwellings and the owners would like to create two 1 ha lots with one house on each.

RECOMMENDATION That -

1. The planning proposal be endorsed by Upper Lachlan Shire Council and forwarded to the Minister for Planning for a Gateway Determination in accordance with the Environmental Planning and Assessment Act 1979.
2. Council delegate to the General Manager authority to implement the Gateway Determination.

BACKGROUND

The matter has had a long and arduous history. Two existing dwelling houses are on a single parcel of land. The amendment to the Upper Lachlan Local Environmental Plan 2010 will enable the property which has an area of 2.02 ha to be subdivided into two lots with a minimum size of 10,000 m². The subdivision would create a situation allowing the two dwellings to be on separate lots.

REPORT

The Council assessed the planning proposal following the Environmental Planning and Assessment Act 1979 and the Department of Planning, Industry and Environment "A Guide to Preparing Planning Proposals".

The objectives of the rezoning are to enable two existing dwellings currently on Lot A DP 413644 - 101 Golspie Road to be on separate parcels of land. A subdivision of the property will be required if the planning proposal is successful. The property is 2.02 ha and is zoned R5 Large Lot Residential. The amendment will amend the Lot Size Map Sheets LSZ008B by changing the minimum Lot size from Z-2 ha into Y-10,000 m².

The land is within an R5 Large Lot Residential Zone but has a minimum Lot size of 2 ha and is less than 500 m from a Village zone which has a minimum lot size of 1000 m². The planning proposal did not result from any strategic analysis of the area but is consistent with the Upper Lachlan Strategy Plan 2020 Vision:

"Urban development should be facilitated primarily in areas already zoned for that purpose. Including all land within existing village boundaries, both vacant and developed areas. Opportunities for infill housing within developed areas can be supported. This approach provides for greater housing choice and promotes living close to existing services and facilities. This reflects the needs of declining household size and an ageing population."

The land is almost adjacent to an existing village. The R5 zone has a range of lot size provisions across the Shire. Notably, there is provision for 2000 m² lots and 4000 m² lots and 2 ha lots. There is no provision in the Shire for 10,000 m² lots.

The land is also within the Sydney drinking water catchment, and Direction 5.2 applies to the area. The Direction requires that Council consider any planning proposal prepared under the general principle that water quality within the Sydney drinking water catchment must be protected. The existing lot already has two dwellings; the plan would allow an additional two houses. Two new homes would not have an impact on the water catchment. Also, the Council would need to approve the septic tanks and at that time would take into account any effect on the Sydney drinking water catchment.

The proposed changes to the lot size provisions do not have any negative impacts for the locality, Council's existing strategies and does not contravene State Government directives or policies.

A copy of the planning proposal is attached to this report for Councillor's consideration.

POLICY IMPACT

The proposal has a relatively minor impact on the land and no policy impact.

OPTIONS

The options for Council include rejecting the application, recommending the application to the New South Wales Government for a gateway determination or amending the application to recommend an alternative lot size option.

FINANCIAL IMPACT OF RECOMMENDATIONS

There are no Council funds allocated to this project. The mapping is required to be changed and this will require external GIS work provided by a contractor to Council.

RECOMMENDATION That -

1. The planning proposal be endorsed by Upper Lachlan Shire Council and forwarded to the Minister for Planning for a Gateway Determination in accordance with the Environmental Planning and Assessment Act 1979.
2. Council delegate to the General Manager authority to implement the Gateway Determination.

ATTACHMENTS

1.	Planning Proposal - 101 Golspie Road, Taralga	Appendix
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Environment and Planning - 19 December 2019

ITEM 11.3 **Sustainable Communities Upper Lachlan Shire Council
Energy Masterplan**

FILE REFERENCE I19/866

AUTHOR **Director of Environment and Planning**

ISSUE

The draft Sustainable Communities Energy Masterplan has been publically exhibited, seeking the communities' views on the content of the document.

RECOMMENDATION That -

1. Council adopt the Sustainable Communities Energy Masterplan for the Upper Lachlan Shire.
2. Council consider priorities listed in the Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.

BACKGROUND

At the Ordinary Council Meeting held on the 17 October 2019, Council Resolution No 285/19 stated that "Council place the Draft Sustainable Communities Energy Masterplan for Upper Lachlan Shire Council on public exhibition for a period of 30 days".

REPORT

Council has sought the views of the community on the Draft Upper Lachlan Shire Council Sustainable Communities Energy Masterplan. The Draft Plan was advertised from the 7 November 2019 until 2 December 2019. The Draft Plan was advertised in the Crookwell Gazette and Gunning Lions Noticeboard, emailed to Council's Section 355 Committees and Community Groups directory, placed on Council's website as well as being available at Council's administrative offices located in Crookwell, Gunning and Taralga.

During the public exhibition period no submissions were received.

POLICY IMPACT

Nil

OPTIONS

1. Council adopt the Sustainable Communities Energy Masterplan.
2. Council do not adopt the Sustainable Communities Energy Masterplan.


FINANCIAL IMPACT OF RECOMMENDATIONS

Priorities to be included in future Operational Plan and Delivery Programs.

RECOMMENDATION That -

1. Council adopt the Sustainable Communities Energy Masterplan for the Upper Lachlan Shire.
2. Council consider priorities listed in the Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.

ATTACHMENTS

1. 	Draft Energy Masterplan	Attachment
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100% Renewables

Sustainable Councils and Communities

Upper Lachlan Shire Council

Draft ULSC Energy Masterplan

Date: 25 September 2019



Table of Contents

OVERVIEW	4
1 EXECUTIVE SUMMARY	7
1.1 SUMMARY OF THE OPPORTUNITY FOR UPPER LACHLAN SHIRE COUNCIL	7
1.2 IMPACT ON CONSUMPTION AND EMISSIONS FOR UPPER LACHLAN SHIRE COUNCIL	8
1.3 QUICK WINS	8
2 UPPER LACHLAN SHIRE COUNCIL	10
2.1 SOLAR UPTAKE IN UPPER LACHLAN SHIRE COUNCIL	11
3 COUNCIL'S 2017/18 ENERGY USE AND CARBON FOOTPRINT	12
4 RENEWABLES AND EMISSIONS TARGETS – CONTEXT AND LOCAL GOVERNMENT EXPERIENCE	16
4.1 WHAT GLOBAL, NATIONAL AND LOCAL GOVERNMENT TARGETS SHOULD COUNCIL BE AWARE OF?	16
4.1.1 <i>Global context for action</i>	16
4.1.2 <i>National, States and Territories targets</i>	17
4.1.3 <i>NSW local government targets</i>	18
4.2 WHAT CAN OR SHOULD BE INCLUDED WITHIN THE SCOPE OF TARGETS?	19
4.3 WHAT CHALLENGES ARE BEING FACED BY ORGANISATIONS THAT HAVE SET VERY AMBITIOUS GOALS?	20
5 POSITIONING OF AN ENERGY MASTERPLAN	22
6 IDENTIFIED SHORT, MEDIUM AND LONG-TERM OPPORTUNITIES	23
6.1 SHORT TERM PLAN (UP TO 2021/22)	23
6.2 MEDIUM TERM PLAN (2022/23 TO 2025/26)	24
6.3 LONG TERM MASTERPLAN (AFTER 2025/26)	26
6.4 CONTINUOUS IMPROVEMENT MEASURES	27
6.5 BUSINESS CASES FOR SELECTED OPPORTUNITIES	28
6.5.1 <i>Solar PV initiatives</i>	28
6.5.2 <i>Lighting</i>	31
APPENDIX A: SUSTAINABLE COUNCILS AND COMMUNITIES PROGRAM	33
APPENDIX B: SOLAR PV MODELLED SITES	34

Table of Figures

Figure 1: Upper Lachlan Shire Council boundary map	10
Figure 2: Uptake of solar PV in Upper Lachlan Shire and surrounding regions	11
Figure 3: Percentage of NSW dwelling with solar PV by LGA	11
Figure 4: Upper Lachlan Shire council carbon footprint by emission source	12
Figure 5: Upper Lachlan Shire council energy use by equipment	13
Figure 6: Upper Lachlan Shire council's top 10 sites for energy consumption	14
Figure 7: Global context for action on climate	17
Figure 8: Australia's renewable energy and carbon goals – National level	17
Figure 9: Australia's renewable energy and carbon goals – State & Territory level	18
Figure 10: renewable energy & carbon targets by NSW Councils and Communities	19
Figure 11: Alignment of the Energy Masterplan for Upper Lachlan Shire Council	22



Energy Masterplan: Upper Lachlan Shire Council

Table of Tables

Table 1: Quick win opportunities for Upper Lachlan Shire Council.....	8
Table 2: Council's energy use and carbon footprint	12
Table 3: Upper Lachlan Shire Council site-level energy use (visited sites).....	14
Table 4: Upper Lachlan Shire Council short term plan	23
Table 5: Upper Lachlan Shire Council medium term plan	24
Table 6: Upper Lachlan Shire Council long term plan	26
Table 7: Continuous improvement measures	27
Table 8: Summary financial analysis of solar PV opportunities	28
Table 9: Summary financial analysis of lighting opportunities.....	31



Energy Masterplan: Upper Lachlan Shire Council

Overview

Upper Lachlan Shire Council and the community have roles to play in ensuring the region contributes to efforts to mitigate climate change. Taking action to reduce energy use, increase renewable energy and reduce carbon emissions is aligned with Council's Community Strategic Plan and the Tablelands Regional Community Strategic Plan. Adoption of an Energy Masterplan will see cost-effective actions incorporated into Delivery Program and Operation Plans of Council going forward.



In particular the RCSP Environment strategy highlights Council's role as including:

OUR ENVIRONMENT: Strategy EN2

- Adopt environmental sustainability practices.
 - To internally consider and apply appropriate practices in each of the local government organisations and offices, such as water conservation, energy efficiency, recycling
 - To encourage the use of environmentally sustainable practices in suppliers' and Council services, for example water sensitive urban design (WSUD) in local designs, considering sustainability in tender assessments, and investigate improvements in Council operational practices such as pesticides used, fuel and energy consumption etc.

***OUR ENVIRONMENT: Strategy EN5***

- To investigate and implement approaches to reduce our carbon footprint
 - To develop initiatives that aim to reduce Council's carbon footprint through internal procurement processes.
 - To support residents, businesses and industry in reducing their carbon footprints in their homes, businesses, and lifestyle choices.
 - Develop or maintain walking and cycling paths and facilities to encourage active transport.
 - Support the development of renewable energy facilities where appropriate in the region.

This Energy Masterplan responds to these strategies by developing short, medium and long term action plans for Council operations to be more energy efficient and to install renewable energy systems. Implementation of the actions included in the Masterplan will reduce Council's costs and carbon footprint, and demonstrate Council's intent to be a leader in the community's efforts to respond to climate change. Council will also look to continue to work with the Sustainable Councils and Communities Program to ensure its focus is on both its operations and on helping the community reduce its carbon footprint and energy costs.

Future reviews of the Energy Masterplan will consider a range of additional inclusions, such as setting renewable energy and carbon reduction targets, sustainable transport, reducing emissions from waste, purchasing energy from renewables, as well as revising these plans for Council's facilities.

1

Introduction



1 Executive summary

100% Renewables was commissioned by the Department of Planning, Industry and Environment under the Sustainable Council and Communities Program to develop an Energy Masterplan for Upper Lachlan Shire Council. The Energy Masterplan aims to increase the proportion of Council's energy supplied from renewables and energy efficiency, through the development of a strategic plan that is aligned with Upper Lachlan's Community Strategic Plan and capable of being integrated into future Delivery Program and Operational Plans.

The Sustainable Councils and Communities (SCC) Program is funded by the NSW Climate Change Fund and works with up to 18 resource-constrained councils across NSW to increase renewable energy and improve the energy efficiency of council buildings and facilities as well as the community. It is designed to overcome a number of barriers reported by smaller local governments in NSW, including low ratepayer base, high operating costs and limited resources. These barriers result in resource-constrained-councils missing out on opportunities for financial savings and other co-benefits that can be achieved through improving the energy productivity of public facilities¹.

1.1 Summary of the opportunity for Upper Lachlan Shire Council

This Energy Masterplan has considered stationary energy sources only, and so no consideration is given in this plan to energy and emissions from transport, nor for waste disposal or treatment.

The estimated cost of energy efficiency (including streetlighting) and onsite solar PV projects (short, medium and long term) is around \$1,360,000 including:

- \$980,000 estimated for onsite solar PV and battery storage projects at today's prices)
 - 443 kW of solar PV + 430 kWh of battery storage
- \$32,000 for building LED lighting upgrades
- \$265,000 estimated for LED streetlights
- \$82,500 estimated for implementing VSD controls

The expected cost savings to Council are \$227,000 per year in the long term, including:

- An estimated \$159,000 from solar PV and battery storage projects
- Nearly \$7,000 per year for lighting projects
- Potentially \$53,000 from street lighting upgrades, including both energy use savings and maintenance savings
- An estimated \$7,700 from VSD controls

For all the projects the overall expected payback is around 6 years, whereas individually they are:

- An estimated 6.2-year payback for solar PV and battery storage projects
- An estimated 4.6-year payback for lighting projects
- An estimated 5-year payback for street lighting upgrades
- An estimate for 10-year payback for VSD controls

The financial return to Council from these measures is excellent and provides a strong case for investment. Implementation in stages is feasible and advised, with the most cost-effective projects first, followed by larger or less economic projects in the medium to long term (when batteries are

¹ See Appendix A for more details of the SCC Program



cheaper). This approach is reflected in the recommended short, medium- and long-term implementation priorities for Council.

1.2 Impact on consumption and emissions for Upper Lachlan Shire Council

Council's grid electricity consumption amounts to 1,619 MWh per year based on 2017/18 data. Upper Lachlan Shire Council currently does not meet any demand with solar PV.

Implementation of all energy efficiency opportunities in this masterplan will reduce grid electricity demand by 167 MWh per year, which would amount to 10% of Council's current demand. Furthermore, if Council implements all the modelled solar PV opportunities in this masterplan amounting to 443 kW of solar PV with 430 kWh of battery storage, renewable energy would comprise 38% of Council's total electricity requirement.

1.3 Quick wins

There are several opportunities identified in Section 5 of the Energy Masterplan that have varying levels of savings and timings associated with them. Of these opportunities, two short-term opportunities are highlighted as potential 'quick-wins' that Council could pursue in the very short term. These opportunities are highlighted below in Table 1.

TABLE 1: QUICK WIN OPPORTUNITIES FOR UPPER LACHLAN SHIRE COUNCIL

Site	End use equipment	Energy saving option	Capital cost	Expected savings pa
Crookwell WTP	Solar PV	Install a 50-kW solar PV array to meet daytime demand at the WTP. It is assumed that 80% of the solar energy generated is consumed on site, and that there is flexibility in the operation of the plant for greater % of daytime operation.	\$69,720	\$19,581
Crookwell Library	Lighting	Most indoor lights are twin 36W linear fluoresces and can be upgraded to LED technology.	\$7,000	\$2,000

2

Council's energy and carbon footprint



2 Upper Lachlan Shire Council²

Upper Lachlan Shire Council is a local government area in the Southern Tablelands region of New South Wales, Australia. The council services an area of 7,102 square kilometres and is located a two and half hour drive from Sydney and less than one hour from Canberra. More than 6% of Upper Lachlan Shire Council is protected including national parks and nature reserves.

As at 2018 there were 7,961 people residing in Upper Lachlan Shire Council according to the ABS. From a total of 1,152 businesses, over 25% of workers are employed in the agriculture sector, which is the region's highest employing sector.

Upper Lachlan Shire has several small towns, with more than 25% of people resident in the town of Crookwell itself. Other towns have resident populations of up to a few hundred, including the towns of Collector, Gunning, Bigga, Laggan, Grabben Gullen and Taralga.

Council provides water and wastewater services, community facilities, waste management, roads and vegetation management, sport and recreation, and planning and administration services from its facilities across Council. From an energy perspective Council has 104 metered electricity accounts and operates a fleet of diesel and petrol vehicles. Council also pays for street lighting services (energy and maintenance), though these assets are owned and managed by Essential Energy.

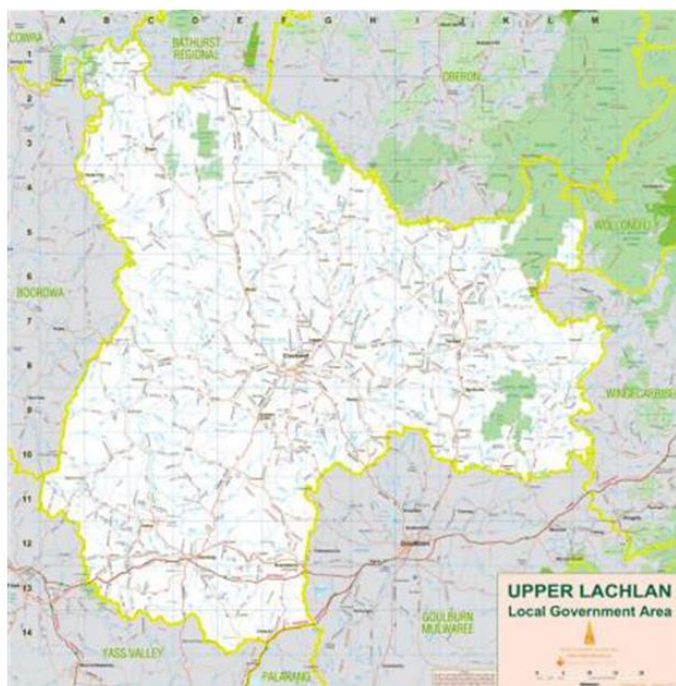


FIGURE 1: UPPER LACHLAN SHIRE COUNCIL BOUNDARY MAP

² Information sourced from https://en.wikipedia.org/wiki/Upper_Lachlan_Shire, https://itt.abs.gov.au/itt/r.jsp?RegionSummary®ion=17640&dataset=ABS_REGIONAL_LGA2018&geoconcept=LGA_2018&maplayerid=LGA2018&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS2016&datasetLGA=ABS_REGIONAL_LGA2018®ionLGA=LGA_2018®ionASGS=ASGS_2016, and <https://www.upperlachlan.nsw.gov.au/>



Energy Masterplan: Upper Lachlan Shire Council

2.1 Solar uptake in Upper Lachlan Shire Council

Some 22% of dwellings (APVI <http://pv-map.apvi.org.au/>) in the LGA have installed solar PV as at early 2019. This places Upper Lachlan Shire LGA in the top 40% of NSW councils in terms of the number of residents taking up solar panels. In addition to 905 residential systems, there have been 56 installations of 10-100 kW in capacity and two systems greater than 100 kW, which tend to be commercial-scale systems. Local governments near Upper Lachlan Shire Council, including Yass Valley, Snowy Valleys and Hilltops, have reached similar solar uptake levels.



FIGURE 2: UPTAKE OF SOLAR PV IN UPPER LACHLAN SHIRE AND SURROUNDING REGIONS

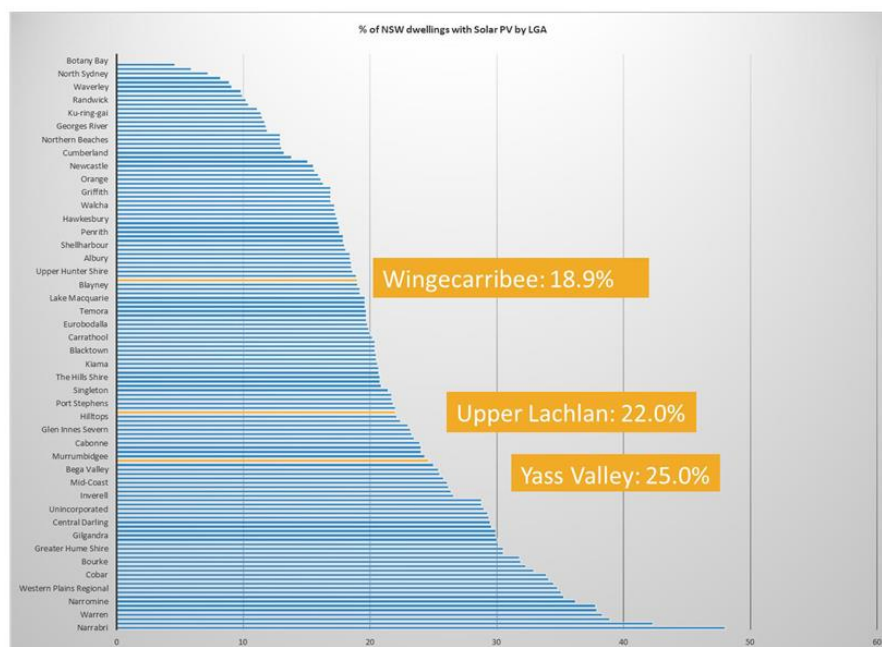


FIGURE 3: PERCENTAGE OF NSW DWELLING WITH SOLAR PV BY LGA



3 Council's 2017/18 energy use and carbon footprint

Council's energy use and carbon footprint were assessed based on electricity consumption only, and additional emissions from fleet, landfill gases, sewerage treatment emissions and other sources such as refrigerants are excluded.

TABLE 2: COUNCIL'S ENERGY USE AND CARBON FOOTPRINT

Emission Source	Activity Data	Units	Scope 1	Scope 2	Scope 3 ³	t CO ₂ -e	%
Electricity use Council assets	1,419,030	kWh		1,178	170	1,348	87.64%
Electricity use Streetlighting	200,081	kWh			190	190	12.36%
TOTAL (t CO₂-e)	1,619,121	kWh		1,178	360	1,538	100%

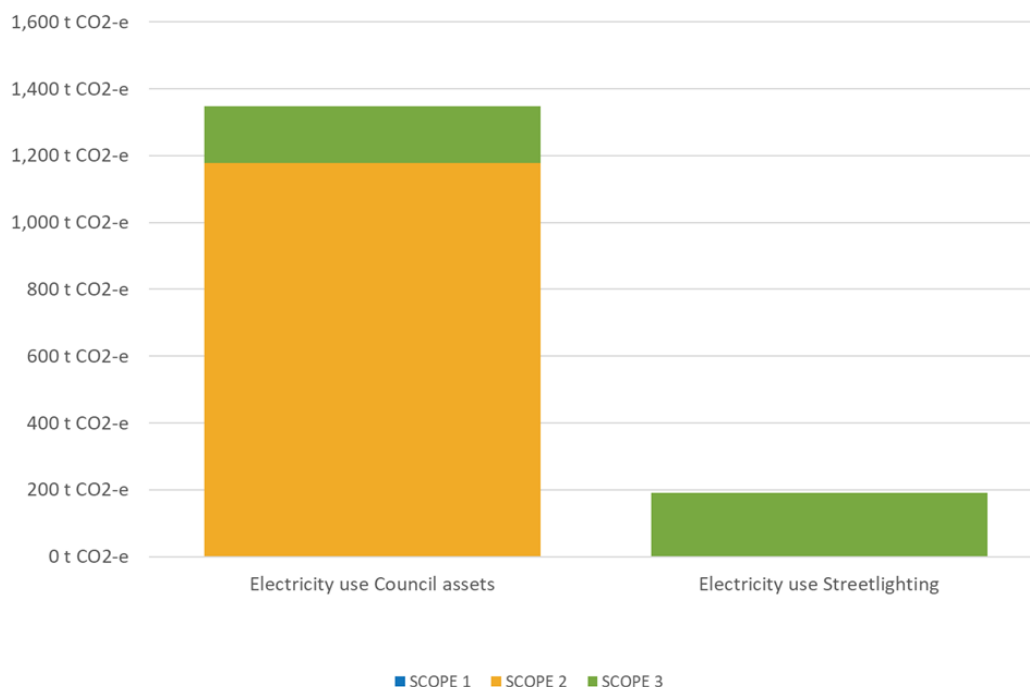


FIGURE 4: UPPER LACHLAN SHIRE COUNCIL CARBON FOOTPRINT BY EMISSION SOURCE

³ Greenhouse gas emissions are arranged into three "Scopes" for reporting. "Scope 1" refers to direct emissions released from an activity – for example burning fuel in a car or truck or leakage of refrigerant gases from an air conditioning system. "Scope 2" refers to indirect emissions from energy used at a site – nearly all Scope 2 emissions are electricity consumed by the user. "Scope 3" encompasses all other "upstream" and "downstream" emissions released as a result of your activities. Good examples include emissions from the extraction and distribution of fuel to your vehicle before you burn it, or extraction of coal and gas for electricity generation and distribution to your premises. It also includes, for example, emissions from employee travel, business travel, consumables purchases by your business but not under your direct control. Included Scope 3 emissions here are limited to transmission and distribution of electricity.



Energy Masterplan: Upper Lachlan Shire Council

The primary focus of this Energy Masterplan is electricity consumption, and energy and cost savings that Council can achieve through feasible and cost-effective projects in the short, medium and long term.

In 2017-18 Council consumed 1,619 MWh of grid electricity at a cost of \$480,886. Electricity was consumed at 104 facilities and unmetered supplies, ranging from swimming pools, office buildings, water and sewer treatment systems, community buildings, depots, parks & ovals, and streetlights. Electricity end-use is split across four broad types of equipment, including lighting, general power and appliances, motor systems (for water and wastewater as well as swimming pools), and air conditioning (HVAC). An estimate of energy end-use was made for Council's assets as shown below, based on typical energy end-use splits for other regional councils.

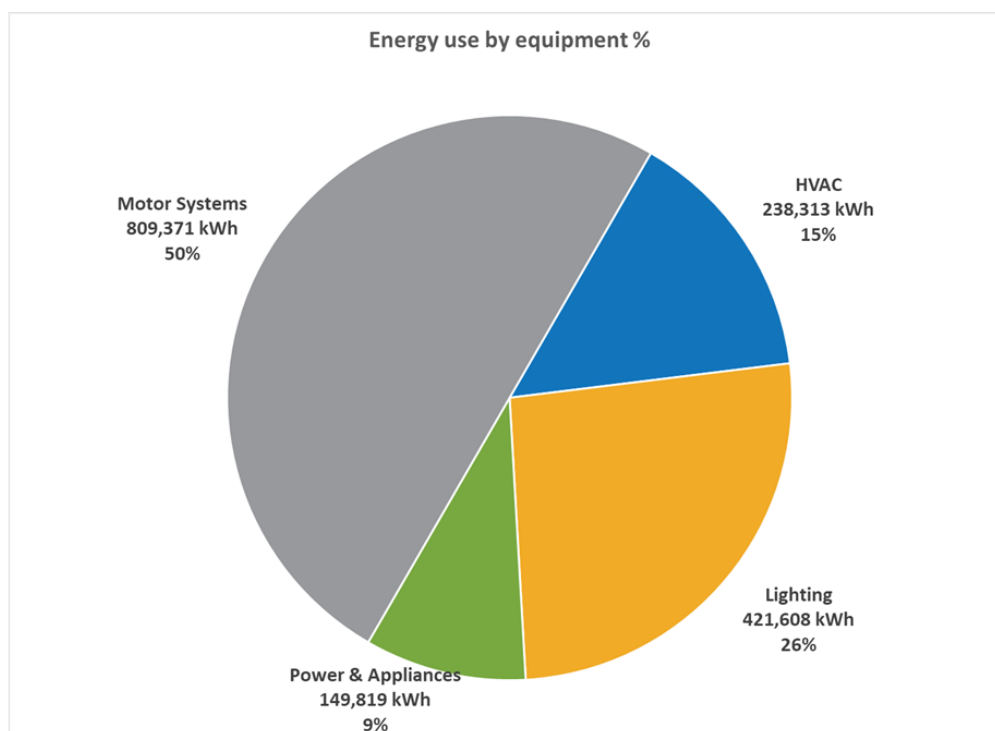


FIGURE 5: UPPER LACHLAN SHIRE COUNCIL ENERGY USE BY EQUIPMENT

A 2-day visit to Upper Lachlan Shire LGA was made to discuss and inspect a range of large and medium-sized energy using sites to identify and discuss potential energy saving opportunities to reduce Council's energy demand in these areas. The site visits and discussions included 21 sites covering over 88% of Council's energy use as tabulated below.



Energy Masterplan: Upper Lachlan Shire Council

TABLE 3: UPPER LACHLAN SHIRE COUNCIL SITE-LEVEL ENERGY USE (VISITED SITES)

Site	2017-18 kWh
Streetlights	200,081 kWh
Crookwell Waterworks (part year old and new plant)	158,298 kWh
Crookwell Sewerage Treatment Works	133,718 kWh
Water Supply (part year old and new plant)	126,867 kWh
Gunning Water Treatment Plant	82,799 kWh
Taralga Sewerage Treatment Plant	82,062 kWh
Taralga Raw Water Pump Station	60,829 kWh
Council Depot	59,634 kWh
19A Robertson Street Crookwell - Env & Plan	59,374 kWh
Council Administration Office (HR Office)	55,992 kWh
Crookwell Sewerage Pumping Stn	55,669 kWh
Taralga Water Treatment Plant	50,042 kWh
Gunning Pumping Station	41,060 kWh
Council Chambers	40,192 kWh
Gunning Treatment Works End	30,721 kWh
Gunning Medical Centre	29,020 kWh
Library	27,951 kWh
Memorial Hall	25,898 kWh
Baths	25,160 kWh
Swimming Pool Barbour Park	21,276 kWh
Crookwell Visitors Centre	15,279 kWh
Rural Fire Control Centre	15,121 kWh
Other council sites not visited	222,068 kWh

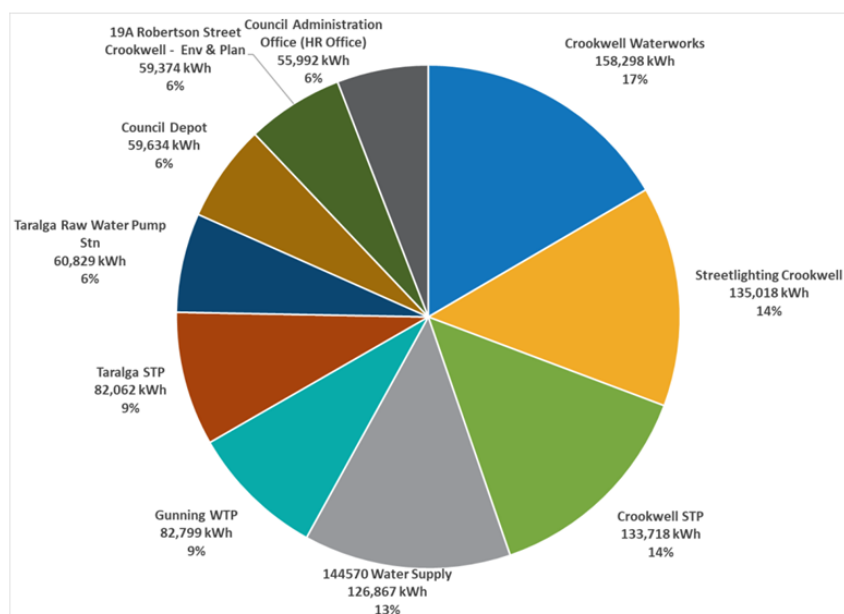


FIGURE 6: UPPER LACHLAN SHIRE COUNCIL'S TOP 10 SITES FOR ENERGY CONSUMPTION

3

Global and local context



4 Renewables and emissions targets – context and local government experience

One outcome of an Energy Masterplan focused on renewable energy and energy efficiency may be future setting by Upper Lachlan Shire Council of targets for renewables and/or carbon emissions. The context for setting targets is outlined below for Council to consider.

Global bodies, countries and states are setting targets that reflect global concerns about climate change. An increasing number of local councils around Australia are also setting ambitious targets and seeking to provide leadership and act as examples to their communities.

In considering such a step we highlight three important aspects for Upper Lachlan Shire Council:

1. What global, national and local government targets should Council be aware of?
2. What can or should be included within the scope of targets?
3. What challenges are being faced by councils that have set very ambitious goals?

4.1 What global, national and local government targets should council be aware of?

4.1.1 Global context for action

Internationally there are three primary drivers for urgent action on climate.

1. Sustainable Development Goals (SDGs)
 - In 2015, countries adopted the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals. Governments, businesses and civil society together with the United Nations are mobilising efforts to achieve the Sustainable Development Agenda by 2030⁴. The SDGs came into force on 1 January 2016 and call on action from all countries to end all poverty and promote prosperity while protecting the planet.
2. Paris Agreement
 - To address climate change, signatory countries adopted the Paris Agreement at the COP21 in Paris on 12 December 2015. The Agreement entered into force less than a year later. In the agreement, signatory countries agreed to work to limit global temperature rise to well below 2°C Celsius, and given the grave risks, to strive for 1.5°C Celsius⁵.
3. Special IPCC report on 1.5°C warming
 - In October 2018 in Korea, governments approved the wording of a special report on limiting global warming to 1.5°C. The report indicates that achieving this would require rapid, far-reaching and unprecedented changes in all aspects of society. With clear benefits to people and natural ecosystems, limiting global warming to 1.5°C compared to 2°C could go hand in hand with ensuring a more sustainable and equitable society⁶.

⁴ Sourced from <https://www.un.org/sustainabledevelopment/development-agenda/>

⁵ Sourced from <https://www.un.org/sustainabledevelopment/climatechange/>

⁶ Sourced from https://www.ipcc.ch/news_and_events/pr_181008_P48_spm.shtml



Energy Masterplan: Upper Lachlan Shire Council



FIGURE 7: GLOBAL CONTEXT FOR ACTION ON CLIMATE

4.1.2 National, States and Territories targets

At a national level, Australia's response to the Paris Agreement has been to set a goal for GHG emissions of 5% below 2000 levels by 2020 and GHG emissions that are 26% to 28% below 2005 levels by 2030. A major policy that currently underpins this is the Renewable Energy Target (RET). This commits Australia to source 20% of its electricity (33,000 GWh p.a., estimated to equate to a real 23% of electricity) from eligible renewable energy sources by 2020. The scheme runs to 2030. These two key targets are illustrated below.



FIGURE 8: AUSTRALIA'S RENEWABLE ENERGY AND CARBON GOALS – NATIONAL LEVEL

According to the Clean Energy Regulator⁷, with the capacity of new build commencing generation in 2018 combined with the expected accreditations in 2019 and 2020, we expect (renewable energy) generation to step up from around 22,000 gigawatt hours in 2018 to around 30,000 gigawatt hours in 2019 and 40,000 gigawatt hours in 2020. This exceeds the RET 20% target by some 7,000 GWh.

At a sub-national level, most states and territories have established aspirational emissions targets as well as some legislated targets for renewable energy.

⁷ March 2018, Australian Government – Clean Energy Regulator. 2018 Annual Statement to the Parliament on the progress towards the 2020 Large-scale Renewable Energy Target.



Energy Masterplan: Upper Lachlan Shire Council

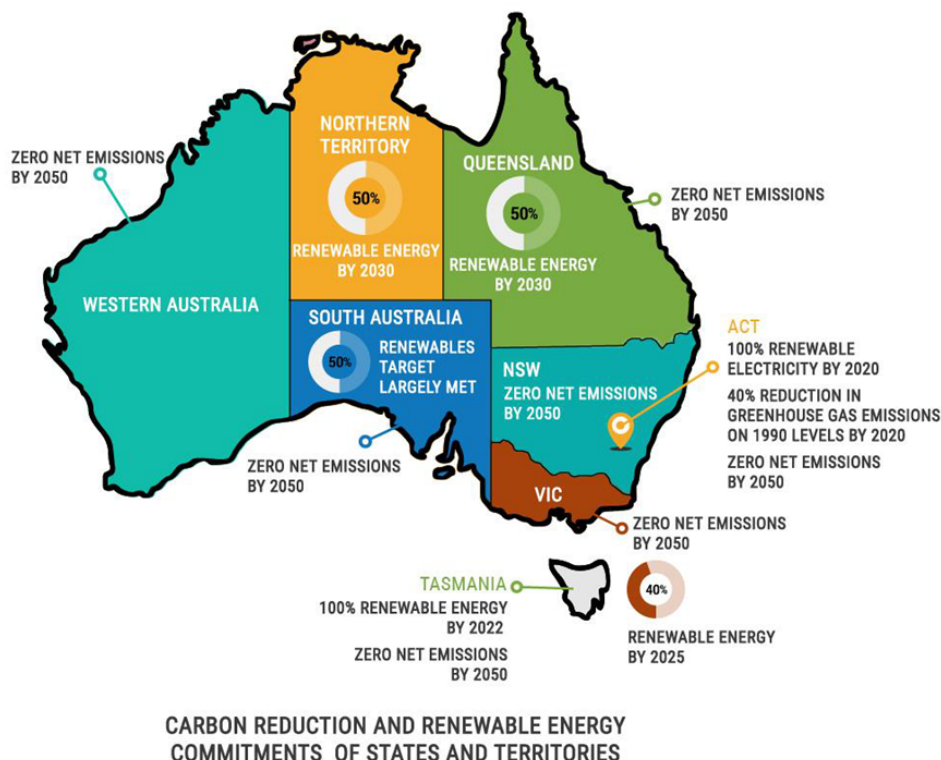


FIGURE 9: AUSTRALIA'S RENEWABLE ENERGY AND CARBON GOALS – STATE & TERRITORY LEVEL

In NSW the Climate Change Policy Framework⁸ outlines the State's target of reaching net-zero emissions by 2050. This is an aspirational objective and helps to set expectations about future GHG emissions pathways to help others to plan and act. The policy framework will be reviewed in 2020.

4.1.3 NSW local government targets

NSW local governments are leaders nationally in setting ambitious targets for renewable energy and emissions reduction within their operations, supported by long term action plans to help them achieve their goals, linked to their Community Strategi Plans as well as their Delivery Programs and Operational Plans.

Increasingly NSW local governments are also developing action plans to mitigate climate change through greater efficiency and renewable energy uptake in their communities, and the focus of transport and waste management strategies is also increasingly focused on climate change mitigation.

Targets set by NSW local councils up to September 2019 are illustrated below.

⁸ <http://www.environment.nsw.gov.au/topics/climate-change/policy-framework>



Energy Masterplan: Upper Lachlan Shire Council

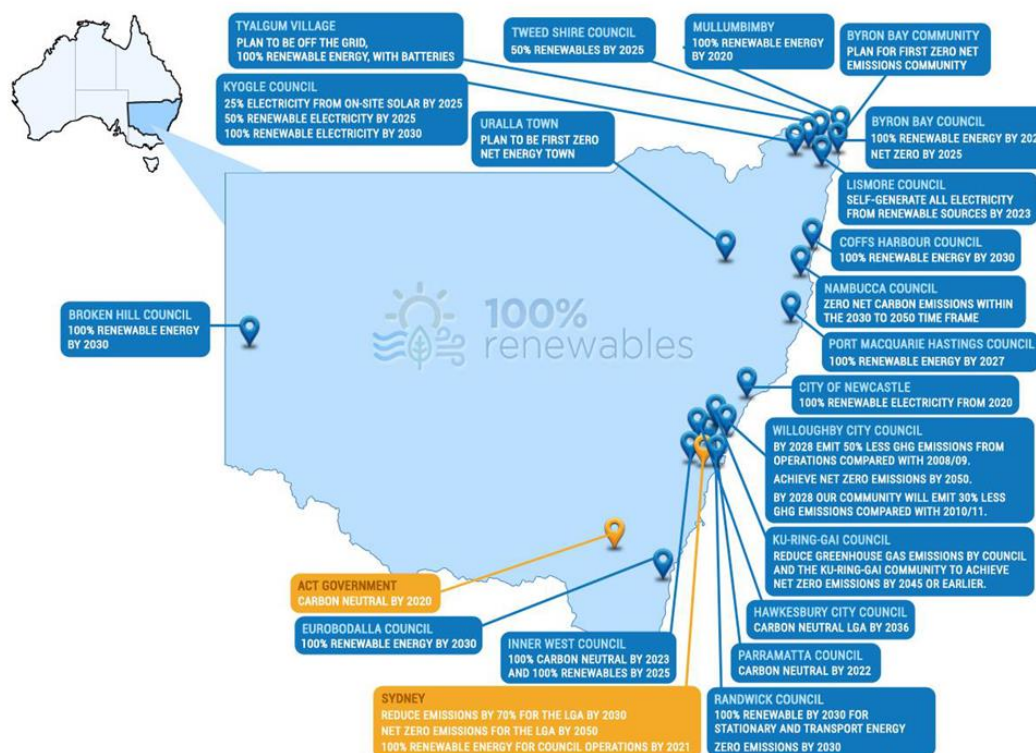


FIGURE 10: RENEWABLE ENERGY & CARBON TARGETS BY NSW COUNCILS AND COMMUNITIES

4.2 What can or should be included within the scope of targets?

Typically, both renewable energy and carbon emissions are considered in the context of climate targets. For Upper Lachlan Shire Council this can include:

- Stationary energy including electricity,
- Transport energy including petrol and diesel for operational vehicles,
- Carbon emissions directly associated with the burning of fuel and use of electricity (Scope 1 and Scope 2 emissions respectively per greenhouse gas accounting),
- Carbon emissions indirectly associated with fuel and electricity consumption – i.e. upstream extraction, production and transport processes for fuels and electricity (Scope 3 emissions),
- Carbon emissions associated with the running of operations such as air travel, employee commute, consumables, catering and the like (Scope 3 emissions), and
- Carbon emissions associated with waste from operations; for Councils this also includes waste from community / business that is managed and disposed of in the LGA. This may include legacy as well as ongoing waste management, depending on the accounting method.

When considering what should be included in targets it is important to consider factors such as:

- Energy that can be influenced or controlled (e.g. electricity use can be influenced with energy efficiency, rooftop solar and buying renewable energy, but transport energy use influence may be low until low and zero-emissions vehicles are more widely available).



- Emissions that can be controlled or influenced – in particular waste disposal and management.
- The materiality or significance of some emissions sources.
- Whether or not good data are available that Council can track and report on.

There is no one preferred approach to selecting what should be included in targets. In our experience the availability of good data tends to influence what is included in the scope of renewable energy and /or carbon emissions targets. Many plans start with a narrow scope of significant emissions sources with an intent to expand the scope of targets over time as better data and more detailed plans start to be developed.

4.3 What challenges are being faced by organisations that have set very ambitious goals?

Setting targets is often about striking a balance between what we know can be achieved with today's commercially available solutions and what will be available in coming years. This is why many targets for renewable energy for example are 100% by 2030, as it is expected that battery storage for solar, and renewable energy sourcing for energy supply will be readily available and cost-effective by that time. Interim targets tend to focus on onsite measures that are known to be cost-effective such as energy efficiency and solar panels; in some cases, large-scale bulk purchasing of renewables is also now cost effective.

Both interim and ambitious long-term targets present challenges that other organisations have encountered in our experience. These should be considered by Upper Lachlan Shire Council if looking to set emissions targets in future, and include:

1. Ongoing internal support, resources and funding – this is often the most common barrier and challenge; how to gain and sustain the support and funds internally to make efficiency and renewable energy initiatives happen. There are usually limited funds, competing priorities and resources are stretched.
2. Understanding electricity markets and organisations' energy purchasing processes and limitations. The ability to meet an ambitious renewable energy goal cost-effectively is heavily influenced by how electricity is sourced from the market. Energy procurement will most likely deliver 60-80% of most organisation's ambitious (i.e. 100%) renewable energy goal.
3. Transport and waste are sources of large carbon emissions but solutions to achieve step-change in energy demand, renewable energy or carbon emissions in the short to medium term can be limited. Understanding what timeframes will apply to the availability of cost-effective abatement from transport and waste is needed if achievable targets are to be set for these emissions sources.
4. Underlying growth and the modest impact of onsite actions: understanding that energy efficiency, onsite solar, purchasing renewables, waste management and sustainable transport are all important to act on if deep cuts in emissions are to be achieved.

The greater the level of organisational support and understanding of the nature, scale and timing of opportunities, as well as an understanding of the type and scale of changes that will occur to an organisation's assets over time helps to set targets that are realistic and achievable.

4

Energy Masterplan



Energy Masterplan: Upper Lachlan Shire Council

5 Positioning of an Energy Masterplan

Council's activities are guided by its Community Strategic Plan (to 2023) and by the Tablelands Regional Community Strategic Plan (2016-2036). The Energy Masterplan will be one of several strategic plans that respond to these community plans and inform Council's Delivery Program (4-yearly) and annual Operational Plans.

The positioning of the Energy Masterplan within Council's other plans is illustrated below in Figure 11.



FIGURE 11: ALIGNMENT OF THE ENERGY MASTERPLAN FOR UPPER LACHLAN SHIRE COUNCIL



6 Identified short, medium and long-term opportunities

The site inspections, discussions with staff and data analysis were used to identify actions that can be implemented that will lead to energy and cost savings to Upper Lachlan Shire Council. A full table of the identified opportunities, with a description and recommended priority is shown below. Following this, business cases are outlined for selected opportunities such as solar PV and energy efficient lighting.

The rationale for arranging opportunities into short, medium- and long-term masterplans is to help Council with its planning, and reflects factors such as payback, ease of implementation and cost. The timing of the recommended short-term plan is to the end of the current Delivery Program cycle, with the medium-term plan aligned with the following Delivery Program period, and so on.

6.1 Short term plan (up to 2021/22)

TABLE 4: UPPER LACHLAN SHIRE COUNCIL SHORT TERM PLAN

Site	End use equipment	Energy saving option
Council		Council to continue partnering with SCC Program to improve energy efficiency and affordability in the Upper Lachlan community
Taralga STP	Solar PV	While load on the plant is 82 MWh per year this is intermittent with 10 cycles per day of diffused aeration operation where the largest demand will occur, followed by decant cycles when demand is low. As such it is likely that a 15-kW system will be best suited to ensure most of the solar energy is consumed on-site. A 20% export to the grid is assumed.
Crookwell RFS	Lighting	Most lights are twin 36W linear fluorescent, excepting external floodlights which are a mix of HID and LED. Training room lights should be changed to LED on failure as they are infrequently used. Office and workshop areas have approximately 100 twin fittings and these can be upgraded to LED battens and panels.
Crookwell RFS	Solar PV	After LED a small 5 kW solar array would likely be the most suitable size PV system for the site, with 80% self-consumption assumed.
Gunning WTP	Solar PV	A 30-kW system is assumed to be feasible with two-thirds self-consumption; this can be ground mounted near the raw water pump station or roof mounted at the main plant.
Gunning Medical Centre	Lighting	Most indoor lights are twin 36W linear fluoresces and can be upgraded to LED technology.
Gunning Medical Centre	Solar PV	We estimate that a system no larger than 10 kW would be suitable (subject to space - the low north-east and higher north-west roofs of the Court may also be suitable), with an assumed 80% self-consumption.
Gunning Office	Solar PV	The north-west roof of the office or chambers buildings are likely to be preferred (tree next to the chambers



- Admin & Chambers		building provides excessive shade). Confirmation would be required about whether the training room roof could be used (via Essential Energy as this building is on a different NMI). A 10-kW array is assumed to be suitable with 20% assumed exported mostly on weekends.
Crookwell WTP	Solar PV	Install a 50-kW solar PV array to meet daytime demand at the WTP. It is assumed that 80% of the solar energy generated is consumed on site, and that there is flexibility in the operation of the plant for greater % of daytime operation.
Crookwell Depot	Solar PV	The impact of LED lighting on the energy demand at the depot is to be confirmed. A 15-kW solar PV array is likely to be an appropriate size (30 kW could meet all demand after LED lighting implementation). Given weekday-only operation, export on weekends would be high, taken to be one third of generation.
Crookwell Library	Lighting	Most indoor lights are twin 36W linear fluoros and can be upgraded to LED technology.
Crookwell Library	Solar PV	The north-west facing roof of the memorial hall and library building looks ideal for solar subject to structural issues. The opening hours of the library make it a good candidate for solar PV after lights have been upgraded to LED. A 5-kW system is suggested, with the assumption that a sizeable % of the site's energy demand is for early morning heating in winter when solar yield is low. We assume 80% of the solar yield is consumed on site.
Crookwell Offices & Chambers	New Design	A planned new facility offers opportunity to demonstrate leadership, achieve significant energy savings and plan for future adoption of Electric vehicles. No analysis has been performed at this stage, however plans - if available - should be reviewed to highlight energy efficiency, renewable energy and sustainable transport aspects that could be considered.

6.2 Medium term plan (2022/23 to 2025/26)

TABLE 5: UPPER LACHLAN SHIRE COUNCIL MEDIUM TERM PLAN

Site	End use equipment	Energy saving option
Council		Review/evaluate the Energy Masterplan for the Delivery Program to 2025/26
Council		Council to continue partnering with SCC Program to improve energy efficiency and affordability in the Upper Lachlan community
Taralga WTP	Solar PV	The new shed will be 15 x 14m, with an area 15 x 9m to be north facing. Aside from access to the membrane plant the roof may be able to host solar panels. A 16.75 kW array would cover 75% of the roof, generate 22 MWh per year, equal to 43% of the site's electricity demand. This size assumes there is flexibility to ensure the plant normally runs during the daytime. A 10% export to grid is assumed.



Taralga WTP	Solar PV	The sloped land below the dam inside Council's fence may be an alternate location for a solar array. Losses would be higher as the array would be ~100m from the plant, and costs for cabling and a ground mount array would be higher. A 10% export to grid is assumed.
Taralga Raw Water pumps	Solar PV	Average energy demand if the pumps ran 8 hours a day would be 21 kW. A 30-kW array is suggested that can meet a portion of demand when this situation is feasible. One third export to grid is assumed.
Crookwell STP	Solar PV	Based on the site's operations and energy demand we estimate that 30 kW of solar PV can be considered, ground mount to the east side of the plant, with one third export assumed due to intermittent operation.
Gunning WTP	Lighting	Lighting is T5 and fairly new so it may not be warranted to replace these at this time. As lights begin to fail consideration should be given to replacing plant fluorescent lights with LED, which consumes 45% less energy.
Gunning WTP	VSD Control	Raw water pumps use soft start control and consume 17% of the plant's energy demand (assumed ~6 hrs per day operation of one 7.5 kW pump). VSD control is assumed to be able to reduce energy use by 30%.
Gunning WTP	VSD Control	Clear water pumps use soft start control and consume 33% of the plant's energy demand (assumed ~6 hrs per day operation of one 15 kW pump). VSD control is assumed to be able to reduce energy use by 30%.
Gunning Raw Water Pumps	Solar PV	Average energy demand if the pumps ran 8 hours a day would be 14 kW. A 20-kW array is suggested that can meet a portion of demand when this situation is feasible. One third export to grid is assumed.
Gunning STP	Solar PV	Energy demand is low at 31 MWh per year, with 9 or 10 aeration cycles daily for an hour. With aerators accounting for most of the site's demand solar PV will see reasonably high export levels. A 10-kW system (ground mount behind the main switch) is assumed to export one third of energy generation.
Gunning Office - training building	Lighting	Offices are now regularly used; training rooms may not be in use but provide access through to the amenities so may run most days. Upgrading to LED will save 60% of lighting energy use.
Gunning Office - training building	HVAC	Review bills for the next 2 or 3 quarters for the Training room account and review potential savings if a small split is installed to serve the office areas, with the larger ducted system only operated on days when training is run.
Gunning Office - training building	Solar PV	Subject to implementation of LED lighting and HVAC actions, review energy demand and scope a suitable solar PV size for the facility (e.g. 5 kW).
Crookwell Memorial Hall	Lighting	Most indoor lights are twin 36W linear fluoros and can be upgraded to LED technology.
Street Lighting	Lighting	LED lights for residential / local roads are approved in the Essential Energy network and several councils have implemented this with a payback of 4-5 years. There is an opportunity for ULSC to implement this initiative - ideally when the next bulk lamp upgrade occurs.
Street Lighting	Lighting	Main road LED lights are expected to be available in the short to medium term and there will be an opportunity in the next 1 or 2 bulk replacement cycles for ULSC to implement this initiative.



6.3 Long term masterplan (after 2025/26)

TABLE 6: UPPER LACHLAN SHIRE COUNCIL LONG TERM PLAN

Site	End use equipment	Energy saving option
Taralga WTP	Solar PV & Battery Storage	Total plant demand is 50 MWh which could be met with an expanded solar array with battery storage. A preliminary estimate of 35 kW of PV plus 40 kWh of storage is made, which would be reviewed at a later time based on plant demand and operation of a smaller array. A 20% export to grid is assumed.
Taralga STP	Solar PV & Battery Storage	If a large % of the plant's energy demand is to be met by solar a larger array and battery will be needed to address the intermittent operation of the plant (compared with the short-term Plan size). Expanding to a 50-kW array with a 50-kWh battery system would generate 80% of the site demand and likely meet 60% of demand with the balance exported.
Crookwell RFS	Solar PV & Battery Storage	After LED lighting a 10-kW solar array plus battery (20 kWh) would be the most suitable size PV system for the site, with 80% self-consumption assumed. This could be done after an initial 5 kW system is implemented and battery costs decrease.
Crookwell STP	Solar PV & Battery Storage	Expansion to a 60 kW PV system with a 75-kWh battery would meet a reasonable % of the site's energy demand, with one third export assumed due to intermittent operation.
Crookwell Sewer Pump Station #1	VSD Control	Investigate the benefit of installing VSD control on the SPS pumps. A 30% saving compared with current soft start / soft stop (SS/SS) control is assumed to be achievable.
Gunning WTP	Solar PV & Battery Storage	A 50-kW system with 50 kWh battery is assumed to be feasible with 80% self-consumption. Depending on whether a smaller roof or ground mount system is installed in the short term, this may be an expansion to 50 kW with battery.
Gunning Library	Solar PV & Battery Storage	Intermittent hours limit the potential for a solar-only approach. Energy use supports a 10 kW PV system with battery to meet most of the site's energy demand (slightly undersized if lights can be changed to LED). We assume a 20-kWh battery and 80% self-consumption.
Gunning Office - Admin & Chambers	Solar PV & Battery Storage	Subject to space and heritage considerations install 20 kW solar PV and a 40-kWh battery to meet a large % of the site's energy demand. Assumed at this stage that 80% of the solar energy is self-consumed. If a smaller system is implemented in the short term this may be an expansion up to 20 kW.
Crookwell WTP	Solar PV & Battery Storage	Install a 99-kW solar PV array and a battery system of 100 kWh, to meet daytime demand at the WTP. It is assumed that 80% of the solar energy generated is consumed on site, and that there is flexibility in the operation of the plant for greater % of daytime operation. If a smaller system is implemented in the short term this may be an expansion up to 99 kW.
Crookwell	Solar PV & Battery	The north-west facing roof of the memorial hall and library building looks ideal for solar subject to any structural



Library	Storage	issues. A 15 kW PV system with a battery (30 kWh) is assumed to be 80% self-consumed with a further 20% exported. If a smaller system is implemented in the short term this may be an expansion up to 15 kW.
Crookwell Memorial Hall	Solar PV & Battery Storage	The north-west facing roof of the memorial hall and library building looks ideal for solar subject to any structural issues. With very intermittent use of power the case for solar PV on its own is fairly weak with the chance most power is exported. A 15 kW PV system with a battery (30 kWh) is assumed to be 80% self-consumed with a further 20% exported.

6.4 Continuous improvement measures

TABLE 7: CONTINUOUS IMPROVEMENT MEASURES

Site	End use equipment	Energy saving option
Council facilities / buildings	Lighting	Other sites will also have a range of lighting, including older fluorescent lamps and halogen or CFL downlights. Council will see added savings over time as these are replaced with LED lights on fail – in general most other lights will have low utilisation and a bulk replacement is not justified.
Council facilities / buildings	HVAC	Air conditioning at Council's sites is generally supplied by split system AC units. Replacement is generally not justified for energy savings (even with part subsidies it is likely paybacks would be several years), and controls are generally user managed. The opportunities for Council to improve the energy efficiency of air conditioning include: <ul style="list-style-type: none"> - Review the design of planned new systems, - Access the NSW Government's Climate Change Fund (https://www.environment.nsw.gov.au/topics/climate-change/nsw-climate-change-fund) to access a \$200 – \$1000 discount off new and replacement air conditioner costs by installing high efficiency split, ducted or multi-split systems purchased through approved installers. - Implement sustainable procurement practices based on the 2017 Sustainable Procurement Guide for NSW local governments (https://www.lgnsw.org.au/files/imce-uploads/127/esstam-sustainable-procurement-guide-30.05.17.pdf)
Council facilities / buildings	Power & appliances	Power and appliances represent a fairly modest % of Council's electricity use, small servers that run 24/7, office equipment such as computers, copiers and printers, to appliances like fridges, boiling water units, microwaves, dishwashers and televisions. To improve the energy efficiency of office equipment and appliances Council should implement sustainable procurement practices based on the 2017 Sustainable Procurement Guide for NSW local governments.



6.5 Business cases for selected opportunities

6.5.1 Solar PV initiatives

Solar PV opportunities identified above were modelled and an initial cost-benefit analysis performed based on current per-kWh rates (after discounts). The outcome from this analysis is presented below. In preparing this analysis the following assumptions are used:

- Export of solar energy generation is taken to have a feed-in rate of 8¢/kWh
- Capital cost of roof mounted systems is taken to be \$1.20/watt installed, while ground mounted systems are assumed to cost \$1.40/watt installed
- Net present value and internal rate of return are calculated over a 25-year life, with maintenance and inverter replacement costs considered

TABLE 8: SUMMARY FINANCIAL ANALYSIS OF SOLAR PV OPPORTUNITIES

Site	Type of installation	Solar capacity kW	Battery capacity kWh	Capital cost net \$ ex GST	Savings	Payback in years	IRR %	Carbon Abatement p.a.	% of energy exported	% of site energy met by solar
Crookwell STP	Ground mount	30.2kW		\$42,280	\$9,216	3.40 Years	28.92%	42.59 t CO ₂ -e	33.3%	25.9%
Crookwell Library	Roof mounted - Flush	5.0kW		\$6,036	\$1,859	3.44 Years	28.66%	6.32 t CO ₂ -e	20.0%	22.0%
Gunning Office - Admin & Chambers	Roof mounted - Flush	3.7kW		\$4,428	\$1,288	3.65 Years	26.88%	4.63 t CO ₂ -e	20.0%	8.1%
Crookwell WTP	Ground mount	49.8kW		\$69,720	\$19,581	3.78 Years	25.92%	70.31 t CO ₂ -e	20.0%	43.3%
Crookwell RFS	Roof mounted - Flush	5.0kW		\$6,036	\$1,692	3.80 Years	25.78%	6.26 t CO ₂ -e	20.0%	40.4%
Taralga RWP	Ground mount	30.8kW		\$36,960	\$10,374	3.82 Years	25.40%	42.16 t CO ₂ -e	33.3%	56.3%
Taralga WTP	Roof mounted - Flush	16.1kW		\$19,320	\$5,230	3.91 Years	25.17%	17.52 t CO ₂ -e	10.0%	38.4%



Energy Masterplan: Upper Lachlan Shire Council

Gunning Medical Centre	Roof mounted - Flush	7.7kW		\$9,252	\$2,451	4.00 Years	24.45%	8.40 t CO ₂ -e	20.0%	28.2%
Taralga STP	Roof mounted - Flush + Ground mount	15.5kW		\$20,508	\$5,388	4.05 Years	24.12%	19.61 t CO ₂ -e	20.0%	23.3%
Gunning STP	Ground mount	10.3kW		\$14,420	\$3,810	4.05 Years	23.97%	14.63 t CO ₂ -e	33.3%	38.7%
Crookwell Depot	Roof mounted - Flush	15.1kW		\$18,120	\$4,698	4.14 Years	23.33%	19.01 t CO ₂ -e	33.3%	25.9%
Gunning WTP	Ground mount	29.6kW		\$41,440	\$10,523	4.22 Years	22.85%	42.18 t CO ₂ -e	33.3%	41.4%
Gunning Office - Training building	Roof mounted - Flush	5.0kW		\$6,036	\$1,523	4.26 Years	22.80%	6.23 t CO ₂ -e	20.0%	15.1%
Gunning Office - Training building	Roof mounted - Flush	15.1kW		\$18,120	\$4,354	4.47 Years	21.63%	17.83 t CO ₂ -e	20.0%	43.3%
Taralga WTP	Ground mount	16.6kW		\$23,240	\$5,445	4.51 Years	21.62%	18.25 t CO ₂ -e	10.0%	40.0%
Gunning WTP	Roof mounted - Flush	29.5kW		\$35,400	\$8,430	4.51 Years	21.27%	33.79 t CO ₂ -e	33.3%	33.2%
Crookwell STP	Ground mount - West facing	60.0kW	75 kWh	\$84,000	\$16,189	5.65 Years	16.39%	74.82 t CO ₂ -e	33.3%	45.5%
Taralga STP	Ground mount	50.6kW	50 kWh	\$108,340	\$18,590	6.21 Years	15.11%	67.67 t CO ₂ -e	20.0%	80.5%
Crookwell WTP	Ground	98.8kW	100	\$252,840	\$38,801	6.95 Years	13.27%	139.32 t CO ₂ -e	20.0%	85.9%



Energy Masterplan: Upper Lachlan Shire Council

	mount - LGC scale		kWh					e		
Gunning WTP	Ground mount - LGC scale	50.6kW	50 kWh	\$128,580	\$19,719	6.95 Years	13.27%	70.46 t CO ₂ -e	20.0%	83.0%
Gunning Office - Admin & Chambers	Ground mount - LGC scale	11.1kW	15 kWh	\$25,680	\$19,719	7.09 Years	12.92%	13.87 t CO ₂ -e	20.0%	24.2%
Taralga WTP	Roof mounted - Flush with microinvert ers	32.7kW	40 kWh	\$75,780	\$3,860	7.20 Years	12.67%	40.65 t CO ₂ -e	20.0%	79.2%
Gunning Library	Ground mount	10.1kW	20 kWh	\$27,120	\$11,223	7.28 Years	12.59%	12.51 t CO ₂ -e	20.0%	85.7%
Crookwell Library	Roof mounted - Flush	15.1kW	30 kWh	\$40,620	\$3,938	7.75 Years	11.61%	18.91 t CO ₂ -e	20.0%	66.0%
Crookwell Memorial Hall	Roof mounted - Flush	15.1kW	30 kWh	\$40,620	\$5,566	7.90 Years	11.33%	18.90 t CO ₂ -e	20.0%	71.2%
Crookwell RFS	Roof mounted - Flush	10.1kW	20 kWh	\$27,120	\$5,470	8.59 Years	10.11%	12.51 t CO ₂ -e	20.0%	80.7%
Crookwell STP	Roof mounted - Flush	60.3kW	75 kWh	\$140,670	\$3,378	8.38 Years	9.99%	84.79 t CO ₂ -e	33.3%	51.6%

Images of modelled arrays are shown in Appendix B. Copies of all modelling are provided as separate files to Upper Lachlan Shire Council.



6.5.2 Lighting

Lighting systems at the following sites are identified to be suitable for upgrade to LED technology. Estimates of savings are indicative and we believe conservative. Council may be able to avail of incentives available to small businesses under the NSW Energy Saver Program to ensure that Energy Saving Certificate (ESC) discounts are applied, by engaging an approved supplier under this scheme.

TABLE 9: SUMMARY FINANCIAL ANALYSIS OF LIGHTING OPPORTUNITIES

Site	Current technology and quantities (approx.)	Energy and cost savings with LED upgrade	Capital cost estimate	Simple payback estimate
Crookwell RFS	Most lights are twin 36W linear fluorescent, excepting external floodlights which are a mix of HID and LED. Training room lights should be changed to LED on failure as they are infrequently used. Office and workshop areas have approximately 100 twin fittings with medium utilisation and these can be upgraded to LED battens and panels.	5,500 kWh savings in electricity \$2,000 in energy and maintenance savings	\$10,000	5.00 Years
Gunning WTP	Lighting is T5 and fairly new so it may not be warranted to replace these at this time. As lights begin to fail consideration should be given to replacing plant fluorescent lights with LED, which consumes 45% less energy.	2,000 kWh savings in electricity \$1,000 in energy and maintenance savings	\$8,000	8.00 Years
Gunning Medical Centre	Most indoor lights are twin 36W linear fluoresces and can be upgraded to LED technology.	3,000 kWh savings in electricity \$1,000 in energy and maintenance savings	\$3,000	3.00 Years
Gunning Office - training building	Offices are now regularly used; training rooms may not be in use but provide access through to the amenities so may run most days. Upgrading to LED will save 60% of lighting energy use.	1,500 kWh savings in electricity \$500 in energy and maintenance savings	\$2,000	4.00 Years
Crookwell Library	Most indoor lights are twin 36W linear fluoresces and can be upgraded to LED technology.	5,000 kWh savings in electricity \$2,000 in energy and maintenance savings	\$7,000	3.50 Years
Crookwell Memorial Hall	Most indoor lights are twin 36W linear fluoresces and can be upgraded to LED technology.	2,000 kWh savings in electricity \$500 in energy and	\$2,000	4.00 Years



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		maintenance savings		
Street Lighting	LED lights for residential / local roads are approved in the Essential Energy network and several councils have implemented this with a payback of 4-5 years. There is an opportunity for ULSC to implement this initiative - ideally when the next bulk lamp upgrade occurs.	48,000 kWh savings in electricity \$28,000 in energy and maintenance savings	\$140,000	5.00 Years
Street Lighting	Main road LED lights are expected to be available in the short to medium term and there will be an opportunity in the next 1 or 2 bulk replacement cycles for ULSC to implement this initiative.	72,000 kWh savings in electricity \$25,000 in energy and maintenance savings	\$125,000	5.00 Years
TOTAL		139,000 kWh per year and \$60,000 ind maintenance	\$297,000	4.95 years



Appendix A: Sustainable Councils and Communities Program

The Sustainable Councils and Communities (SCC) Program aims to work with up to 18 resource constrained councils across NSW to improve the energy efficiency of council buildings and facilities. The program aims to help councils understand, prioritise and implement energy efficiency and renewable energy upgrades.

This program is funded by the NSW Climate Change Fund and delivered by the NSW Department of Planning, Industry and Environment (DPIE).

The Sustainable Councils and Communities Program aims to:

- Identify opportunities for councils to save energy, money and increase energy efficiency knowledge among council staff;
- Support councils in using energy data to develop business cases for efficiency or upgrade projects and become 'investment ready';
- Increase knowledge and capacity in LGAs through energy efficiency programs aimed at supporting households, businesses and communities.

This program is designed to overcome a number of barriers reported by smaller local governments in NSW. Due to internal resource constraints such as a low rate payer base, and high operational costs from large road networks and aging infrastructure, many councils are unable to devote internal capacity to manage and implement energy savings projects. These barriers result in resource-constrained missing out on opportunities for financial savings and other co-benefits that can be achieved through improving the energy productivity of public facilities.

DPIE also has a suite of programs focused on supporting households, businesses and communities across NSW. These programs include:

- The Appliance Replacement Offer
- Solar housing upgrades for social housing
- Energy efficiency for businesses and households
- Community engagement, capacity building and leadership.

DPIE will aim to connect communities to these programs and assist in driving energy efficiency and affordability for regions.

It is anticipated that councils participating in the Sustainable Councils and Communities Program will:

- Deliver scoped, verified, and prioritised opportunities to save energy and money
- Develop business cases for potential energy efficiency infrastructure improvements
- Identify funding pathways and opportunities
- Have connected and empowered communities with increased knowledge and understanding of government energy efficiency and affordability programs

Upper Lachlan Shire Council signed a memorandum of understanding (MoU) with the (former) NSW Office of Environment and Heritage (OEH) to participate in the SCC program in late 2018.



Appendix B: Solar PV modelled sites

Crookwell Depot 15.1 kW



Crookwell Library 5.03 kW & 15.1 kW





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Crookwell Memorial Hall 15.1 kW





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Crookwell RFS 5.03 kW & 10.1 kW





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Crookwell STP 30.2 kW & 60.3 kW





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Crookwell WTP 49.8 kW & 98.9 kW

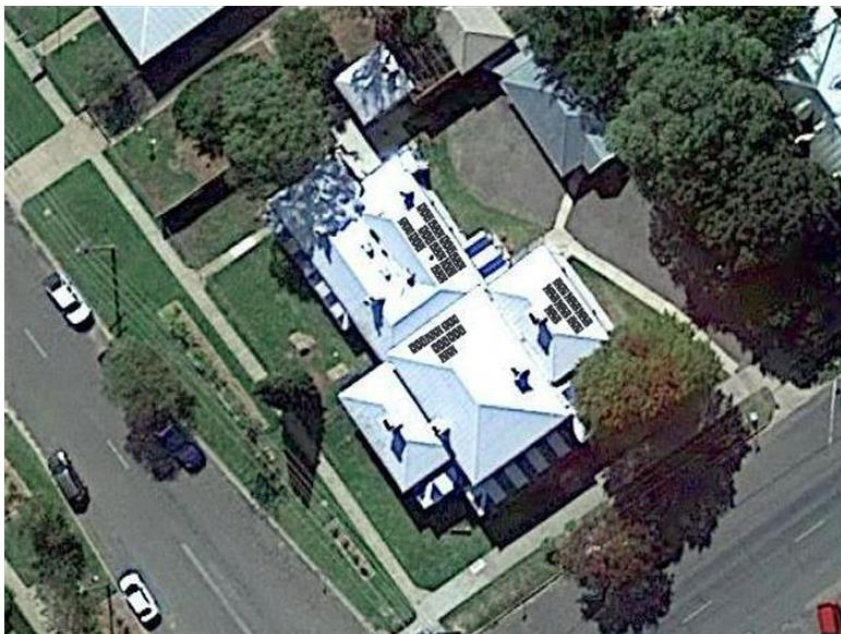




Gunning Library 10.1 kW



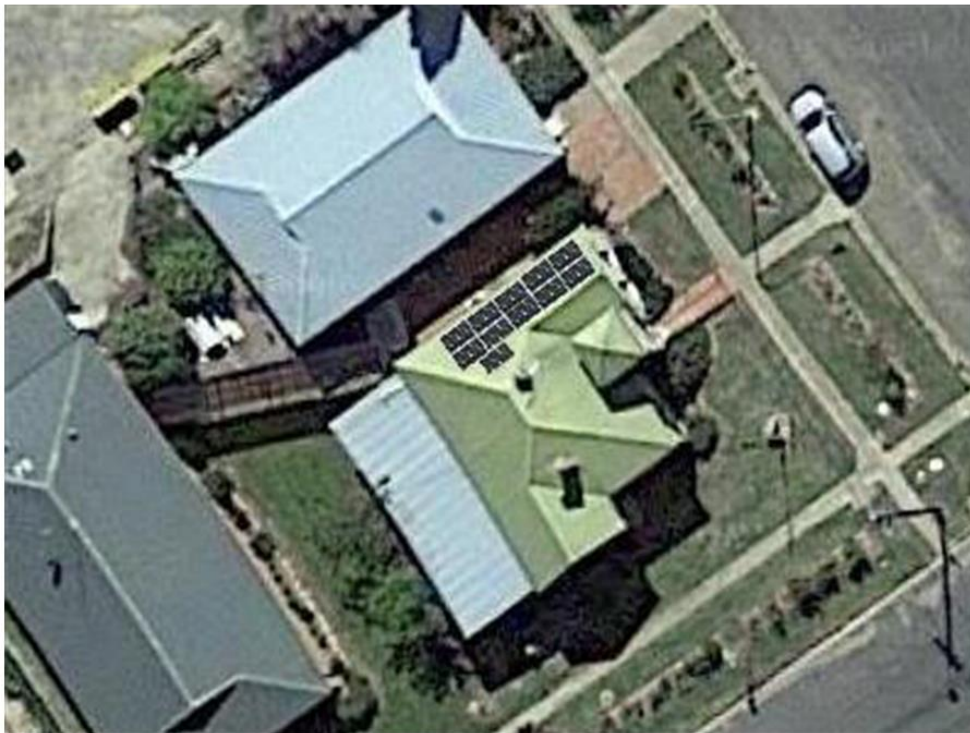
Gunning Medical Centre 7.71 kW





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Gunning Office – Admin & Chambers 3.69 kW & 11.1 kW





Gunning Office – Training building 5.03 kW & 15.1 kW⁹



⁹ Note a 15.1 kW system is modelled solely to assess the roof PV capacity, in the event this can be used to supply the admin office and Chambers building. This model is excluded from business case analysis.



Gunning Raw Water Pumps 19.8 kW



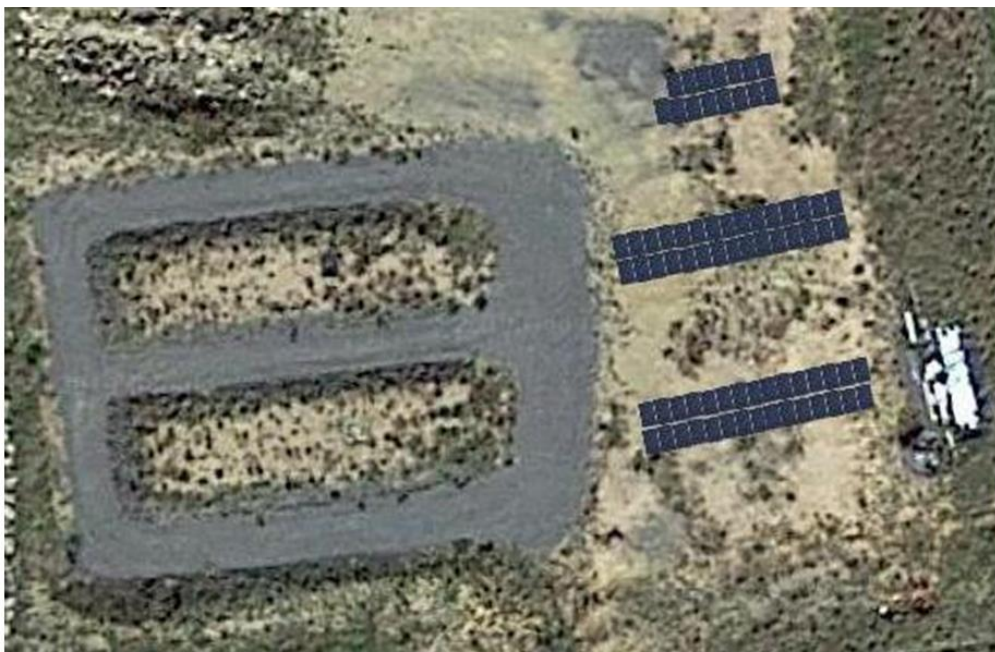
Gunning STP 10.3 kW





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Gunning WTP 29.6 kW (roof & ground options) & 50.6 kW





Taralga Raw Water Pumps 30.8 kW





Taralga STP 15.5 kW (roof & ground options) & 50.6 kW





Taralga WTP 16.10 kW (roof), 16.60 kW (ground) & 32.70 kW (combined)





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12 INFRASTRUCTURE DEPARTMENT

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

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

13.1	Delivery Program bi-annual review 2019/2020	244
13.2	Application for waiver of multiple Rural Waste Charges	264
13.3	RV Friendly Park Proposal - Park Street Crookwell	267

Finance and Administration - 19 December 2019

ITEM 13.1 **Delivery Program bi-annual review 2019/2020**

FILE REFERENCE **I19/836**

AUTHOR **Acting General Manager**

ISSUE

Delivery Program – Progress Review Report on Principal Activities and Program Actions for the first half of 2019/2020.

RECOMMENDATION That -

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the six month period ended 31 December 2019.

BACKGROUND

The Delivery Program is a four-year plan, accompanied by a complete four-year budget program of works that details what Council will do to implement the Tablelands Regional Community Strategic Plan 2016-2036.

The Delivery Program will be reviewed and updated annually by Council, incorporating community submissions to the program and to ensure the program evolves and remains aligned to Council priorities.

REPORT

Upper Lachlan Shire Council has implemented the Office of Local Government, Integrated Planning and Reporting (IP&R) legislation. Section 404 (5), of the Local Government Act 1993, states “The General Manager must ensure that progress reports are provided to the Council, with respect to the Principal Activities detailed in the Delivery Program, at least every 6 months.”

Attached to this report is a progress review report on Council's Delivery Program in accordance with the IP&R guidelines for the period of July to December 2019. In addition to above there is a progress review report on the Fit for the Future Council Action Plan.

POLICY IMPACT

Nil

OPTIONS

Nil



FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the six month period ended 31 December 2019.

ATTACHMENTS

1. 	Delivery Program December 2019 Report	Attachment
2. 	FFF Delivery Program Action Plan December 2019	Attachment

The Delivery Program Actions are integrated with the Tablelands Regional Community Strategic Plan (CSP) Strategies and referenced to a Community Aspiration. Each six month period the General Manager is to provide a progress report with respect to the Delivery Program Actions.

REGIONAL CSP STRATEGIC PILLAR NO.1 - COMMUNITY

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.1 - Support the retention of medical and health care facilities in the towns.	Support medical practitioners by providing available community buildings to facilitate health care service provision.	Director of Environment and Planning	Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. 5. People attaining health and wellbeing.	Completed – community buildings are leased to facilitate health care services.
1.2 - Support provision of ageing population services and aged accommodation.	Liaise with government agencies and associated community groups in advocating for adequate aged care services and accommodation.	Director of Environment and Planning	Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. 2. Community liaison to preserve and enhance community facilities.	Completed – ongoing liaison continued. Pending - Disability Inclusion Action Plan priorities are ongoing and review subject to adoption of LSPS and CPP.
1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Implementation of actions identified in the Social and Community Plan, Cultural Plan and Ageing Strategy.	Directors of Environment and Planning & Finance and Administration	Strategy CO3 - Foster and encourage positive social behaviours to maintain our safe, healthy, and connected community. 6. Resilient and adaptable communities.	In Progress - review of Social and Community Plan to be undertaken following adoption of LSPS and CPP. Cultural Plan will be reviewed in 2020 and cultural funding program to be implemented.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.4 - Retain the youth population demographic and provide appropriate facilities.	Number of consultations held with youth groups. Continue support of the Youth Committees.	Director of Environment and Planning	Strategy CO2 - Encourage and facilitate active and creative participation in community life. 2. Community liaison to preserve and enhance community facilities.	In Progress – YA'MAD meetings being held. Youth week activities will be under taken in 2020.
1.5 - Lobby for retention of education facilities.	Advocate for education facilities from pre-school to high school to be retained in the Shire's towns.	General Manager	Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. 2. Community liaison to preserve and enhance community facilities.	Completed - continue advocacy to retain current education facilities and Council support to local schools and school activities by donations and work experience placements for school students.
1.6 - Protect significant heritage sites to preserve the diverse history of the Shire.	Number of heritage sites receiving funding over three year program.	Director of Environment and Planning	Strategy CO4 - Recognise and celebrate our diverse cultural identities, and protect and maintain our community's natural and built cultural heritage. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress - 2 heritage projects received grant funding in 2019/2020.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.7 - Social inclusion for all disparate communities.	Provision of recreational opportunities and upgrade to existing public recreational facilities within the Shire towns.	Director of Infrastructure	Strategy CO5 - Maintain our rural lifestyle. 6. Resilient and adaptable communities.	In Progress – Clifton Park in Crookwell shared footpath constructed. Goodhew Park in Taralga new and refurbished equipment is provided.
1.8 - Manage and upgrade Council's public buildings and community centres.	Preparation and review of Council buildings and strategy on future arrangements in consultation with appropriate Section 355 Committees.	Director of Environment and Planning	Strategy CO4 - Recognise and celebrate our diverse cultural identities, and protect and maintain our community's natural and built cultural heritage. 2. Community liaison to preserve and enhance community facilities.	In Progress - communication and support to Section 355 Committees is being provided. Pending - Building Plans of Management are being established.
1.9 - Encourage recreational, cultural and leisure activities while maintaining public safety standards.	Provide funding for existing library and swimming pool facilities. Also, manage animal control and sporting grounds activities.	All three Council Department Directors	Strategy CO2 - Encourage and facilitate active and creative participation in community life. 2. Community liaison to preserve and enhance community facilities.	In Progress – “Active Villages” outdoor gymnasiums and lighting for Crookwell soccer grounds. Grant application lodged for Gunning library facility upgrade. Completed – annual animal control report submitted OLG.

REGIONAL CSP STRATEGIC PILLAR NO.2 - ENVIRONMENT

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
2.1 - Address environmental degradation issues, i.e. noxious weeds control.		Review of Biosecurity Management Strategy.	Director of Environment and Planning	Strategy EN2 - Adopt environmental sustainability practices. 3. A healthy natural environment.	Pending - review of strategy and consultation required implementation of the Biosecurity Act, Regional Plan and establish Local Plan.
2.2 - Promote environmentally sustainable developments (ESD).		Review, update and implementation of Upper Lachlan Local Environmental Plan (LEP) and Development Control Plans (DCP).	Director of Environment and Planning	Strategy EN4 - Maintain a balance between growth, development and environmental protection through sensible planning. 4. A prosperous economy with the balanced use of our land.	Pending – Upper Lachlan LEP Planning Proposals have been submitted to Department of Planning and Environment.
2.3 - Promote use of green and renewable energy.		Council promote alternate energy source initiatives.	Director of Environment and Planning	Strategy EN5 - To investigate and implement approaches to reduce our carbon footprint. 3. A healthy natural environment.	In Progress - Council partnered with OEH State Government on an energy masterplan of council buildings.
2.4 - Pursue Section 94A Development Contribution payments for all State Significant - Designated Developments.		Council is to manage and distribute the funds through a Section 355 Committee of Council.	Director of Environment and Planning	Strategy EN1 - Protect and enhance the existing natural environment, including flora and fauna native to the region. 1. A built environment enhancing the lifestyle of a diverse community.	Completed - 3 Community Enhancement Funds operate as Committees of Council distributing funds to community groups.
2.5 - Support land care initiatives to restore and beautify natural resources.		The waterways sustain natural ecosystems through the expansion of willow removal and catchment programs.	Director of Environment and Planning	Strategy EN3 - Protect and rehabilitate waterways and catchments. 2. Community liaison to preserve and enhance community facilities.	Completed – support is provided for land care groups within the Shire and office accommodation is provided in Gunning.

REGIONAL CSP STRATEGIC PILLAR NO. 3 - ECONOMY

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
3.1 - Ensure financial viability of Council.		Long-term Financial Planning (LTFP) model implemented. Fit for the Future Action Plan implemented in relation to sustainability.	Director of Finance and Administration	Strategy EC4 - Foster and develop a diverse, adaptive, and innovative agricultural industry. 7. Responsible and efficient use of resources.	Completed – LTFP adopted in June 2019. Achieved 6 Fit for Future benchmarks in 2018/2019. Operating surplus result achieved in preceding 11 years.
3.2 – Prudent financial management.		Complete implementation of the Internal Audit Strategy and Plan. Achieve key financial benchmarks.	Director of Finance and Administration	Strategy CO5 - Maintain our rural lifestyle. 8. Transparent and accountable governance.	Pending – internal audit projects to be undertaken by Grant Thornton in 2020.
3.3 - Encourage sustainable population growth and provision of associated infrastructure.		1. Implementation of Southern Tablelands Regional Economic Development Strategy (REDS). 2. Development of local Business and Economic Development Strategic Plan dovetails into REDS priorities.	Director of Environment and Planning	Strategy EC1 - Capitalise on the region's close proximity to Canberra and its position as a convenient location to attract industry and investment. 4. A prosperous economy with the balanced use of our land.	In Progress – implementation of REDS. Completed – an Upper Lachlan Economic Development Strategy has been completed to compliment REDS.
3.4 - Assist facilitation of employment opportunities.		Number of contacts with existing businesses and grant application preparation resources provided to assist businesses.	Director of Finance and Administration	Strategy EC5 - Encourage collaboration between businesses, government, and training providers to develop employment and training opportunities for young people in the region. 7. Responsible and efficient use of resources.	In Progress – Grant Project Report provided to Council meetings. Grants assistance provided to community groups seeking grants.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
3.5 - Encourage and support viable local businesses.	<p>Deliver on tourism member and non-member benefits program.</p> <p>Tourism section is to prepare two business promotions annually.</p>	Director of Finance and Administration	<p>Strategy EC3 - Support and foster conditions that enable local and small/home-based businesses to grow.</p> <p>4. A prosperous economy with the balanced use of our land.</p>	<p>In Progress - supporting local businesses by operating an accredited VIC, conducting ongoing co-operative marketing both online and offline. Visit Upper Lachlan website linked to Australian Tourism data warehouse and optimised for all devices. New Destination Guide launched in March 2019.</p>
3.6 - Promote tourism opportunities and community events.	Marketing and promotion is timely, professional, informative and responsive to user needs. Capitalise on Canberra Region brand opportunities.	Director of Finance and Administration	<p>Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination.</p> <p>2. Community liaison to preserve and enhance community facilities.</p>	<p>In Progress – ULTA is working with CRJO, Destination NSW and Tourism ACT to promote and develop the Canberra region and the Southern Tablelands in the Destination Southern NSW Destination Management Plan 2018-2020.</p>

REGIONAL CSP STRATEGIC PILLAR NO. 4 – INFRASTRUCTURE

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.1 - Improve local road and regional road transport networks.		Manage road assets to ensure public safety. Road Hierarchy reviewed and reported to Council. Pavement rehabilitation regional roads.	Director of Infrastructure	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources.	In progress – Capital and maintenance works undertaken on Regional and Local Roads as per the schedule published on Council's website.
4.2 - Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.		Asset Management Plans and Asset Strategies by each Asset Class are developed and recommendations implemented.	Director of Infrastructure	Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 2. Community liaison to preserve and enhance community facilities.	In Progress – asset Data being collected and refinement of Asset Management Plan and asset registers to be completed with field data collection and update to the condition rating records.
4.3 - Bitumen seal all urban streets in towns.		Prepare 4 year road capital works program budget and review works priorities annually.	Director of Infrastructure	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 1. A built environment enhancing the lifestyle of a diverse community.	Completed – Four year capital road works budget programmed and works have commenced. Slight delay experienced due to the emergency bridge related works.
4.4 - Develop town main street and CBD beautification programs.		Town's main street beautification improvement programs and street cleaning. Streetscape Plan development and implementation in coordinated manner.	Director of Infrastructure	Strategy IN2 - Improve public transport links to connect towns within the region and increase access to major centres. 2. Community liaison to preserve and enhance community facilities.	In Progress - Town and village streetscape materials purchased for bins, noticeboards and seating.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.5 - Lobby for improved mobile telephone and broadband services.		To ensure regional and rural areas are included in the roll out of Federal Government technological initiatives.	Director of Infrastructure	Strategy IN7 - Secure improvements for, and future proof, telecommunications infrastructure. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress – new mobile phone towers to be funded for Tuena and Wombeyan Caves. Lobbying for provision of towers at Snowy Mount and Curraweela is continuing. NBN services now provided to Crookwell.
4.6 - Improve water supply and sewerage facilities to towns.		Implement town water supply and sewerage improvement programs.	Director of Infrastructure	Strategy IN5 - Ensure high quality water supply options for the towns in the region. 2. A healthy natural environment.	In Progress - Sewer plant repairs in Crookwell and water supply treatment upgrades for Taralga are to commence in financial year 2019/2020.
4.7 - Provide waste pickup service for towns and villages and reduce the amount of waste going to landfills.		Council provide a strategy for future waste service provision. Implement improvement works to Crookwell landfill/waste centre and the village waste transfer stations to ensure compliance with EPA guidelines.	Director of Infrastructure	Strategy IN6 - Implement safe, accessible, and efficient management and recycling options for general waste, green waste, and sewage. 7. Responsible and efficient use of resources.	In Progress - All landfills have been converted into transfer stations. Designs for capping are being developed over several years.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.8 – Actively seek funding for the Goulburn to Crookwell Rail Trail concept.		Joint Goulburn Mulwaree and Upper Lachlan Shire Councils Committee formed. Feasibility Study to be completed. Project estimates to be completed. Council to pursue grant and other funding options to facilitate the development of a rail trail.	Director of Infrastructure	Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 4. A prosperous economy with the balanced use of our land.	In Progress - Committee formed. Regional Economic Impact Assessment completed. Lobbying for funding opportunities is continuing.
4.9 - Develop new and upgrade existing footpaths and cycleway networks.		Implementation of the Pedestrian Access and Mobility Plan (PAMP) to create links to community services in conjunction with NSW Government Stronger Country Communities Fund program.	Director of Infrastructure	Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress - Stronger Country Communities Fund grant funding secured for footpath construction projects. Taralga, Laggan and Collector footpath works commenced.
4.10 - Upgrade stormwater and kerb and guttering in towns.		Stormwater Management Plans created and recommendations progressively implemented in a 4 year capital works budget.	Director of Infrastructure	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 2. A healthy natural environment.	Completed - Locations requiring improvements are identified in the Flood Risk Study. Funding application approved for a flood warning system.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.11 - Progressively replace timber bridges on local and regional roads.	Prepare and implement a 10 year bridge replacement program with funding model in Long Term Financial Plan.	Director of Infrastructure	Strategy IN2 - Improve public transport links to connect towns within the region and increase access to major centres. 7. Responsible and efficient use of resources.	In Progress - Abercrombie River MR256 bridge replacement is completed. Kiamma Creek MR248E bridge tender for construction underway.
4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Implementation of Flood Risk Management Plan recommendations.	Director of Environment and Planning & Director of Infrastructure	Strategy EN4 - Maintain a balance between growth, development and environmental protection. 4. A prosperous economy with the balanced use of our land.	Completed - Flood Risk Management Plan and Study recommendations are being implemented.
4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road, Tablelands Way and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Pursue grant funding opportunities that deliver on the pursuit of regional economic growth benefits. Improve road infrastructure assets with potential to stimulate the local economy.	Director of Infrastructure	Strategy IN3 - Maintain and improve road infrastructure and connectivity. Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. 4. A prosperous economy with the balanced use of our land.	In Progress – Successful grant applications for Wombeyan Caves Road MR256 and Grabine Road reconstruction and sealing. Council was successful in securing grant funding to commence works in 2019/2020.
4.14 - Progressively bitumen seal all classified roads; i.e. unsealed regional road MR241 Rye Park-Dalton Road.	Reductions in classified roads gravel sections. Improvement in road network condition rating to ensure public safety. Lobby other levels of government for grant funding.	Director of Infrastructure	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources.	Completed – Council was unsuccessful in receiving grant funding for Rye Park Road MR241. Council received additional grant funding for Wombeyan Caves Road MR258.

REGIONAL CSP STRATEGIC PILLAR NO.5 – CIVIC LEADERSHIP

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
5.1 - Participate in resource sharing initiatives.		Report projects to Council every year. Achieve annualised \$ savings through participation in Canberra Region Joint Organisation projects and Central West Joint Organisation procurement contracts.	General Manager	Strategy CL3 - Collaborate and cooperate to achieve efficiencies and a greater voice in regional decision-making, and encourage similar cooperation across other sectors and community groups. 7. Responsible and efficient use of resources.	In Progress - participation in Canberra Region JO; Legal Services panel contract and Contaminated Lands Officer. Central West JO procurement projects. New Contracts: Bulk Fuels and Copyright Licencing (CENTRAL NSW JO).
5.2 - Lobby other levels of Government for increased share of funding distribution.		NSW Government implement a Grants Commission review and amendment to financial assistance grants (FAG) distribution to rural councils.	General Manager	Strategy CL2 - Encourage and facilitate open and respectful communication between the community, the private sector, Council, and other government agencies. 8. Transparent and accountable governance.	Completed - lobbying continuing through Canberra Region JO and meetings with Government Ministers. No changes have been legislated for FAG grant distribution.
5.3 - Promote community engagement and involvement in decision making processes.		Number of Community Outreach Meetings and program outcomes achieved. Community Survey undertaken every four years. The "Voice" Council newsletter publication distributed quarterly.	General Manager	Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. 6. Resilient and adaptable communities.	Completed – 4 community outreach meetings conducted in May 2019. Community Survey completed in March 2019. The "Voice" is produced quarterly.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
5.4 - Leadership and commitment to integrated planning and reporting (IP&R).		Council's IP&R documents clearly articulate the Council's direction across all strategy platforms and performance management efficiency is evident to the community.	General Manager	Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. 8. Transparent and accountable governance.	Completed - IP&R documentation completed for 2019/2020.

FIT FOR THE FUTURE – COUNCIL ACTION PLAN – 31 DECEMBER 2019

SUSTAINABILITY ACTION PLAN				
Objective	Strategies	Actions	Key milestones	Progress Report
1. Secure additional revenue to keep Council's operating performance ratio well above the benchmark and ensure funding for renewal of road network assets	Consideration of implementing a Special Rate Variation	<ol style="list-style-type: none"> 1. Notify community of intention to apply for SRV 2. Community consultation and engagement 3. Notify IPART of intention to apply 4. Submit application to IPART 5. Fund infrastructure renewal of its road network assets 	<p>Commencement in 2021</p> <p>Community engagement and support for the proposal is achieved</p>	<i>No action – a Council Resolution is necessary for a Special Rate Variation application.</i>
2. Drive cost savings through procurement	Implementation of a Best Practice in Procurement Program	<ol style="list-style-type: none"> 1. Procurement Roadmap - Arc Blue 2. Review Procurement Action Plan and policies 3. Implement internal audit recommendations for Procurement and Contract Management 	<p>Utilisation of LGP Vendor Panel and TenderLink</p> <p>Canberra Region Joint Organisation (CRJO) procurement working group committee reports to management</p>	<p><i>Contracts Register implemented in 2018.</i></p> <p><i>LGP vendor panel and TenderLink are utilised by Council.</i></p> <p><i>Canberra Region JO and LGP procurement meetings held.</i></p>

Objective	Strategies	Actions	Key milestones	Progress Report
3. Maintain diverse income streams through state roads contract	Retention and provision of Roads and Maritime Services (RMS) Routine Maintenance Council Contract (RMCC)	<ol style="list-style-type: none"> 1. Maintain existing high standard rating for road works in Contractor Performance Report 2. RMCC Benchmarking 	<p>RMS rating maintained satisfactory or better</p> <p>RMCC commenced in 2008</p> <p>State Roads Work Orders projects comply with RMS compliance program</p>	<p><i>RMCC accreditation retained and Contractor Performance Reports are satisfactory.</i></p> <p><i>RMS Audit Report identified actions to be addressed over next 12 month period.</i></p> <p><i>Council to appoint consultant in 2020 to action RMS RMCC 2019 audit findings and implement Environmental Management System.</i></p>
4. Maximise diverse income streams through private works	Provision of road reconstruction contracted private works for renewable energy developments	<ol style="list-style-type: none"> 1. Review pricing structures for private works which are in demand at profitable rates 2. Cost of service is transparent and in accordance with the National Competition Policy Guidelines 	Remain competitive with the private sector and to secure contract works for road reconstruction	<i>Council is meeting all NCP Guidelines and private works rates incorporated into Council Revenue Policy.</i>

INFRASTRUCTURE AND SERVICE MANAGEMENT ACTION PLAN				
Objective	Strategies	Actions	Key milestones	Progress Report
1. Implement best practice asset management reporting	Asset Management Improvement Program	<ol style="list-style-type: none"> 1. Review Asset Management and Risk Plan, strategies and policies 2. Review of Council Infrastructure Plan – define community service level set by Council for asset maintenance 	<p>Asset Management Plans identify asset service standards</p> <p>Infrastructure asset classes valuation at fair value</p> <p>Ensure asset condition standards are maintained above Condition 5</p>	<p><i>Infrastructure Plan reviewed and adopted by Council in June 2019.</i></p> <p><i>Asset Condition Rating System is to be further developed by Infrastructure Department in 2019/2020 to enable evidence based Asset Management Plans using ISO55000 and infrastructure assets fair valuation to be completed by 30 June 2020.</i></p>
2. Secure funding for asset renewals	Utilise borrowing capacity to invest in infrastructure renewal projects – Timber Bridge Replacement Program	<ol style="list-style-type: none"> 1. Review Council Borrowings/Loans Policy 2. Council Long Term Financial Plan priority bridge replacement schedule 	<p>Commencing loan financing arrangements with Financial Institutions</p> <p>Utilise NSW Government borrowings scheme funding</p>	<p><i>New loan in 2018/2019 for \$1m accepted for the Crookwell Memorial Oval Precinct project and local roads bridge replacement program.</i></p> <p><i>Council has approved loan borrowings in 2019/2020 for a number of bridge replacements; Kangaroo Creek Bigga Road bridge, Kangaloolah Road bridge at Crookwell River and Woodville Rd bridge</i></p> <p><i>Borrowings program for timber bridge replacements are incorporated into the Council Delivery Program.</i></p>

Objective	Strategies	Actions	Key milestones	Progress Report
3. Minimise potential public liability incidents	Utilise Statewide Mutual Best Practice Guidelines and achieve industry benchmarks for risk management practices	<ol style="list-style-type: none"> 1. Review Risk Management Plan and Policy 2. Review Safe Work Method Statements for high risk priorities 	<p>Risk Management Action Plan (RAMP) approved and adopted by Council annually by June</p> <p>Safe Work Method Statements (SWMS) reported to WH&S Committee every 6 months</p>	<p><i>RAMP approved by Council management and reviewed by Statewide Mutual for 2019/2020.</i></p> <p><i>SWMS progressively reviewed and reported to the Council WH&S Committee.</i></p>
4. Maintain assets in satisfactory condition to meet community expectations	Evaluation of asset utilisation and rationalisation	<ol style="list-style-type: none"> 1. Review of Council Infrastructure Plan 2. Recommendations from Grant Thornton Building and Asset internal audit. 	Condition Report prepared for Council owned building assets and maintenance action plan approved	<p><i>The Building and Asset Management Internal Audit Action Plan is being implemented and was reported to Audit, Risk and Improvement Committee in September 2018. Asbestos Management Register completed and buildings condition register in development. Establishment of trade services contract.</i></p>

EFFICIENCY ACTION PLAN				
Objective	Strategies	Actions	Key milestones	Progress Report
1. Understand how the organisation is performing	Benchmark Upper Lachlan with other Councils Local Government Professionals Australia (LGPA) – Performance Excellence Program Report	<ol style="list-style-type: none"> 1. Identify trend analysis of operational cost centres and functional service areas of Council 2. Performance tool for benchmarking by senior management of operational efficiencies of individual cost centres 	Management Tool - annual benchmarking	<i>Benchmarking completed. The LG Performance Excellence Program Report for 2017/2018 was completed by Council and report tabled to MANEX.</i>
2. Continue to collaborate regionally	Be an active partner in the Canberra Region Joint Organisation of Councils (CRJO)	<ol style="list-style-type: none"> 1. Implementation of a CRJO Strategic Plan 2. CRJO Strategic Plan aligned with Quadruple Bottom Line principles 3. Intergovernmental collaboration; i.e. ACT Government and NSW State Government 	<p>Implementation after JO Pilots, JO commence in July 2018</p> <p>Formulation of an effective and efficient governance structure to oversee implementation, review and evaluation in CRJO</p> <p>CBR branding to support tourism and economic development throughout the region</p>	<p><i>Upper Lachlan Shire Council is within the Canberra Region Joint Organisation (CRJO)</i></p> <p><i>CRJO Strategic Plan 2019-2021 launched 9.</i></p> <p><i>Intergovernmental collaboration is continuing with ACT Government.</i></p> <p><i>Canberra Region “The Tablelands” branding and dedicated website is continuing.</i></p>
Objective	Strategies	Actions	Key milestones	Progress Report

3. Continuously improving the quality and efficiency of all of Council's services	Undertake four year rolling program of service reviews as part of Council's Delivery Program	<ol style="list-style-type: none"> 1. Develop four year program of service reviews, with a focus on those services of greatest cost to the organisation 2. Update Delivery Program to incorporate the service review program 3. Implement program annually 4. Report outcomes through the 6 month Delivery Program report and update Long Term Financial Plan annually to reflect any savings or changes 	<p>Program established and Delivery Program updated</p> <p>6 Monthly Delivery Program Report to include service review progress and outcomes</p> <p>Annual update of Council's Long Term Financial Plan</p> <p>Implementation of Internal Audit Plan by Grant Thornton Australia over 4 year period to 2019/2020</p>	<p><i>Delivery Program was approved by Council in June 2019.</i></p> <p><i>Delivery Program action report completed every six months.</i></p> <p><i>Long Term Financial Plan was approved by Council in June 2019.</i></p> <p><i>Internal audit projects pending in 2020 commencing with the Business Continuity Plan review.</i></p>
4. Improve efficiency through technological advancement	Provide innovative and leading technology interface	<ol style="list-style-type: none"> 1. Enhanced use of technology particularly in the area of staff remote and on-line customer access 2. Implement a Unified Telecommunications solution 3. Customer Request Management System 	<p>Establishment of Development Assessment (DA) Tool</p> <p>Implementation of Integrated Unified Telecommunications System</p>	<p><i>In progress - NSW Planning Portal functionality and DA Lodgement.</i></p> <p><i>Microwave communications link is completed.</i></p> <p><i>CRM on-line system integration project is underway.</i></p>

Finance and Administration - 19 December 2019

ITEM 13.2 **Application for waiver of multiple Rural Waste Charges**

FILE REFERENCE I19/837

AUTHOR **Director Finance and Administration**

ISSUE

Council review of applications for waiver of multiple rural waste annual charges for the 2019/2020 financial year.

RECOMMENDATION That -

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charge totalling \$201.30 (GST Inclusive).

BACKGROUND

The Rural Waste Charge is levied on a per Rateable Assessment basis and applies to all properties that are not subject to a Domestic Waste Management Charge or a Commercial Waste Charge.

Application may be made to Council, in accordance with Section 610E, of the *Local Government Act 1993*, to waive multiple Rural Waste Charges on land where the owner of the land pays the charge on another Assessment.

REPORT

Reference is made to Upper Lachlan Shire Council's 2019/2020 Operational Plan where Council determined to waive multiple Rural Waste Charges for ratepayers.

Upper Lachlan Shire Council is required to make decisions related to each individual application for waiver of multiple Rural Waste Charges. The waiver is to be made in accordance with Section 610E, of the *Local Government Act 1993*.

There is an attachment to this report with the recommendation of approval for the waiver of multiple Rural Waste Charges. The total number of Rural Waste Charges waived is 1 and is a write down in income totalling \$201.30 (GST Inclusive).

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

The impact is an income write down totalling \$201.30 (GST Inclusive).

RECOMMENDATION That -

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charge totalling \$201.30 (GST Inclusive).

ATTACHMENTS

1. 	Rural Waste Waiver 2020	Attachment
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[illegible]

I:\2019-2020\Rates\Rural Waste\Council Decision RW Waiver

Finance and Administration - 19 December 2019

ITEM 13.3 **RV Friendly Park Proposal - Park Street Crookwell**

FILE REFERENCE **I19/873**

AUTHOR **Tourism Manager**

ISSUE

Providing details of the proposed RV Park Proposal – Park Street Crookwell.

RECOMMENDATION That -

1. Council determine a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements.

BACKGROUND

At 19 September 2019 Ordinary Council Meeting, Council Resolution Number 250/19 stated that “Council make application and negotiate for the lease of land, Part Lot 4231 in DP 1217717, from Transport for NSW for the site adjacent to the Crookwell Men’s Shed, in Park Street Crookwell, to establish a RV Friendly Park.”

The RV Friendly Town program is operated by the Caravan, Camping and Motorhome Association (CMCA) and details specific criteria around camp grounds in order to qualify for the marketing program.

Council is aware from previous reports that a reason for creating an overnight, low cost, parking area is the economic stimulus it provides to towns and this is substantiated in the Destination NSW – Domestic Caravan and Camping Travel to NSW reports for the years ending December 2017 and 2018. The reports detail some significant data that is relevant to this proposed investment by Council:-

- In 2017, there were 388,000 nights spent in Capital Country worth an estimated \$46.5M in visitor expenditure.
- In 2018, the growth in caravan and camping visitor expenditure was 8.4% year on year, which was higher than the average annual growth since 2010.

There has been a rapid change in the travel patterns of caravans and the accommodation experience being sought by these RV tourists, towards low-cost camping and away from caravan parks, as they choose to maximise the capacity of their on-board facilities.”(CMCA July 2018)

REPORT

During the process of making application for lease of the land, for Part Lot 4231 in DP 1217717, at Park Street Crookwell, investigations have revealed that all of DP 1217717 is zoned Special Purpose, SP2 – Infrastructure. With the zoning now being ascertained Council is not able to proceed forward with a lease application for use of land as a RV Friendly Park.

Under the Upper Lachlan Local Environmental Plan 2010 the only permitted uses for that land is roads, aquaculture, rail infrastructure or any development that is ordinarily incidental or ancillary to development for that purpose. This means that under current zoning, Council is unable to develop the overnight RV Friendly Park in this location.

There are three options available in the land use tables as follows:-

- Rezone the land - Council or the proponent will be required to pass through the Gateway under the Environmental Planning and Assessment Act 1979;
- Add “caravan park” to permitted with consent in the SP2 land use table; and
- Add the land to Schedule 1 – Additional Permitted Uses in the Upper Lachlan Local Environmental 2010.

The first option is not preferred but the options would be sorted out during the gateway process.

The NSW Gateway process involves five steps as follows:-

- Proposal - The planning proposal authority prepares the planning proposal.
- Gateway - The Minister for Planning or delegate decides whether the planning proposal can proceed and lists other matters including studies, the extent of public consultation, public hearing and agency input and the timeframes.
- Community consultation - The proposal is publicly exhibited as required by the Minister for Planning.
- Assessment - the planning proposal authority reviews the public submissions. Parliamentary Counsel then prepares a draft Local Environmental Plan (LEP).
- Making the LEP - the Minister’s delegate approves the LEP to be published in the New South Wales legislation website when it becomes law.

A planning proposal will address the economic case for and against the change, identify likely environmental impacts including; traffic travelling through residential areas, signage, implications for the maintenance of amenity including noise and the availability of water sewer and stormwater management. The railway site has heritage values and discussion of these would be referred to the Council’s Heritage Advisor but addressed by the writers of the planning proposal. A visual impact and noise impact assessment are also likely to be required by the Minister.

A planning proposal would usually be prepared for Council by a consulting firm who may also undertake the community consultation on behalf of the Council. Preferably, the planning proposal and community consultation processes are independent of the Council to remove bias or the perception of bias. A planning proposal of this order may cost in between \$60,000 and \$100,000 the community consultation process could add \$30,000. These costs are indicative only as a strategic cost estimate.

POLICY IMPACT

Nil

OPTIONS

1. Council determine a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements.
2. Council investigate the costs and timeframe to rezone or amend the land use table to allow the development to occur on the relevant parcel of land.
3. Council determine that there is currently no suitable location for low cost, overnight RV parking within Crookwell.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council determine a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements.

ATTACHMENTS

Nil

14 GENERAL MANAGER

The following items are submitted for consideration -

14.1	Review of the New Employees Pre Placement Health Assessment Policy and Procedure	272
14.2	Review of the Secondary Employment Policy	286
14.3	Review of the Separation and Termination Policy	294

General Manager - 19 December 2019

ITEM 14.1 **Review of the New Employees Pre Placement Health Assessment Policy and Procedure**

FILE REFERENCE I19/882

AUTHOR **Acting General Manager**

ISSUE

Review of Council's New Employees Pre Placement Health Assessment Policy.

RECOMMENDATION That -

1. Council adopts the reviewed New Employees Pre Placement Health Assessment Policy and Procedure.

BACKGROUND

Nil

REPORT

This report details a review of the New Employees Pre Placement Health Assessment Policy and Procedure.

The Policy is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed New Employees Pre Placement Health Assessment Policy and Procedure.

ATTACHMENTS

1. ↓	New Employees Pre Placement Health Assessment Policy and Procedure	Attachment
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POLICY:-	
Policy Title:	New Employees Pre Placement Health Assessment Policy & Procedure
File reference:	F10/618-06
Date Policy was adopted by Council initially:	16 August 2012
Resolution Number:	282/12
Other Review Dates:	16 August 2012, 16 June 2016
Resolution Number:	282/12, 170/16
Current Policy adopted by Council:	19 December 2019
Resolution Number:	/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	16 August 2012
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resource Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resource Coordinator
Responsibility for review of Policy:	Human Resource Coordinator

PURPOSE/OBJECTIVES

The New Employees Pre Placement Health Assessment is part of Upper Lachlan Shire Council's recruitment process and aims to ensure that individuals are placed in positions that will not adversely affect their health and wellbeing, or place other persons in the workplace at risk of harm.

Upper Lachlan Shire Council as an Equal Employment Opportunity employer will, in all cases, endeavors to accommodate applicants with disabilities who, by way of merit, are successful in applying for any available position.

In order for Council to identify any possible and equitable work adjustments/needs, Council needs to be aware of the extent of any disabilities.

POLICY STATEMENT

The New Employees Pre Placement Health Assessment is a tool used by Council and forms part of the recruitment process. Applicants recommended for appointment to positions must be prepared to undertake the form of a New Employees Pre Placement Health Assessment, to provide all necessary health information to determine their capacity to undertake the inherent job requirements and job demands of the position, and to assist in determining any adjustment needs.

A person must not be appointed to a position before their fitness to carry out the duties of the position has been confirmed by a New Employees Pre Placement Health Assessment.

When engaging staff through a recruitment agency, Council must ensure that a New Employees Pre Placement Health Assessment, which aligns with Council's specified requirements, has been carried out.

Fitness to carry out duties includes the ability to carry out those duties without endangering the health and safety of the public, or other people employed in the department and of the person concerned.

PRE-EMPLOYMENT MEDICAL ASSESSMENT

In addition, Council must fulfill its obligations:

- under the *Work Health and Safety Regulations 2011* to ensure the health, safety and welfare of their employees and other people in the workplace;
- under the *Anti-Discrimination Act 1977 (NSW)* and *Disability Discrimination Act 1992 (Commonwealth)* for agencies to provide a workplace and employment opportunities free from unlawful discrimination;
- under the *Privacy and Personal Information Protection Act 1998 (NSW)* to ensure that all information provided is only collected for the purpose of carrying out a Pre-employment Medical Assessment; and
- under the *State Records Act (NSW) GDA 39* to ensure information is stored, retained and destroyed.

Definitions

New Employees Pre Placement Health Assessment:

Comprehensive medical and physical examination and appropriate investigations undertaken by a doctor.

Inherent job requirements

The requirements that is fundamental or essential to the position. These requirements must be determined objectively and cannot depend on the attitude or operational methods of the employer.

Inherent job requirements carry with them associated job demands. Inherent job requirements can be located in the Position Description relating to the position under “*Essential*”.

Reason for New Employees Pre Placement Health Assessment

The New Employees Pre Placement Health Assessment is conducted:

- to determine the candidates ability to meet the physical requirements of the position applied for;
- to enable the best applicant to carry out the requirements of the job;
- to ensure senior management commitment to a healthy and safe workplace;
- to ensure employment by merit; and
- to ensure fair and transparent employment processes.

Results of New Employees Pre Placement Health Assessment

The results of all New Employees Pre Placement Health Assessment are confidential. The relevant medical practitioner will email/fax/mail the results through to the Human Resources Coordinator immediately after the assessment is completed.

The Human Resource Coordinator consults with the Department Manager and the WHS Coordinator to review the New Employees Pre Placement Health Assessment. The Human Resource Coordinator will then contact the Selection Panel Chairperson and advise them of the results.

Medical assessments of candidates are placed on the recruitment files. Once the applicant has been appointed, their recruitment details are then transferred to personal files. The personal files are kept in accordance with the NSW State Records Act 1998 – Local Government Records – GDA 39.

In the event that more than one Pre-Employment Medical Assessment is carried out for a position, the unsuccessful applicant(s) medical assessment(s) are placed on recruitment files and destroyed after a 6 months period as per the State Records Act 1998 – Local Government Records – GDA 39.

If Medical Assessments indicate an applicant is unfit to perform the duties of the position

If the medical practitioner determines that the duties of the position could present a risk to the applicant's work health, safety and welfare, or poses a risk to others, the following action is to be taken:

- Whenever necessary and within the bounds of privacy and confidentiality, Council's WHS Coordinator is to confer with the medical practitioner to clarify any specific concerns and whether modification of the duties, or the manner in which the duties are performed, is feasible in the professional opinion of the medical practitioner.
- The Supervisor/Manager is then to examine the job concerned and consider what reasonable modifications could be made to the duties of the position, the equipment used, the work environment etc. The results of this examination and the Supervisor/Manager's recommendations are to be recorded in writing and returned to Council's WHS Coordinator.
- Council's WHS Coordinator will again confer with the medical practitioner to determine whether the proposed modifications would enable the employee to perform the duties of the position. If the medical practitioner concurs, then the job modifications are to be affected and the appointment is to proceed. A Return to Work Plan for the modification or permanent modifications to the position, will outline the requirements for the candidate to follow and will be drafted in consultation with the Managers and WHS Coordinator.
- If the medical practitioner determines that, despite the proposed modifications, the applicant would be unable to perform the duties of the position, the applicant is to be notified by the Human Resource Coordinator and the appointment, upon direction of the General Manager is to either be offered to the next most meritorious candidate (if appropriate) or to be re-advertised.

Action to be taken if the medical assessment indicates Industrial Deafness

If there is a level of 6% or higher binaural loss, the applicant must lodge a claim against their last noisy employer. (Refer to *"Workplace Injury Management Workers Compensation Act 1998 (No. 86, Section 65, No. 1)*

"If there is no entitlement to compensation under section 66 of the 1987 Act for a loss of hearing because of section 69A of the 1987 Act (No compensation for less than 6% hearing loss) notice of injury given in accordance with section 62 suffices (for the purposes of this section) as a claim for the compensation concerned".

Note: If the legislation changes, then the level of hearing loss will reflect the change.

If the medical practitioner determines, in their professional opinion, that a hearing loss is attributable to previous employment, then it will need to be a condition of employment that the job applicant lodge a claim for Workers Compensation with their last noisy employer within one month before becoming an employee of Upper Lachlan Shire Council.

The applicant would also need to submit evidence of claim/documentation indicating Workers Compensation claim had been lodged with last noisy employer prior to commence with Upper Lachlan Shire Council.

If the hearing loss is not associated with previous employment and it has been determined that the applicant could perform the duties required in the position, Council will provide services or facilities needed in order for that person to carry out the position.

Disability

As part of the obligations under the *Anti-Discrimination Act 1997 (NSW)* and *Disability Discrimination Act 1992*, Council must ensure that any applicants with a disability are assessed using any service or facility they routinely use to perform the inherent job requirements and job demands of a position e.g. if an applicant uses a prosthesis, then the aid should be used during the assessment.

Council can use many forms of adjustments in the workplace to reduce or eliminate the effects of a disability upon a person's ability to carry out the requirements of the job.

The nature of the adjustments required needs to be determined in consultation with the person concerned and not be based on generalisations about particular disabilities. Such an approach acknowledges that there are variations between individuals with particular types of disability, as to the degree of disability experienced by them as well as other characteristics, such as skills, qualifications and experience.

Adjustments

If a health assessment determines that an applicant or employee is capable of performing the inherent job requirement and job demands of the position only if an adjustment is made to the way the duty is performed or by way of work related service or facility, Council will be informed of what adjustments are necessary to allow the person to be able to perform that particular inherent requirement.

A permanently modified Return to Work Plan will be drafted in accordance with the recommendations of the Doctor, in consultation with the Supervisor, Candidate and the WHS Coordinator.

Appeal Process

Where an applicant is dissatisfied with recommendations in respect to their capacity to perform the inherent job requirements and job demands of the position, with or without adjustments, an appeal may be lodged.

The applicant may wish to discuss the matter with the medical practitioner – Occupational Physician or seek another medical opinion from an Occupational Physician.

Where an applicant wishes to seek another medical opinion, this will be paid for by the applicant.

This process will need to be undertaken within 5 working days from the date the applicant was informed of the results of the first Pre-Employment Medical Assessment.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti-Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councillors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disability Discrimination Act 1992 (Cwth)
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;

- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- **Local Government (State) Award 2017;**
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Salary Sacrificing Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Injury Management Workers Compensation Act 1998;
- Workplace Relations Act 2008.

Variation

Council reserves the right to vary or revoke this policy.

Forms

Upper Lachlan Shire Council

New Employees Pre Placement Health Assessment

SECTION A – MEDICAL HISTORY

To be completed by employee and presented to Medical Examiner for Inspection along with Section B

Date:

Surname:.....Other Names:.....

Address:

Date of Birth: Place of Birth:

Proposed Occupation:

OCCUPATIONAL HISTORY

Previous Employers	Length of Employment	Industry Type	Position

Have you ever worked with (Please tick):-

Dust	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heat	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Noise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Radiation	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you ever had problems working with chemicals? Yes ☐ No ☐

Have you ever had trouble with wearing gloves or any other personal protective equipment? Yes ☐ No ☐

Are you being treated by any doctor for any illness? Yes ☐ No ☐

Are you taking any medicines, tablets or other treatment? Yes ☐ No ☐

Are you allergic to anything? Yes ☐ No ☐

Have you ever spent time in hospital (including operations)? Yes ☐ No ☐

Have you ever had a blood transfusion? Yes ☐ No ☐

Have you ever broken or fractured any bones? Yes ☐ No ☐

When was your last remembered tetanus injection: _____ years

Has your weight altered much in the last year? Yes ☐ No ☐

Have you, in the last 2 years, lost time from work because of illness or injury? Yes ☐ No ☐

Have you ever had a disease or injury at work? Yes ☐ No ☐

Do you suffer with your back or neck? Yes ☐ No ☐

Have you ever had lumbago, sciatica or fibrosis? Yes ☐ No ☐

Do you ever get aches or pains in your muscles? Yes ☐ No ☐

Do you suffer from or have you ever suffered from RSI, occupational overuse syndrome, tennis elbow or tenosynovitis? Yes ☐ No ☐

Do you smoke now? Yes ☐ No ☐

If no, were you a smoker Yes ☐ No ☐ How many years _____

Do you now or have you ever suffered:-

Tuberculosis	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rheumatic Fever	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hay Fever	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Wheezing/asthma	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fits, Epilepsy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heart trouble, chest pain	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Palpitations or irregular heartbeats	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blackouts, fainting attacks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Frequent or migraine Headaches	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Diabetes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yellow Jaundice (Hepatitis)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Back pain, back injury, sciatica	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heart Murmurs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High blood pressure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Arthritis, painful joints	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stomach/duodenal ulcers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Passing or vomiting blood	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hernia	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Earache or discharging ears	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other joint injuries or conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dermatitis/eczema	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Head injury or concussion	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Foot trouble, difficulty wearing shoes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Malaria, other tropical diseases	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Eye trouble	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Loss of hearing	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I hereby certify that the foregoing particulars are to the best of my knowledge correct. I authorise the examining doctor to release any information acquired from this history and examination or other examinations to appropriate officers of the Company.

Signed: **Date:**

THIS COMPLETED FORM MUST BE PRODUCED TO THE EXAMINING PHYSICIAN AT YOUR MEDICAL EXAMINATION.

NEW EMPLOYEE PRE PLACEMENT HEALTH ASSESSMENT

Name:

SECTION B - MEDICAL EXAMINATION (To be completed by the Examining Physician)

Height: _____	Urine: Protein	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Weight: _____		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Visual Activity

Aided:	Left	<input type="checkbox"/>	Right	<input type="checkbox"/>
With contact Lens/spectacles	Left	<input type="checkbox"/>	Right	<input type="checkbox"/>
Colour Vision (where applicable) Normal:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Skin

Evidence eczema/dermatitis	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other abnormality	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Respiratory System

Sinus abnormality	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Symmetrical chest expansion	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Abnormal sounds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Cardiovascular System

Blood pressure - Normal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pulse- Normal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Cardiac enlargement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heart sounds normal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Peripheral pulses present	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Varicose veins	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Alimentary System

Hernia	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mouth & pharynx	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Abnormality of Liver	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Spleen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Kidney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Audiometry

All new employees must undertake an Audiogram as part of their medical

Abnormal/noise loss/other cause/mixed loss/normal

Locomotor Nervous System

Spinal Scoliosis	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SLR	Left <input type="checkbox"/>	Right <input type="checkbox"/>

Spinal Movements: Cervical
Lumbar

Co-ordination normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Muscle tone normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Joint movement - upper limbs normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- lower limbs normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Specific joint abnormalities
Reflexes normal Yes ☐ No ☐

Glandular - Lymph Glands

Enlarged lymph glands	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Thyroid abnormality	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		

Have you sighted Section A completed by the applicant?
Yes ☐ No ☐

If yes, do you have any comment(s)
.....
.....

Placement Recommendations

The abovementioned is considered suited to the following duties:

1. Machinery operation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Heavy manual work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Light manual work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Professional motor vehicle driving	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Working in dusty conditions with adequate respiratory protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Working in noisy conditions (85db) with adequate hearing protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Sedentary bench work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Keyboard work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Chemical handling with adequate protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Administrative/Office Clerical Work	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any other comments?

.....

.....

.....

.....

.....

The examining doctor wishes it known that the purpose of this examination and the consequent opinions expressed are in the interest of prevention of industrial injury by the proper placement of employees in those positions best suited to their physical capabilities. This examination is not for the purpose of determining the success or otherwise of this person's application of employment.

Date: Signed:

Medical Examiner

Location of Medical Facility where examination performed:

.....

General Manager - 19 December 2019

ITEM 14.2 **Review of the Secondary Employment Policy**

FILE REFERENCE I19/883

AUTHOR **Acting General Manager**

ISSUE

Review of Council's Secondary Employment Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Secondary Employment Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Council Secondary Employment Policy.
The Secondary Employment Policy is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Secondary Employment Policy.

ATTACHMENTS

1. Download	Secondary Employment Policy - Date Adopted 16 June 2016 Resolution 170/16 - Review 2019	Attachment
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POLICY:-	
Policy Title:	Secondary Employment Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	390/06
Other Review Dates:	20 August 2009; 18 October 2012, 16 June 2016
Resolution Number:	338/09; 345/12, 170/16
Current Policy adopted by Council:	19 December 2019
Resolution Number:	/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resources Coordinator
Responsibility for review of Policy:	Human Resources Coordinator

OBJECTIVE:

The aim of this policy is to provide the framework for identifying conflicts of interest that may arise from employees engaging in employment or business outside Council. The mechanisms for notifying, approving, prohibiting and reviewing secondary employment are detailed in this policy and the appeals process to be used if an employee wishes a prohibition to be reviewed.

POLICY STATEMENT:

The terms “work outside of Council” and “outside work” or “other work” refer to secondary employment for the purpose of this policy. All references to “paid work outside Council” or “paid outside work” in this policy are to be understood to mean private employment or contract work, for remuneration.

SCOPE:

This policy applies to all employees of Upper Lachlan Shire Council.

Other Work:

Section 353, of the Local Government Act 1993 states:-

- (1) The General Manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council.
- (2) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's Council duties unless he or she has notified the General Manager in writing of the employment or work.
- (3) The General Manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties.
- (4) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3).

Any staff engaging or wishing to engage in secondary employment must have the approval of the General Manager. Generally, the view will be taken that approval will be granted subject to the secondary employment not conflicting with Council duties in any way.

All Council employees must have ten (10) consecutive hours off duty from Council and/or their secondary employment, before they commence their next Council rostered shift as per section 18(v) of the Local Government (State) Award.

Employees who are considering entering into outside work should consider the following:

- ⇒ Is the outside organisation, person or entity in, or entering into a contractual relationship with Council?
- ⇒ Is Council in a regulatory relationship with the outside organisation, person or entity?
- ⇒ Will the hours of work conflict in any way with his/her Council duties, or his/her health and safety?
- ⇒ Will there be sufficient rest time away from both forms of work to enable the employee to present for work fit and alert and be able to work efficiently and to the standard required?
- ⇒ Will the outside work involve him/her in litigation against another Council or directly in written or oral submission before another Council?
- ⇒ Will performance of the outside work impact negatively on Council's image and credibility?
- ⇒ Will performance of the outside work require release of confidential information which is known to the employee, but not available to the general public?
- ⇒ Is there any other conflict of interest, or potential conflict of interest, between the employee's Council duties and those involved in the outside work?

Answering "yes" to any of the above questions is likely to result in the General Manager prohibiting performance of the outside work.

Breaches of the Policy may result in counselling or disciplinary action which may ultimately result in dismissal, depending on the severity, scale and importance of the matter.

The more severe sanctions will ordinarily only apply when there is repeated and deliberate concealment of pertinent information, failure to disclose, or continuation of prohibited outside work.

The process of the application will be (as per the attachment Secondary Employment Notification Form):

- (i) Written application to the General Manager;
- (ii) Personal interview with the General Manager;
- (iii) Written advice from the General Manager on approval/disapproval.

In the event of disapproval the following steps may be followed:

- The member of staff may request a review of the decision and may be supported by other staff or the appropriate Union. Records of approval will be provided to the respective Directors.

- Approvals will be reviewed each twelve months or subject to change of circumstances which may affect the approval.

USE OF RESOURCES

Council employees are not permitted to use any of Council's resources or information, if granted approval for, or seeking, secondary employment.

Questions in relation to this Policy may be directed to the General Manager on 4830 1000.

The General Manager is the only delegated authority to approve secondary employment. All applications must be made to the General Manager.

Any approvals granted by others, whether in writing or not, are not official.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Anti-Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;

- Human Resource Succession Plan;
- Human Resource Training Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- **Local Government (State) Award 2017;**
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Salary Sacrificing Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

VARIATION

Council reserves the right to vary or revoke this policy.

Upper Lachlan Shire Council Secondary Employment Notification Form



This is a request for prior approval to obtain 'other' employment.

Name:	Employee Number:
Address:	
Phone Number:	

Please list date of intended employment (From - To): _____

Company/Organisation:
Phone Number:
Address:
Brief job description:

My signature on this written statement certifies that I understand and agree to comply with the following:

As per the Local Government Act 1993, Section 353, states:

- (i) The General Manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council
- (ii) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the members of councils duties unless he or she has notified the General Manager in writing of the employment or work
- (iii) The General Manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties.
- (iv) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3) of the Act:

Breaches of this policy may result in counselling or disciplinary action which may ultimately result in dismissal.

Employee's signature: _____

Date: _____

General Manager's signature: _____

Date: _____

Approved / not approved

General Manager - 19 December 2019

ITEM 14.3 **Review of the Separation and Termination Policy**

FILE REFERENCE I19/884

AUTHOR **Acting General Manager**

ISSUE

Review of Council's Separation and Termination Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Separation and Termination Policy and Procedure.

BACKGROUND

Nil

REPORT

This report details a review of the Separation and Termination Policy and Procedure.

The Separation and Termination Policy is attached with amendments highlighted in yellow.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Separation and Termination Policy and Procedure.

ATTACHMENTS

1. ↓	Separation and Termination Policy - Date Adopted 16 June 2016 Resolution 170/16 - Review 2019	Attachment
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POLICY:-	
Policy Title:	Separation & Termination Policy and Procedure
File reference:	F10/618-06
Date Policy was adopted by Council initially:	22 February 2007
Resolution Number:	66/07
Other Review Dates:	17 June 2010; 16 August 2011; 19 June 2014; 16 June 2016
Resolution Number:	243/10; 320/11; 180/14; 170/16
Current Policy adopted by Council:	19 December 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resource Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resource Coordinator
Responsibility for review of Policy:	Human Resource Coordinator

Policy

Upper Lachlan Shire Council has developed an environment that encourages retention of employees and seeks to minimise employee turnover.

In all cases of resignation, Upper Lachlan Shire Council will ensure that all entitlements are met and employees are treated fairly and equitably during the process.

An employee intending to resign from Upper Lachlan Shire Council is required to give notice in accordance with the Local Government Award or their contract of employment.

Separation and termination arise from resignation, retirement, involuntary termination and/or indefinite layoff. All terminations shall be handled in a fair and lawful manner.

Responsibilities

*It is the responsibility of **Management** to ensure that:*

- all required documentation is completed and returned to the Human Resources Section;
- the employee is treated fairly during the period of notice;
- all Council property is accounted for at the completion of the notice period.

*It is the responsibility of the **Employee** to ensure that:*

- required notice provisions and procedures relating to resignation are complied with.

*It is the responsibility of the **Human Resources Section** to ensure that:*

- all cases of resignation are reviewed to ensure all beneficial learning is achieved and appropriate action is taken as a result of the learning;
- where appropriate, resignations are accompanied by an exit interview;
- all paperwork and documentation is completed to ensure terminated employees receive their correct entitlements as soon as possible after the termination has taken place.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- **Local Government (State) Award 2017;**
- Local Government (General) Regulations 2005;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;

- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

VARIATION

Council reserves the right to vary or revoke this policy.

Procedure

An employee wishing to resign must write a signed letter of resignation stating their name, the date of the letter, and date of resignation. Council encourages the employee to state their reasons for resignation; they need only do so if they wish. The employee should give notice in accordance with their employment contract.

The employee should pass the letter of resignation to their **Supervisor/Manager**, who should note the time and date of receipt. The Director should confirm that the resignation is firm and may also ask for any reasons, if appropriate.

Discretion rests with the Director regarding any relaxation of the period of notice.

The Director should forward the letter of resignation to the Human Resources Section for inclusion in the individual's personnel file and processing. The Director must nominate on this form the date of the employee's last day of service.

There may be cases where the employee reconsiders their decision to resign. There is no obligation on Upper Lachlan Shire Council to accept a withdrawal of a resignation. However, each case should be treated on its merits. Consideration should be given to the employee's performance and experience, together with the importance of the position and potential difficulty in finding a suitable replacement. Withdrawal of a resignation is not possible after the notice period has expired.

Directors should ascertain the name of the employee's new employer. If it is believed that an individual is joining another Council employee entitlements may be transferred as per the **Local Government (State) Award 2017**.

It is preferable that once notice is given, accrued time in lieu hours must be taken prior to termination, subject to operational requirements.

Termination Payments

The Human Resources Section will arrange for Payroll to prepare a final payment at the completion of the notice period.

Payment on termination will be in accordance with the terms of the individual's contract of employment. In the case of employees covered by an Award, provisions of the appropriate Award will apply.

In cases where the employer initiates the applicable notice period not to be worked out, payment is to be made in lieu. The payment must be in accordance with legislative and/or Award requirements. Where an employee requests early

release from the notice period and it is agreed by the Director, payment is made only for the time worked.

No payment in lieu is to be made if the notice period is worked out.

Certificate of Service

As a rule, written references are not to be given to employees leaving Upper Lachlan Shire Council. However, a Certificate of Service can be prepared by the Human Resources Section, with a copy to be included in the employee's personal file. A draft Certificate of Service is attached as Appendix A.

Exit Interview

Feedback from employees leaving the organisation can provide valuable information on their perception of the Upper Lachlan Shire Council and the way it is managed. During the notice period Director (or their nominee) or the Human Resources Coordinator must arrange for the employee to attend an exit interview. Appendix B provides information on conducting an exit interview. Any information obtained from an exit interview should be forwarded in writing to the Human Resources Section.

The Manager and the employee must complete the Exit Checklist (Appendix D) detailing all Council property to be returned and other internal issues to be finalised.

On the satisfactory completion of the Exit Checklist, the Director (or their nominee) or the Human Resources Coordinator will pass on to the employee the letter outlining Termination Entitlements and Certificate of Service. It is the responsibility of the Director to ensure that all Council property has been returned before the employee receives their final payment.

All final documentation must be returned to the Human Resources Section for filing.

Attachments

<u>Appendix A</u>	Certificate of Service
<u>Appendix B</u>	Conducting an Exit Interview
<u>Appendix C</u>	Exit Interview Form
<u>Appendix D</u>	Exit Check List

Appendix A

CERTIFICATE OF SERVICE

To whom it may concern,

This is to certify that _____ left the service of this Council on ____/____/____. He/She was in our employment from ____/____/____ and at the date of leaving was in the position of _____ .

It is the policy of the Upper Lachlan Shire Council not to issue any reference other than the above statement of service, but we shall be pleased to supply further information on request.

Yours faithfully,

CONDUCTING AN EXIT INTERVIEW

The following guidelines should assist with conducting the interview:

- (a) The interview should be arranged as early as possible following the resignation. It should not be left to the last couple of days when an employee is pre-occupied with cleaning his/her desk and is winding down.
- (b) The interview should be conducted by a member of the Human Resource Section, unless the employee states another preference as in their immediate Supervisor, Department Director or the General Manager.
- (c) The ground rules for interviewing should be observed, i.e. use of a private office, no interruptions, and a friendly and informal atmosphere.
- (d) It is probably best in the early stages of the interview to use a non-directive line of questioning. It is also important to obtain early, feedback on what the employee liked/disliked most about the position they occupied.
- (e) It is important to encourage a free flow of discussion and to resist the opportunity to be defensive or confronting. The purpose of the interview is to establish the employee's perception of how things have eventuated and why he or she is leaving Upper Lachlan Shire Council
- (f) The exit interview should not be used as an opportunity to "buy back" the employee with offers to increase salary, or the chance of a promotion.

Appendix C

EXIT INTERVIEW FORM

Name:

Department:

Start Date:

Finish Date:

In Attendance:

.....

PLEASE INDICATE THE REASONS YOU ARE LEAVING UPPER LACHLAN SHIRE COUNCIL

Higher salary		More interesting work	
Better non-salary benefits		Better fit with workplace culture and values	
Career Opportunities		More convenient work location	
Flexible work practices		Bored	
Need a change		Ill health	
Didn't feel welcome		Didn't get along with Supervisor/Manager	
Didn't like job/tasks I was given		Didn't get along with other Department members	
Retirement		Other	

Comments

PLEASE COMMENT ON HOW SATISFIED YOU WERE WITH EACH OF THE FOLLOWING

OFFICE ENVIRONMENT	Highly satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Physical – heating, lighting, layout etc				
Parking facilities				
Working hours				
Availability of equipment and aids				

Comments

PLEASE COMMENT ON HOW SATISFIED YOU WERE WITH EACH OF THE FOLLOWING

JOB ROLE	Highly satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Opportunities for advancement & development				
Workload				
Nature and content of work				
Performance Review and Development Process				
Your ability to provide input into issues that affect your work				

Comments

REMUNERATION AND BENEFITS	Highly satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Present remuneration and benefits in relation to responsibilities				
Other benefits				
Access to flexible working arrangements				

Comments

INTERPERSONAL RELATIONSHIPS	Highly Satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Relationship with immediate supervisor/manager				
Relationship with staff in your Department				
Relationship with staff in other Departments				

Comments

PLEASE COMMENT ON HOW SATISFIED YOU WERE WITH EACH OF THE FOLLOWING

TRAINING AND DEVELOPMENT	Highly Satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Induction				
Initial training and development				
Knowledge of work you were required to do				
Access to additional training programs				

Comments

MANAGEMENT	Highly Satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Communication of company direction and policy				
Feedback on your annual performance review				
Communication of decisions and other issues affecting you				
Competence of your immediate supervisor/manager				

Comments

WORKPLACE CULTURE	YES	NO
Does the culture support all staff to develop and reach their potential?		
Is the culture supportive of the needs of individual groups?		
Does the culture respect individual difference?		
Is the workplace free of harassment and bullying?		

Comments

WORKING AT UPPER LACHLAN SHIRE COUNCIL (ULSC)	YES	NO
Were you employed prior to working here?		
Is ULSC a better organisation to work for than others?		
Would you advise a friend to work for ULSC?		
Would you consider returning to work at ULSC?		

Comments

YOUR NEW JOB	YES	NO
Are you intending to continue working immediately?		
Does your new position offer higher remuneration?		
Does your new position offer greater career responsibility?		

Comments:

Conclusion:

Employee Name: _____ Signature: _____

Date: _____

Interviewer Name: _____ Signature: _____

Date: _____

Thank you for completing this information. Your responses will be treated with total confidence.

Appendix D

EXIT CHECK LIST

The Supervisor of the member of staff leaving the Council must complete this form.

Staff Member: _____ Department: _____

Please discuss the following items with the above staff member and place a check in the box after each item has been returned. If particular item does not apply, write N/A to the left of the box.

Return of Keys/Card/Password

- | | | |
|---|---|--------------------------|
| 1 | All keys (Fob) belonging the ULSC Buildings | <input type="checkbox"/> |
| 2 | Staff name badge | <input type="checkbox"/> |
| 3 | Credit Card | <input type="checkbox"/> |
| 4 | Fuel Card | <input type="checkbox"/> |
| 5 | Vehicle keys & log book | <input type="checkbox"/> |
| 6 | Details of Pin Nos/Passwords/ | <input type="checkbox"/> |

Return of equipment

- | | | |
|---|---|--------------------------|
| 1 | Computer (s) | <input type="checkbox"/> |
| 2 | Software and manuals | <input type="checkbox"/> |
| 3 | Mobile Phone | <input type="checkbox"/> |
| 4 | Pager | <input type="checkbox"/> |
| 5 | Cancel password | <input type="checkbox"/> |
| 6 | Tools purchased by Council for Council use only | <input type="checkbox"/> |

Return of Materials

- | | | |
|---|--------------------------------------|--------------------------|
| 1 | Council Uniforms eg PPE | <input type="checkbox"/> |
| 2 | Council Diary | <input type="checkbox"/> |
| 3 | Relevant Council files and documents | <input type="checkbox"/> |
| 4 | Confidential Council files | <input type="checkbox"/> |

Notification

- | | | |
|---|--|--------------------------|
| 1 | All departments notified | <input type="checkbox"/> |
| 2 | Switchboard notified | <input type="checkbox"/> |
| 3 | Shutdown all relevant network accounts | <input type="checkbox"/> |
| 4 | IT notified of exit | <input type="checkbox"/> |

Director's/Managers/Supervisors signature when complete:

_____ Date: _____

It is essential that all Upper Lachlan Shire Council property be returned to the Council prior to departure date. Final payments will be delayed to employees until this form is completed and returned to the Human Resources Section

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports for the month of December 2019	310
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Reports from Other Committees, Section 355 Committees and Delegates - 19 December 2019

ITEM 16.1

Reports for the month of December 2019

RECOMMENDATION:

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

1. Crookwell Potato Festival – Meeting Minutes 17 October 2019.
2. Canberra Region Joint Organisation Board – Extraordinary Meeting Minutes – 20 November 2019.
3. Canberra Region Joint Organisation Board – Meeting Minutes – 6 December 2019.
4. Crookwell Memorial Hall Committee – Meeting Minutes - 29 August 2019.
5. Crookwell Memorial Hall Committee – Annual General Meeting (AGM) Minutes - 29 August 2019.
6. Crookwell Memorial Hall Committee – Meeting Minutes – 28 November 2019.
7. Collector Oval Committee – Special Meeting Minutes 19 November 2019.
8. Tuena Hall and Recreation Area Committee – Extraordinary Meeting Minutes held 27 November 2019.
9. Gunning Shire Hall and Showground Advisory Committee – Meeting Minutes - 2 December 2019.
10. Upper Lachlan Tourist Association – Meeting Minutes - 3 December 2019.
11. Upper Lachlan Pool Review Committee – Meeting Minutes - 28 November 2019.

ATTACHMENTS

1. ↓	Crookwell Potato Festival - Meeting Minutes 17 October 2019	Attachment
2. ↓	CRJO - Minutes-Extraordinary-Board-Meeting-20-November-2019	Attachment
3. ↓	CRJO - Draft-Minutes-Board-Meeting-6-December-2019	Attachment
4. ↓	Crookwell Memorial Hall - Minutes from General Meeting held 29 August 2019	Attachment
5. ↓	Crookwell Memorial Hall - Minutes from Annual General Meeting held 29 August 2019	Attachment
6. ↓	Crookwell Memorial Hall - General Meeting Minutes - 28 November 2019	Attachment
7. ↓	Collector Oval Committee - Special Meeting Minutes - 19 November 2019	Attachment
8. ↓	Tuena Hall and Recreation Area Committee - Resolution from 29 November 2019	Attachment
9. ↓	Gunning Shire Hall and Showground Advisory Committee - Minutes from meeting held 2 December 2019	Attachment
10. ↓	Tourist Association - Meeting Minutes December 2019	Attachment
11. ↓	Upper Lachlan Pool Review Committee - Minutes from meeting held 28 November 2019	Attachment



Upper Lachlan
the shire of villages

Upper Lachlan Tourist Association
36 Goulburn St Crookwell NSW 2583
Ph 02 4832 1988 Fax 02 4832 0119
Email info@visitupperlachlan.com.au
www.crookwellpotatofestival.com.au

General Manager
Upper Lachlan Shire Council
Crookwell
NSW 2583

28 November 2019

Dear Sir,

Please find enclosed a signed copy of the October minutes of the Crookwell Potato Festival Committee meeting forwarded for your records.

Also enclosed, for your consideration, is an application for membership of the committee from Mandy McDonald. Her application is endorsed by the committee.

Yours sincerely

Darian Cameron
Secretary
Crookwell Potato Festival Committee



Proudly supported by



Minutes of 2019 Crookwell Potato Festival Committee

Date & time	17 October 2019 – 11.00 am
Venue	3 Churchill Street Crookwell
Attended	<ul style="list-style-type: none"> Joyce Edwards (Chair) Sandy Martin Ric Opie Marcus Kollakides Andrew Warren

- **APOLOGIES:**
 - Darian Cameron (Secretary), Pam Kensit, Cheryl Buxton, David Buxton, Beverly Houterman (Treasurer), Jan Pont, Mike Walsh
- **CORRESPONDENCE:**
 - **Out:** Invitation to Ian McNamara – Australia All Over – as guest of honour re-sent to email address
Received letter from Council with Ric Opie and Pam Kensit to represent Council on Potato Committee with Paul Culhane as alternate representative.
- **ACCEPTANCE OF PREVIOUS MINUTES** – All
- **BUSINESS ARISING (shaded items complete)**

Meeting	Action Items	Who	Outcome
22.8.19	Confirmation of roles for 2020 festival	Next meeting	Done
22.8.19	Committee lunch at Kadwell's	MK	TBA when weather permits Looking at February
22.8.19	Arrangements for 200 th Anniversary Dinner	JP, JE and RO	Done – to be run by Potato Festival Committee and added as an agenda item to track arrangements
22.8.19	Seek information re working dog display/competition	MK	Marcus to research
22.8.19	New merchandise ideas	All	Caps, Red Dirt apparel for screen printing, 10 year – committee only
19.9.19	Business Support Package	AW	
19.9.19	Contact Paul Anderson re container	JE	
19.9.19	Contact Decorative Events		

- **TREASURER'S REPORT:**

No report as Treasurer was an apology.
 Invoice from Radio - \$2,200.00
 Car Flyers – Mike Walsh \$7.50

- **GENERAL BUSINESS**

- o Potato Festival Committee lunch at Kadwell's, looking at February 2020.
- o Stall bookings will remain at the same price as last year and bookings will open on 1 December.
- o Stall costings on website.
- o Joyce suggested seeking grants for the proposed container for the showground to hold gear, and for Banners at the entry.
- o Joyce to follow up with Reptile Man and confirm other Childrens Entertainment.
- o Andrew - Airforce Balloon or Helicopter
- o Marcus suggested heavy horses at Showground – contact Paul Anderson
- o Andrew and Joyce to confirm cost of container and rental at Showground for container.
- o Living Legends Dinner – Community to nominate and Committee to decide on who Living Legends will be
- o Jan confirmed the date for the 200th anniversary dinner is 26 April 2020 in the Memorial Hall with Judith from Lavender Farm catering. 160 guests.
- o Cheryl and David Baxter to help as Volunteers whenever needed - not to be on committee
- o Imperative for Treasurer to submit financial records to Council due to changes in Council requirements
- o Ric Opie rang G Kadwell and confirmed the Potato Association will showcase a range of historic equipment
- o Sponsors – email sent to Decorative Events – no response. Last time Joyce spoke with them they said their support was ongoing.
- o Contact has been made concerning Macca's visit, but not confirmed or refused as yet.
- o General entertainment – music – Crooked Corner, local bush band, busking, snake man
- o Suggestion - the Committee mark the 2020 Potato Festival with a T-shirt for the 10th year, for Committee only.

Raffle –

2 Nov –	8.30-10.30	JE and MK
	10.30-12.30	JP and MA
16 Nov –	8.30-10.30	JE and MK
	10.30-12.30	BH and SM
30 Nov –	8.30-10.30	JE and MK
	10.30-12.30	BH and Tony
14 Dec –	8.30-10.30	JE and MK
	10.30-12.30	JP and MA
With	1 st Prize –	Ham - \$50.00
	2 nd –	\$50.00 – Voucher Shoe Shop
	3 rd –	To be confirmed at Harts

Meeting closed 11.35am

Reopened meeting 11.40 – to accept Mandy McDonald's letter of application to be member, on the Potato Festival Committee. Moved Ric Opie, seconded Marcus Kollakides.

Meeting reclosed 11.45.

- **Next meeting 11 am 21 November 2019**

Signed as a true and accurate record.



Date: 21.11.19

MANDY McDONALD

41 Cowper Street

Crookwell

NSW 2583

0435 243 080

THE GENERAL MANAGER

Upper Lachlan Shire Council

Crookwell

NSW C2583

Monday 23 September, 2019

Dear Sir,

RE; CROOKWELL POTATO FESTIVAL

S.355 COMMITTEE

I should be grateful if you would consider my application to join this committee.

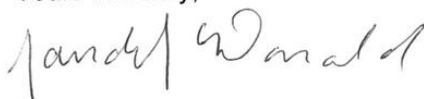
I have supported the Crookwell Potato Festival for many years through our enterprise the Tea House Gallery and would now like to play a more dynamic role.

I have extensive experience working with volunteer committees and organisations, including S.355 committees.

The Crookwell Potato Festival is a premier event for showcasing the wonderful town of Crookwell and its environs. I feel that my organisational skills and creative flair could be put to good use by the Crookwell Potato Festival organisers in its endeavours.

Should you require further information please do not hesitate to contact me.

Yours faithfully,



Mandy McDonald

COMMITTEES AND VOLUNTEER ORGANISATIONS EXPERIENCE

- Australian Podiatry Association NSW. President and Council
- Crookwell District Art Gallery. Grants applications. Publicity officer.
- Crookwell and Taralga Aged Care Association. Volunteer arts and crafts facilitator.
- Crookwell Library Friends. Weekly Story Time for pre schoolers.
- PrimaryEthics. Ethics teacher Crookwell Public School.
- Crookwell Evening VIEW Club. Programs Officer.
- Gallery On Track. Publicity Officer.

CRJO BOARD MEETING MINUTES WEDNESDAY, 20 NOVEMBER 2019



1. MEETING OPENED

The CRJO Chair opened the meeting at 10:05am.

2. WELCOME & INTRODUCTIONS

MEMBERS	
Bega Valley Shire Council	Cr Kristy McBain – Deputy Chair Ms Leanne Barnes OAM
Eurobodalla Shire Council	Cr Liz Innes
Goulburn Mulwaree Council	Cr Bob Kirk
Hilltops Council	Cr Brian Ingram
Queanbeyan-Palerang Regional Council	Cr Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Cr Peter Beer
Snowy Valleys Council	Cr James Hayes OAM
Wingecarribee Shire Council	Cr Duncan Gair Ms Ann Prendergast
Yass Valley Council	Cr Rowena Abbey – Chair
Canberra Region Joint Organisation	Ms Gabrielle Cusack Ms Nikolina Marinovic

3. APOLOGIES

RESOLVED

That the apologies of Dr Catherine Dale, Mr Warwick Bennett, Dr Edwina Marks, Mr Peter Bascomb, Mr Matthew Hyde, Cr John Stafford, Mr Andrew Croke and Mr Chris Berry be accepted.

Moved Cr T. Overall / Cr B. Ingram

Carried



4. JOINT ORGANISATION SUPPLEMENT TO LOCAL GOVERNMENT CODE OF ACCOUNT PRACTICE AND FINANCIAL REPORTING FROM 1 JULY 2018 TO 30 JUNE 2019

RESOLVED

That the Board

1. *Accept the General Purpose Financial Statements for the period 9 May 2018 to 30 June 2019, and:*
 - i. *Adopts the 2018-2019 Financial Report for the period ending 30 June 2019, and that the Financial Report presents fairly the Joint Organisation operating result and financial position for the year.*
 - ii. *Accepts that the reports have been prepared in accordance with the Local Government Act 1993, (as amended) and Regulations made thereafter; the Australian Accounting Standards and professional pronouncements; and the Joint Organisation Code of Accounting Practice and Financial Reporting.*
 - iii. *Section 413(2)(c) requires the Financial Report be signed by the Chairperson, Executive Officer, and the Deputy Chairperson and they recognise that the signatories are not aware of anything that would make the Financial Report false or misleading in any way.*
2. *Agree that the General Purpose Financial Statements and Statement by Members of the Board be signed and provided to the NSW Audit Office in order to release the official audit report; and*
3. *That the General Purpose Financial Statements, Statement by Members of the Board and official audit report be supplied to the Office of Local Government by 6 December 2019.*

Moved Cr B. Kirk / Cr T. Overall

Carried

ACKNOWLEDGEMENT

The CRJO Chair recognised and acknowledged the hard work of CRJO staff over the past two months in managing the audit process, establishing a financial system that is efficient and concise. The Chair also acknowledged the contribution of Goulburn Mulwaree Council and Upper Lachlan Shire Council in regards to the financial governance oversight. This was reaffirmed by Cr Liz Innes.



4. CRJO ANNUAL PERFORMANCE STATEMENTS

RESOLVED

That the Board approve the draft CRJO Annual Performance Statement and that the approved version be provided to the Office of Local Government before 30 November 2019 to meet legislation.

Moved Cr D. Gair / Cr K. McBain

Carried

ACKNOWLEDGEMENT

Cr Liz Innes congratulated the CRJO Chair Cr Abbey on becoming the Chair of Chairs of the Regional NSW Joint Organisation Network.

5. MEETING CLOSE

The CRJO Chair closed the meeting at 10:13am

CRJO BOARD MEETING FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



1. Opening Meeting & Acknowledgement of Country

CRJO Chair Mayor Rowena Abbey opened the meeting at 8:36am and made the following acknowledgement;

"I wish to acknowledge the Aboriginal elders past and present as well as emerging leaders, and acknowledge the traditional custodians of the land upon which we meet today."

2. Presentations

2.1. NSW DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT

The NSW Department of Planning, Industry and Environment were not in attendance at the meeting, and no presentation was received.

3. Apologies

RESOLVED

That the apologies of Ms Leanne Barnes OAM, Cr Liz Innes, Dr Catherine Dale, Cr John Stafford, Mr Anthony Basford, Cr Greg Conkey OAM, Mr Peter Thompson and Ms Heidi Stratford be accepted and that a leave of absence be granted.

Moved Cr B. Ingram / Cr B. Kirk

Carried

4. Disclosure of Interest

Nil

5. Resolve into the Committee of the Whole

Not applicable.

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



6. Urgent/Additional Business

RESOLVED

1. *The CRJO Board resolved to accept the following items as urgent or additional business and deal with these matters at the end of the Business Paper.*
 - *CRJO Councils Assisting Fire Affected Councils in Northern NSW*
 - *Discussion on ACT Waste Roundtable*
 - *Cost of Election*
 - *Meeting with TransGrid*
2. *That the CRJO Code of Meeting practice be reviewed and updated and presented at the February 2020 Board meeting.*

Moved Cr B. Kirk / Cr B. Ingram

Carried

7. Confirmation of Minutes

RESOLVED

That the CRJO Board Meeting Minutes from the ordinary meeting held 17 October 2019 and the extraordinary meeting held 20 November 2019 be confirmed.

Moved Cr K. McBain / Cr T. Overall

Carried

8. Chair's Minute

Nil

9. Notice of Motion(s)

Nil

10. Notice of Rescission(s)

Nil

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11. Reports to Joint Organisation

Cr Peter Beer joined the meeting at 8:56am.

11.1. Independent Auditor's Report

RESOLVED

That the CRJO Board

1. *Note the Report on the Conduct of the Audit for the year ended 30 June 2019 and the Independent Auditor's Report as of 30 June 2019, provided by the Delegate of the Auditor-General for New South Wales.*
2. *That the CRJO Board write to the Auditor General and Minister of Local Government regarding the high cost of the 2018-19 financial year audit.*

Moved Cr D. Gair / Cr K. McBain

Carried

11.2. CRJO Chair's Report

RESOLVED

That the CRJO Board

1. *Note the CRJO Chair's Report as received.*
2. *Endorse the election of a Chair and Deputy Chair of the NSW Joint Organisations Chair's Forum is endorsed.*
3. *Agree that the definition of Financial Sustainability, for the purpose of the taskforce, be determined as a "Joint Organisation will be financially sustainable over the long term when it is able to achieve sufficient funding and deliver on the Strategic Regional Priorities agreed with its members and stakeholders."*
4. *Prepare a position paper and request a meeting with the Minister for Local Government, Executive Officer of Office of Local Government and the Secretary of the Department of Planning, Industry and Environment to discuss financial sustainability, the purpose of the Joint Organisation and ongoing funding.*

Moved Cr T. Overall / Cr P. Beer

Carried

Mr Peter Bascomb joined the meeting at 9:12am.

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11.3. CRJO Finance Report to 31 October 2019

RESOLVED

That the CRJO Board

1. *Note the financial position of the CRJO as at 31 October 2019.*
2. *Note CRJO's intention to fully review the 2019/20 budget position and undertake forward financial forecasting to improve transparency and achieve a high standard of accuracy of the financial data.*
3. *Note a full financial report for the 2020-21 financial year will be prepared for the Friday, 28 February 2020 CRJO Board Meeting.*

Moved Cr K. McBain / Cr J. Hayes

Carried

11.4. CRJO Membership Fees: 2020-2021 and 2021-2022 FY

RESOLVED

That the CRJO Board

1. *Note the report regarding the proposed membership fee structure for the next two financial years – being 2020-2021 and 2021-2022.*
2. *Resolve to adopt the proposed membership fee structure for the 2020-2021 financial year, which consists of:*
 - *A Flat Fee = \$10,000 and*
 - *A Population fee of \$0.77 per head*
3. *Resolve to adopt the membership fee structure for the 2021-2022 financial year be in line with the rate peg increase of 2.5%.*
4. *The resolution to adopt the membership fees for both financial years will be reflected in the CRJO Revenue Policy 2020-2021.*

Moved Cr B. Kirk / Cr T. Overall

Carried

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11.5. CRJO Business Plan 2019-20

RESOLVED

That the CRJO Board

1. *Adopt the CRJO Business Plan 2019/2020.*
2. *Note the Business Plan will be revised for the 2020/21 financial year and will be tabled for adoption at CRJO Board Meeting 28 February 2020.*

Moved Cr T. Overall / Cr B. Kirk

Carried

11.6. CRJO Communication & Engagement Strategy

RESOLVED

That the CRJO Board adopt the CRJO Communication and Engagement Strategy.

Moved Cr K. McBain / Cr B. Ingram

Carried

11.7. CRJO Policies

RESOLVED

That the CRJO Board resolve to adopt the following policies:

- *Credit Card Policy*
- *Records Management Policy*
- *Information and Communication Technology Policy*
- *Statement of Business Ethics*
- *Procurement Policy – with the addition of point 6.5 “access to the ACT Government contracts.”*

Moved Cr P. Beer / Cr B. Kirk

Carried

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11.8. Designated Persons Return

RESOLVED

That the CRJO Board

1. *Note the report from the Chair of GMAG on Designated Persons Return be received.*
2. *State that all Board members of member Councils, General Managers of member Councils and the CRJO Executive Officer be declared Designated Persons pursuant to the Local Government Act and the Model Code of Conduct.*
3. *Request to receive completed Designated Persons Declarations from the respective Councils to form the CRJO register.*

Moved Cr B. Ingram / Cr D. Gair

Carried

11.9. General Managers Advisory Group Meeting Summary – 15 November 2019

RESOLVED

That the CRJO Board note the summary from the General Managers Advisory Group meeting of 15 November 2019 by the Chair of GMAG be received.

Moved Cr B. Kirk / Cr D. Gair

Carried

Gabrielle Cusack and Nikolina Marinovic left the meeting at 9:55 AM.

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11.10. CRJO Organisational Review

RESOLVED

That the CRJO Board

1. *Note the Organisational Review prepared by Mr Paul Spyve as received.*
2. *Endorse the following recommendations:*

Recommendation 1:

That the Position Descriptions for the Executive Officer and the Director Government Relations and Strategy be revised to place a greater emphasis on fostering the strategic relationship with the ACT Government and how they can leverage the Memorandum of Understanding to ensure it provides for a strong and viable working relationship between the participating parties.

Recommendation 2:

That the CRJO Board set a minimum working capital level for the organisation and the achievement of an ongoing balanced budget as recommended by the CFO review.

Recommendation 3:

That in recognition all Joint Organisations are compulsory organisations set up under the Local Government Act the CRJO continue to lobby the NSW Government in partnership with its fellow Joint Organisations for ongoing financial assistance to assist with their long term financial sustainability.

Recommendation 4:

That the CRJO needs to look at ensuring a far more reliable source for its operational funding other than placing a charge against grants. Possible options it could consider are:

- (1) Combining the EO and Director positions to create staff savings in its salaries budget to bring staff costs more closely into line with the funding available from Membership fees
- (2) Look at expanding Affiliate Membership which could potentially bring in an additional \$60k p.a. in membership fees.

Recommendation 5:

That the General Managers Group give priority to updating and finalising the existing Draft Business Plan 2019-2020 so that it can be submitted to the Board for adoption

Recommendation 6:

That the Acting CEO continue to work with the consultant (Jennifer Lang) to complete the refinement of the CRJO's financial system and that the outcome of this work be reflected in the structure of the organisation's Business Plan.

Recommendation 7:

That the Working Group give urgency to completing the CRJO Communication and Engagement Plan which has been identified by the NSW Government as a critical pathway action to be implemented.

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



Recommendation 8:

That consideration be given to combining the positions of Executive Officer and Director to provide for:

- The day to day management of the organisation
- The high level advocacy, and
- coordination of strategic priorities/projects

Recommendation 9:

That consideration be given to making the Executive Support Officer permanent full time to provide for administrative support within the JO (including all low level financial functions, payments, reconciliations, meeting organisation and support).

Recommendation 10:

That consideration be given to setting up a system via either contracts or Service Level Agreements with a member council or member councils to provide for high level financial management services.

Recommendation 11:

That the CRJO identify who constitute 'designated persons' within its organisation structure and require them to complete a designated person's return as required by S449 of the Local Government Act and that these returns be kept in a publicly available register.

Recommendation 12:

That the CRJO develop the following policies to ensure it meets good governance requirements:

- Credit Card Policy
 - Records Management Policy
 - IT Policy
 - Petty Cash Policy
 - Internal Reporting Policy
 - Statement of Business Ethics
 - Procurement Policy
3. *Acknowledge the progress made to date with five recommendations completed, noting that in relation to Recommendation 4 that the Board supports the current membership structure and fees.*
 4. *Note that a further report on the structure, position descriptions, and recruitment process for the roles be presented to the February 2020 Board meeting.*

Moved Cr B. Ingram / Cr B. Kirk

Carried

The meeting adjourned at 10:10am and resumed at 10:17am when Gabrielle Cusack and Nikolina Marinovic returned to the meeting.

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11.11. Joint Organisation Capacity Building Fund

RESOLVED

That the CRJO Board

1. *Note and receive the report on CRJO project applications under the Joint Organisation Capacity Building Fund.*
2. *Note the collaboration with Joint Organisations across South East NSW on Best Practice in Aggregated Procurement.*
3. *Note the co-contribution of \$20K toward the Best Practice in Aggregated Procurement.*
4. *Note the funding proposal of \$130K for the CRJO Regional Workforce Strategy and Regional Shared Services across the Canberra Region.*

Moved Cr T. Overall / Cr P. Beer

Carried

11.12. CRJO Operational Report

RESOLVED

That the CRJO Board receive the CRJO Operational Report and update.

Moved Cr B. Ingram / Cr D. Gair

Carried

11.13. CRJO Working Groups – Update

RESOLVED

That the CRJO Board

1. *Note the CRJO Working Groups – Update report as received.*
2. *Note the proposal by the Community Wellbeing and IP&R Working Group to develop three projects; (1) development of a Regional Community Strategic Plan, (2) a joint Regional Wellbeing Survey and (3) a joint community satisfaction aspect be incorporated into the Regional Wellbeing Survey and that each Council make a decision if they participate.*

Moved Cr J. Hayes / Cr B. Kirk

Carried

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11.14. Office of Local Government Audit & Risk

RESOLVED

That the CRJO Board

1. *Note the new Internal Audit Risk Management Guidelines advice from the Office of Local Government.*
2. *The CRJO Chair write to OLG in response to the guidelines stating that the CRJO:*
 - a. *Supports a strategic approach to internal audit and risk management;*
 - b. *Suggests a more outcome focus than prescriptive approach;*
 - c. *Is not supportive of leveraging Section 377 of the Local Government Act where Councils delegate internal audit and risk management functions to the JO; and*
 - d. *Notes the diversion of resource required for a Joint Organisation to fulfill these guidelines will be counterproductive and is at risk of contributing to the JO network failure, as additional resourcing will be required without funding.*
3. *Defer establishment of an Audit Committee at this time.*

Moved Cr D. Gair / Cr T. Overall

Carried

11.15. CRJO Meeting Dates 2020

RESOLVED

That the CRJO Board

1. *Note the proposed GMAG and CRJO Board meeting dates for 2020.*
2. *Confirm that the Board meeting for 27 and 28 February 2020 be held in Canberra.*
3. *Be provided with each Council's meeting dates to assist in the confirmation of the 2020 CRJO Board Meeting calendar.*

Moved Cr B. Ingram / Cr K. McBain

Carried

CRJO BOARD MEETING MINUTES
FRIDAY, 6 DECEMBER 2019
SNOWY VALLEYS COUNCIL CHAMBERS



11.16. CRJO Councils Assisting Fire Affected Councils in Northern NSW

NOTED

That it be noted that a discussion was held and each individual Council are to choose their own action.

Moved Cr J. Hayes / Cr P. Beer

Carried

11.17 Discussion on ACT Waste Roundtable
RESOLVED

That the CRJO Board write to the NSW and ACT Environment, Waste & Recycling Ministers to jointly prepare a Regional Waste Prospectus utilising the CRJO framework to capture public and private infrastructure and proposed investments, to then inform a Regional Waste Strategy to attract government and private sector funding.

Moved Cr T. Overall / Cr K. McBain

Carried

11.18 Cost of Election
RESOLVED

That the CRJO Board write to the Minister for Local Government expressing concern over the significant price increases and offering expert advice of the CRJO to introduce the options of electronic or postal voting.

Moved Cr J. Hayes / Cr K. McBain

Against Cr D. Gair

Carried

11.19 Meeting with TransGrid
NOTED

That the information be noted.

CRJO BOARD MEETING MINUTES FRIDAY, 6 DECEMBER 2019 SNOWY VALLEYS COUNCIL CHAMBERS



11.20 Boundaries Commission

RESOLVED

That the CRJO Board write to the NSW Premier, Deputy Premier, Minister for Local Government and copy all Local Members stating that CRJO's concern with the disruption to Local Government in the Canberra region over the past three years and strongly advocates against any demergers.

Moved Cr B. Kirk / Cr T. Overall

Carried

12. Confidential Matters

Nil

13. Resolve into the Board

Not applicable

14. Adoption of Decision of Committee of the Whole

Not applicable

15. Close

The meeting was closed by the Chair at 11:52am.

DRAFT

**Minutes of the Crookwell Management Committee
General Meeting held on Thursday 29th August, 2019**

Present: R. Bill, M. Wheelwright, B. Proudman, W Smart, M Willis and S. Bill

Apologies: M. Olde, R. Huskinson and J. Proudman

Minutes of the previous General Meeting held on Thursday 30th May 2019 were tabled. It was moved by Margaret Wheelwright and seconded by B Proudman that the minutes be accepted. Carried

BUSINESS ARISING

- **Kitchen** - Progressing - Josh Proudman is working on plans and pricing. When this is completed we will put a DA into Council
- **Chair Cleaning** - We are waiting for warmer weather to attend to this job.
- **Painting** - This job is nearly completed. The painter had to finish another job and will then return to complete the hall.
- **New Refrigerator** - This purchase has been put off until the kitchen plans are organized.

REPORTS

President - Robert Bill reported on bookings with KAOS coming up in November and we have our usual weekly bookings.

TREASURER

Treasurer -- Wal Smart tabled the report showing a closing balance at 28th August 2019 of \$29,364.10 with Income of \$1,047.61 and Expenditure of \$2,200.49

It was moved by Wal Smart and seconded by Margaret Wheelwright that the Treasurer's report be accepted - carried

It was moved by B. Proudman and seconded by S. Bill that we close the Term Deposit and transfer the funds into the General Account. - Carried

CORRESPONDENCE

Incoming:

- ULSC - Asbestos Report - via email
- ULSC - Audit letter for 2019

Outgoing

- CADS - letter of support regarding their grant proposal for lighting upgrade

GENERAL BUSINESS

- **Power Supply** - Wal Smart mention we are presently paying for all the electricity in the hall (except the Library). The individual metres need to be read and accounts distributed to the user groups.

- CADS Grant - Sandra Bill reported that the use of LEDS will half the power bill for the lighting.

Next meeting Thursday 21st November 2019

Meeting closed 6.40pm

**Minutes of the Crookwell Memorial Hall Management Committee
Annual General Meeting for 2019
held on Thursday 29th August, 2019**

Present: R. Bill, M. Wheelwright, B. Proudman, W Smart, M Willis and S. Bill

Apologies: M. Olde, R. Huskinson and J. Proudman

Minutes of the previous Annual General Meeting on Thursday 23rd August 2018 were read. It was moved by R. Bill and seconded by W. Smart that the minutes be accepted. Carried

Reports:

President:

I have pleasure in presenting this year's report, mostly because it means that another 12 months has gone by and we have successfully maintained and preserved this wonderful hall. This is a task that we take seriously in doing as too many country halls have disappeared over the years because of lack of maintenance and people caring. This is a community asset and needs to be looked after.

The gardens are being looked after and attended to regularly. We are having the front of the hall painted. This is not finished as yet due to the painter having other work to complete and complications arising from electricity problems. This has been addressed by council and work will recommence as soon as weather and commitments allow.

We have had the heaters revamped they are working much better, covered all the vents in the walls to keep heat in, added new heaters in the dressing rooms. These are working well making it comfortable to use during stage shows. The heating will always be a problem owing to the size of the hall and the thickness of the walls, takes a very long time to get heat into them. Groups need to look at what time of year they plan there functions.

We now have to be very aware of asbestos in the hall when undertaking and repairs and new construction. Council's employee Mr Adam Moorby has sent through a copy of requirements, this will be put on file to be used for further advice.

I would like to thank the Library for making their premises available to us for our meetings, this makes meeting in a warm and comfortable environment more pleasurable.

I have been trying to get quotes to have the kitchen revamped. I have tried Kitchen people from Goulburn and Crookwell. Some are not interested and some don't turn up when promised. I have contacted Mr. Josh Proudman who is in the process of compiling a quote and plans for us to look at. My thanks to Council for supplying us with some invaluable advice and information for this project.

I would like to thank all of you for your help and guidance over the last 12 months without your input and care we would not be able to continue maintaining such a wonderful community asset.

It was moved by R. Bill and seconded by M. Wheelwright that the President's Report be accepted. Carried

Treasurer: - Wal Smart

The Treasurer's report was tabled showing a closing balance on our General Account of \$30,516.98 with Income of 33,011.70 and Expenditure of \$26,447.23.
Our Term Deposit is \$10,167.67.

It was moved by W Smart and seconded by B. Proudman that the Treasurer's Report be accepted.- Carried

Cash Card

It was moved by Brenda Proudman and seconded by Mary Willis that a Cash Card be issued through the CBA Bank to be used by the President and Treasurer. - Carried

ELLECTION OF OFFICE BEARERS

President Robert Bill
Secretary Margaret Wheelwright
Treasurer: Wal Smart

Committee Members

Michaela Olde
Brenda Proudman
Rob Huskinson
Josh Proudman
Dallas Atkins

Interest Group Members

Historical Society - Mary Willis
Arts Council - Margaret Wanson
CADS - Sandra Bill

Meeting Closed at 6.10pm

**Minutes of the Crookwell Management Committee
General Meeting held on Thursday 28th November, 2019**

Present: R. Bill, M. Wheelwright, W. Smart, M. Olde, M. Willis

Apologies: B. Proudman, S. Bill

Minutes of the previous General Meeting held on Thursday 29th August, 2019 were tabled. It was moved by Margaret Wheelwright and seconded by Wal Smart that the Minutes be accepted - Carried

BUSINESS ARISING

- **Kitchen:** On 16th October, a letter together with a copy of the quote received from Josh Proudman was sent to Andrew Croke at Upper Lachlan Shire Council advising our plans to update the kitchen and requesting any information we may need regarding a DA and permission to go ahead. To date no reply has been received. Margaret Wheelwright will email Andrew and enquire as to where they are up to.
- Chair Cleaning: nothing to report
- Cash Card: nothing to report - Robert Bill and Wal Smart will look into the matter
- Refrigerator purchase: This is being held over until the kitchen is completed.

REPORTS

Presidents: Robert Bill reported there had been a cleanup of the hall yard. A defibrillator has been installed in the foyer. The CADS application for a grant to upgrade the lighting in the hall has been very successful with the full \$50,000 being granted.

TREASURER

Wal Smart tabled a report from 1st July to 28th November showing a closing bank balance of \$34,230.99 with income of \$16,777. and expenditure of \$13,063.60. Term Deposit Account balance is \$10,234.14. It was moved by Wal Smart and seconded by Michaela Olde that the Treasurer's report be accepted - Carried

CORRESPONDENCE

Incomming:

- Crookwell District Arts Council

Outgoing:

- Andrew Croke Upper Lachlan Shire Council

MEETING DATES FOR 2020

Thursday 27th February, Thursday 28th May, Thursday 20th August (AGM) and Thursday 19th November. Meetings are at 5.30pm in the Crookwell Library unless otherwise notified.

Meeting closed 6.20pm

Collector Oval Committee

MINUTES OF SPECIAL MEETING 19/11/19

Special Meeting Opened - 19:09

Attendance

Andrew Chiswell, Gary Poile, Graham Pietsch, John Searl, Michael Duck, Peter Mauragani, Kristy Quigg, Gary Daw, Serenity Warby, Bob Carter.

Special Business:

To address the issue of damage to the Collector Oval surface by rabbits.

Resolution

- The Collector Oval Committee seeks approval to deal with the hazardous conditions created by rabbits on the Collector Oval by erecting a temporary rabbit proof fence. Further that the Collector Oval Committee request assistance from Council in the form of materials and/or finances to complete the rabbit proof fence around the Collector Oval as a priority.
 - Moved Andrew Chiswell / Bob Carter
 - Carried (Unanimously)

Foot Note to Resolution

The Collector Oval Committee has organised working bees on the 7th and 8th of December to erect the fence and to ameliorate the existing damage on the oval. The assistance we seek is in the form of materials to erect the fence, namely;

- Five rolls of 100m x 900mm high wire netting.
- One hundred and fifty star pickets with caps.
- One 1500m roll of tie easy plain wire
 - Best quote has been \$2,716.00

Volunteer labour and equipment will be used to;

- Smooth the playing surface
 - Eight hours, tractor and operator.
- Erect fence
 - Sixty four hours labour and small gear equipment.

Please note also that, the local school does not use or invite other schools to take part in sporting exchanges and other local sporting groups have endeavoured to negate the liability they perceive in the use of our local oval because of the condition of the oval surface. This committee is determined to provide a safe playing surface for locals and visitors.

Meeting Closed - 19:43

Tuena Hall & Recreation Area Committee

Bathurst Street, Tuena NSW 2583 PH. 02 48345267

A section 355 committee of Upper Lachlan Shire Council

Extraordinary Meeting 27.11.2019

**Re: Temporary Fence erected on 20.11.2019
at Lot 11 Church Street TUENA.**

Mr Ron Ellem(Owner)

Present: Bev Hall, Lesley Hall, Robyn Hall, Robyn Cartwright, Barb Blankenzee, Molly Mapes, Bob Cowey, June Lonigan, Vince Lonigan, Joy Collins, Jenelle Parsons, Geoff Maine, Jill Cowey, Joanne Sweeten, Greg Andrews, Gabrielle Saville.

Meeting Commenced: 2.30pm

Jill (President) opened the meeting by thanking everyone for coming and gave an overview of the situation. Stating that Mr Ellem has erected a temporary fence adjacent to his property and we have no way of knowing if this fence is in fact entirely on his property or encroaching on public land.

I expanded on this by relaying how we got to the point of calling this meeting. I read an excerpt of the minutes of the General Meeting held on June 5th 2019, when this situation was first brought to our attention and all correspondence between the Committee and Council via email and a letter we sent to Ron addressing our concerns. Mr Ellem had provided us with a lot map of his property and when this is compared to the relevant Six Maps for these blocks it APPEARS to show that the fence that has been erected does not follow boundary lines.

Discussion was initiated by Mr Greg Andrews and Joanne Sweeten (who appeared to act on behalf of Mr Ellem) about the intention of the committee and it was relayed to them that we support the right of Mr Ellem to fence his property but as he has not had his property surveyed he also does not know where the exact boundary is and has assumed that he owns more land than he possibly does. Previous to this meeting Mr Ellem implied that he owned the entire strip of land down to the sporting ground.

Mr Andrews and Ms Sweeten were shown both the document provided by Mr Ellem and the Six Maps aerial representation of the same blocks and once a line was drawn to indicate the position of the temporary fence could see our concern. Mr Andrews then suggested that there was a breakdown in communication

between parties, we agreed with this. The fence was erected on 20th November and at that time we attempted unsuccessfully to communicate with Mr Ellem.

June Lonegan proposed that the Committee write a letter to council addressing our concerns about the position of the temporary fence and ask Council to investigate this matter. It was suggested that Council write to Mr Ellem asking him to provide a survey report of his property to determine if the fence complies with this report as we SUGGEST it appears to encroach on community land.

Joy Collins seconded this proposal.

In agreement: 13 including Mr Andrews. Abstained: Ms Sweeten

Barb Blankenzee had left the meeting before the vote.

Resolution Passed. I will write this letter presenting it to the President for approval before forwarding to Council.

Ms Sweeten, who refers to Mr Ellem as Uncle Ron, indicated that he would be open to discussion with Council.

I gave Ms Sweeten a copy of all the correspondence between the committee and council to pass on to Mr Ellem.

Mr Ellem chose not to attend this meeting.

Meeting closed 2.55pm.

Gabrielle Saville

Secretary.

Tuena Hall & Recreation Area Committee

Bathurst Street, Tuena NSW 2583 PH. 02 48345267

A section 355 committee of Upper Lachlan Shire Council

28th November 2019.

Dear Sir,

At an Extraordinary meeting of the Tuena Hall and Recreation Area Committee held yesterday 27th November 2019 a resolution was passed to write to council addressing the concerns raised at the meeting over a temporary fence erected by Mr Ron Ellem adjacent to his property. The concern is that as no survey of this land has been done we have no way of knowing if this fence is on Mr Ellem's property or on Crown Land.

Mr Ellem's address is Lot 11 Church Street Tuena NSW.

As per the resolution we request the Upper Lachlan Shire Council investigate this matter.



This issue has distressed many in our local community.

Sincerely

Gabrielle Saville
Secretary.

Gunning Shire Hall and Showground Advisory Committee

Meeting of 2 December 2019, 4.30pm
Upper Lachlan Council Chamber, Gunning

Minutes

1. Attendance and apologies

In attendance: Kelly Dowling (Chair), Michael Coley (Secretary), Councillor John Searl, Sue Hope, Kathy Johnson, Roslyn McLoughlin, Vanessa Mackay, Belinda Cosgrove, Gavin Douglas and Tina Dodson (Council adviser)

Apologies: Kay Walmsley, Karen Chapple, Sammi Southwell, Melinda Willoughby, Peta Luck, Frank Hannan

Apologies accepted (John/Kelly - carried)

Recommendations to Council

That Council:

- agrees to immediate maintenance of the Announcers' Box on safety grounds;
- notes the Committee's unanimous support of the Council staff's proposal that the Announcer's Box be replaced; and
- notes the considerable efforts being made by Committee members representing organisations on the Committee to secure funding for a variety of important projects.

2. Confirmation of the minutes of the meeting on 2 September 2019

Minutes confirmed (Kelly/Kathy - carried)

3. Matters arising from the minutes

Kelly as chair drew attention to a letter she had drafted proposing that the Committee support an application for a Regional Agricultural Show grant for \$110,000, consisting of \$62,000 for the shearing shed, \$16,000 for the PA system and \$27,000 for the camp draft arena. The letter had been included in the Committee members' papers for the meeting.

Kelly moved, seconded by Belinda, that the letter be approved by the Committee subject to the addition of Gunning District Association and the Lions Club of Gunning as members of the Committee - carried

- PAI and Pony Club projects
- Announcers' Box (including PA system)
- Gunning Showground grant (list compiled by Belinda Cosgrove)
- Quotations for various elements for Showground developments (Belinda Cosgrove)

The Committee noted the information and thanked Belinda for her work in obtaining quotes and coordinating the various projects, noting that funds were being sought from various sources for the projects. The Gunning Pony Club had received a grant of \$13,000 for fencing and gates at the area adjacent to the camp draft arena and the dressage area.

In regard to the Announcers' Box, the Secretary drew attention to correspondence he had received from Council advising of a workplace health and safety inspection of the Box. The inspection advised that certain maintenance would be carried out to the ground floor but owing to safety issues the upper floor was not to be used. Tina advised that Council staff would put forward submissions both for the immediate maintenance and for the replacement of the Box. The latter would be included in the Council's Operations Plan considerations for 2020-21.

Sue offered to obtain model designs of similar facilities in Braidwood and Adaminaby.

- Means of support for grant applications

The Secretary advised that he had included this on the agenda. It was agreed that it was important that in seeking grants and Council support for projects the Committee present a unified front.

- Gunning District Association projects (Gavin Douglas - GDA). Noted that:
 - Amenities block - Council was seeking a Stronger Communities grant for this project
 - Skate park lighting - Council will seek appropriate funding when it becomes available
 - Inclusive playground - the Secretary reported on advice from Sammi Southwell that money being raised by Bailey's Garage would be available when required. Gavin stated that funds were being sought but this was a major and costly project.
 - Gym - Gavin reported that this would be completed by February.
 - Barbecue - Gavin advised that he had received a letter from Council that afternoon confirming Council's agreement in principle to the proposal.
 - Rotunda - the Secretary reported the Sammi Southwell had suggested that the rotunda be repainted to match the gym equipment.
 - Fencing near the gates adjacent to the gym and related precinct - Gavin advised that this was being pursued using funds that had been secured by Linus. Agreed this should be done within the available budget with regard to efficiency rather than aesthetics.
- Other outstanding items:
 - Shire Hall lighting - the Chair, Secretary and Tina reported on a recent email from Gunning Focus Group (Bob Spiller) taking this project forward following advice for Council's Adam Moorby. Agreed that this was an important development for a project that had long been needed.
- Other items raised by the Pony Club:
 - Tree planting around the dressage arena.
 - A seated area and awning at the Club House.
 - Resurfacing of the campdraft arena.

These items were deferred as Melinda Willoughby was unable to be present.

- Operational Plan priorities to be put to Council by 17 January.

Moved Kelly, seconded Belinda that the Operational Plan priorities for 2020-21 would be:

- 1. Showground fencing (Kelly will update the proposal put forward in the 2019-20 Operations Plan submission)**
- 2. Shire Hall lighting (the Secretary will seek details from Bob Spiller; the Committee notes that the Gunning Focus Group will also include this as a priority)**
- 3. Ground lighting (Kathy Johnson will pursue details)**

Carried

The Secretary asked that all material reach him by 10 January in time for submissions to get to Council by 17 January.

4. Correspondence

Most items of correspondence had been dealt with as the matters being dealt with were being discussed.

In:

- Items from Belinda
- Kelly re Regional Agricultural Shows grant
- Gunning Focus Group re Shire Hall lighting
- Sammi Southwell re the inclusive playground and rotunda
- Adam Moorby ((ULSC) re the Announcers' Box
- Karen Chapple - advising that the fridge in the Hall kitchen had been left closed resulting in the accumulation of mould - it was agreed that a sign should be placed on the fridge reminding users of the need to keep the door open when the fridge was not in use.

5. Report from ULSC

The meeting noted the continuing cooperation and advice from Tina and that at present there were no new items to be raised from Council

6. New items

- Letter of support from the Committee re Regional Agricultural Shows grant
- Aerating the Showground - Belinda advised of the need for this and Tina agreed to
- Maintenance issues re the eastern toilet block: noticed that this had been a specific issue and had been addressed.
- Arrangements for clashing bookings: the Chair stated that issues between participants should be dealt with one to one and not be considered by the Committee - agreed.

7. Next meeting (2 March)

Upper Lachlan Shire Council

MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING HELD ON TUESDAY, 3RD DECEMBER 2019, AT CROOKWELL VISITOR INFORMATION CENTRE.

Meeting commenced at 2.08 pm

Present: Clr John Searl, Judith Basile, Margaret McPherson, Leslie Bush, Cristy O'Sullivan, Lucy Lindner, Andrew Warren

1. WELCOME – Clr Searl declared the meeting open.

2. APOLOGIES

Apologies were received from Clr R.Opie, A.Croke and W.Hill,
Moved: J. Basile, M. McPherson

3. DECLARATIONS OF INTEREST

Nil

4. MINUTES OF PREVIOUS MEETING

Committee confirmed minutes as accurate without correction.
Moved: L.Lindner, J.Basile

5. BUSINESS ARISING

Nil

6. CORRESPONDENCE

Correspondence Items (a) and (b)
Moved: M. McPherson, J.Basile

- a. DSNSW – Newsletter
- b. Kiamma Creek Landcare – Letter of thanks

7. FINANCE REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.
Moved: J.Basile, C.O'Sullivan

8. TOURISM ACTIVITY REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.
Moved: L.Bush, J.Basile

9. DSNSW PROJECT UPDATES

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: L.Lindner, J.Basile

10. GENERAL BUSINESS

C.O’Sullivan – advised that she has resigned from the Taralga Hotel effective 7/12/19 however will remain in the area for the time being.

Meeting closed 3.14pm

Next meeting will be on Tuesday 4th February 2020 at 2pm at the Crookwell Visitor Information Centre.

Upper Lachlan Shire Pool Committee Meeting

Held 28 Nov 2019 ULSC Chamber

Present: Julie Simpson, Pam Kensit, David Carter(invited guest), Ken Watson, Mursaleen Shah, Paul Culhane(Chairman) and Sue Hassett(ULSC)

Apologies: NIL

Meeting opened at 2.30pm

Mr Carter presented a listing of pro's and con's as concerns the committee's findings presented to the Nov ULSC council meeting.

Architect appointment

JS presented a list of desired features she had prepared which was reviewed to be presented to the architect as background and to give guidance. All members were asked to submit any specifics they feel should be brought to the architect attention up front by close of business 3 Dec

Moved JS Seconded PK

Possible architects were discussed including Johanssen(Kiama) who had worked on several rural indoor pool projects, Doug McIntyre(specific detailed knowledge of our site), Arthur Gartrell and Simon Croker. The aim being that the consultant work might commence in the new year and allow a fully costed proposal be available for council approval and if approved then grant funding applications is the first half of 2020.

Action MS to produce a tender specification pre Christmas for committee approval before issue which would be sent to targeted architects as well as being general available.

Moved PC Seconded JS

The meeting then closed.

Next Meeting

The next meeting to be advised. Meeting closed 4.00pm

17 NOTICES OF MOTION

The following item is submitted for consideration -

17.1	Notice of Rescission Motion - 341/19	348
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Notices of Motion - 19 December 2019

ITEM 17.1

Notice of Rescission Motion - 341/19

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“We Cllr Cummins, Cllr Opie and Cllr Kensit move that Council Resolution 341/19:

5. Council authorise the proceeds from sale of the Southern Phone Company to be held as unrestricted cash.

Is rescinded”.

If Resolution 341/19, part 5 Southern Phone Company – Propose Acquisition by AGL Energy of all shares is rescinded, then it is proposed that:

5. Council authorise the proceeds from the sale of the Southern Phone Company to be placed in the Council internally restricted reserve fund for the Crookwell Heated Pool Project.

BACKGROUND

In a one off situation from the sale of Southern Phone Company Council could be in a unique position of having \$785,714 being made available to them.

Council should not waste this opportunity.

To place this large amount of money into an unrestricted cash fund would not result in the best outcome for the residents of this Shire.

Cash in an unrestricted fund can be spent on any type of project and in relatively small amounts. The \$785,714 can soon dwindle without any obvious real term infrastructure projects being achieved.

An amount of money of this size should be placed in a restricted fund to ensure that the full amount is available to totally fund an infrastructure project or be Council's contribution in a grants application to an even larger infrastructure project.

Council has been considering the opportunity to provide a heated pool complex in Crookwell for many years and now that Council has approved architectural plans to be prepared for the heated pool complex the finalisation of this project is all that much closer.

At the Council meeting on the 18th October, 2018 Ms Susan Reynolds and Mr. David Carter did a presentation to Council in relation to the 'Get Heated' Campaign for a heated hydrotherapy and lap pool, in Crookwell and tabled a petition and letters of

Notices of Motion

NOTICE OF RESCISSION MOTION - 341/19 cont'd

support from community organisations, associations, individuals and groups of residents totally over 1,300 signatures.

Additionally, prior to the November Council meeting, Ms Susan Reynolds distributed a short survey on Crookwell Facebook to gauge public opinion on a heated pool complex and received over 100 responses within 24 hours with 91% strongly supporting a heated pool complex with a lap pool and hydrotherapy pool.

To place this \$785,714 in a restricted fund exclusively for the Crookwell heated pool project is an opportunity for Council to show that it fully supports the wishes of and is making a positive commitment to the many residents across the Shire who have supported this project.

As the drought continues, it is not just farmers that are feeling the strain, businesses and the wider community is also being hit hard. A heated pool complex with upgraded facilities is the ideal project to attract more people to Crookwell to support small business and give youth of the Shire an improved recreational facility for physical exercise and positive head space.



Clr Ron Cummins



Clr Pamela Kensit



Clr Richard Opie

29/11/19

ACTING GENERAL MANAGER'S COMMENT

Nil

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Draft Local Strategic Planning Statement	352
18.2	Crookwell 200 Community Committee	353
18.3	Building Better Regions and Drought Communities Programme Funding	354
18.4	Development Contribution Planning Policy	355
18.5	Developer Contributions revenue	356

Questions With Notice - 19 December 2019

ITEM 18.1 **Draft Local Strategic Planning Statement**
AUTHOR **Councillor Richard Opie**

In the U.L.S.C Draft Local Strategic Planning Statement has the council considered the conclusions and directions of the Goulburn Hospital Clinical Services Plan 2014 on the future of the Crookwell Hospital? and what impact will these conclusions and directions have on the proposed outcomes and objectives of Council's LSPS?

ACTING GENERAL MANAGER'S COMMENTS

Yes - there are two documents that have been reviewed relating to health. The Southern NSW Local Health District Strategic Plan 2016-21 and the Goulburn Health Service Clinical Service Plan 2014. The Southern NSW Local Health District Strategic Plan 2016-21 identifies under "Targets" on page 10, that planning has commenced for Crookwell and Eurobodalla sites. Crookwell remains a community health hospital. Both plans recognise a stable but aging population in the Upper Lachlan.

The conclusions and directions are being considered in the creation of the Upper Lachlan Shire Council Local Strategic Planning Statement.

ATTACHMENTS

Nil

Questions With Notice - 19 December 2019

ITEM 18.2 **Crookwell 200 Community Committee**
AUTHOR **Councillor Richard Opie**

Can you please advise when the Council will provide a plan showing the location of tree plantings and a list of tree variety's to the Crookwell 200 community committee as agreed through the EDTF for the entrances to towns and villages in the Crookwell region.

ACTING GENERAL MANAGER'S COMMENTS

It is recommended that the Crookwell 200 Community Committee use tree variety's as identified in the Streetscape Theme Guide as the basis for the tree planting decisions.

Given that Upper Lachlan Shire Council is experiencing drought conditions, trees planted now may not survive in the summer heat without adequate water requirements so plantings should be deferred until the end of summer 2020.

In consultation with Council officers, the Crookwell 200 Community Committee may select suitable locations for planting trees away from the flow of moving traffic. When locations have been decided, Council may wish to consider approving a donation of up to \$1,000 towards the purchase of suitable trees for this purpose. However, the installation and maintenance of the trees shall remain the responsible of community groups and/or the Crookwell 200 Community Committee.

ATTACHMENTS

Nil

Questions With Notice - 19 December 2019

ITEM 18.3 **Building Better Regions and Drought Communities
Programme Funding**
AUTHOR **Councillor Richard Opie**

Has council selected what projects the BBR round 4 grant and Drought Communities program grant are being recommended for submission to meet the 19th December deadline?

ACTING GENERAL MANAGER'S COMMENT

There was a Councillor Workshop held on 26 November 2019. The workshop considered suitable projects to meet eligibility for making grant applications to the Drought Communities Programme and Building Better Regions program.

The grant funding program applications to be undertaken by Council are as follows:-

Building Better Regions Fund Round 4 - Wombeyan Caves Road (Regional Road MR258) road reconstruction of 3 kilometres (note: a Benefit Cost Ratio (BCR) is required and 50% matching funding applied for total cost of project). The grant application has been prepared for a \$2.527 million total project cost.

Drought Communities Programme - Peelwood Road bridge replacement and Public Access and Mobility Plan (PAMP) identified footpath replacement projects (note: financial details are presently unavailable as the applications have not been completed and grant background work is underway).

ATTACHMENTS

Nil

Questions With Notice - 19 December 2019

ITEM 18.4	Development Contribution Planning Policy
AUTHOR	Councillor Ron Cummins

Does Council's Contribution Planning Policy meet the current State Government requirements by being fair and equitable in its implementation? And are the schedules open to scrutiny.

ACTING GENERAL MANAGER'S COMMENTS

Council's contribution plans set out under Section 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* were developed in accordance with State Government policy at the time. The plan was adopted by Council in 2007 and has been amended by Council in 2009.

If the Council prepares an amendment or a new contributions plan, it will need to be approved by the Department of Planning, Industry and Environment.

The State Government requires contribution plans to be fair and equitable. Council's Contributions Plan sets out the three principles for levying development contributions in Section 1.2 and are as follows:

- The contribution must be for, or relate to, a planning purpose;
- The contribution must fairly and reasonably relate to the subject development;
- The contribution must be such that a reasonable planning authority, duly undertaking its statutory responsibilities, could have properly imposed.

Fairness and equity are difficult concepts to apply. The adopted contributions plan assumes that infrastructure improvements are to be funded in part from existing ratepayers, new development, grants and other income.

The plan, the attached schedules and working documents, including the summary of the contributions, are available on Council's Website. (<https://www.upperlachlan.nsw.gov.au/planning/strategies-plans-policies/section-94-development-contributions-plan>)

ATTACHMENTS

Nil

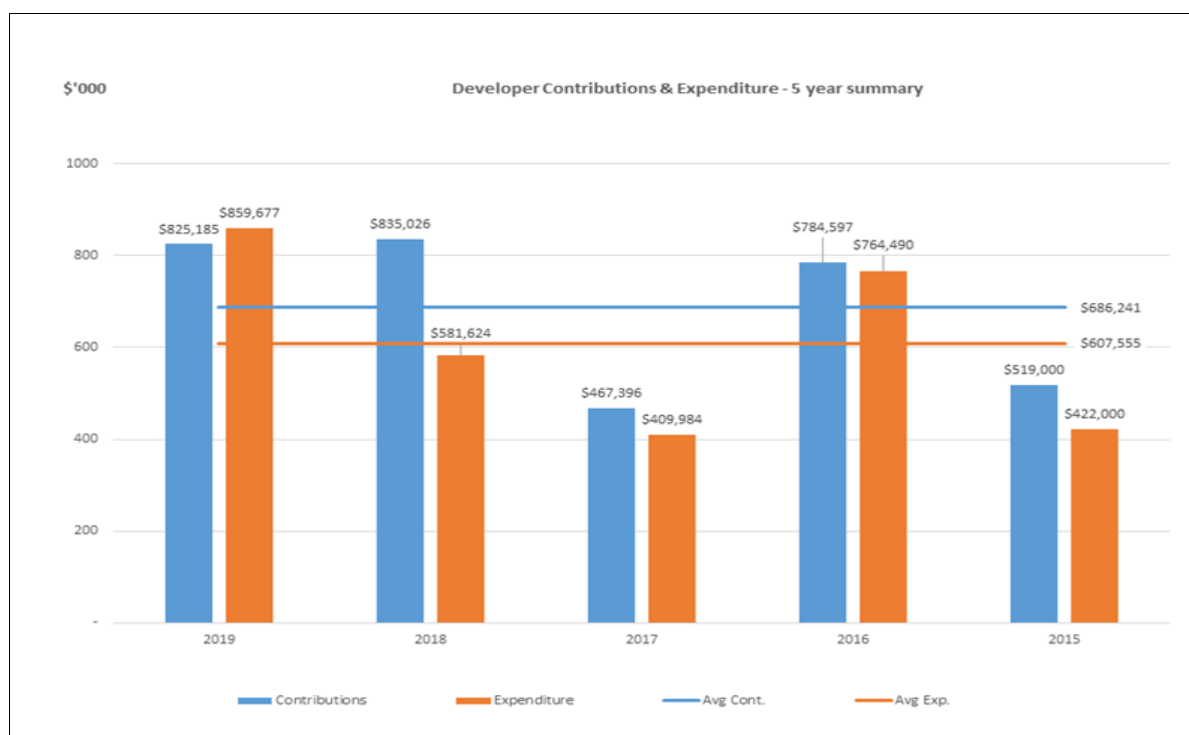
Questions With Notice - 19 December 2019

ITEM 18.5 **Developer Contributions revenue**
AUTHOR **Councillor Ron Cummins**

Additionally how much revenue does council receive from Developer Contributions each year? And if the Contributions plan was required to be reviewed to meet State Government requirements what would be the alternates for the Council to generate revenue for infrastructure and if alternates cannot be found what impact would this have on Councils infrastructure planning?

ACTING GENERAL MANAGER'S COMMENTS

The below graph details both income received and expenditure related to the Section 7.11 development contribution plan over the prior period of 5 years.



The State Government provides Council with two options, a Section 7.11 and or 7.12 contributions plan. Both plans can run concurrently.

If alternatives to the Section 7.11 and or 7.12 cannot be found, Council would lose the ability to receive a significant amount of infrastructure revenue, in turn, projects would not be considered feasible for commencement or existing projects would not be completed without finding additional available funding sources.

ATTACHMENTS

Nil

General Manager's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2)(d)(i) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 in confidential session for the reasons indicated:

Item 19.1 Tender for General Waste Transfer Service Provider

This report is considered to be confidential in accordance with Section 10A(2)(d)(i) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

19 CONFIDENTIAL SESSION

The following item is submitted for consideration -

19.1 Tender for General Waste Transfer Service Provider